

Disney
THE LION KING
THE WORLD'S #1 MUSICAL

COMPANY MANAGER

Position/Role Description

The Employee is employed in the Position for the Term to perform all services customarily rendered by a company manager of a first-class musical stage play. Without limitation of the following, Employee's Services shall include by not be limited to:

- (a) Consulting (either by phone or in person) with the Production's Associate Producer, Production Administrator, Production Co-ordinator, creative personnel, and other personnel designated by Producer;
- (b) Day-to-day direct reporting to the Associate Producer and Production Administrator;
- (c) Solving routine day-to-day problems related to the Production's cast, crew, orchestra and other personnel;
- (d) Daily liaising and reporting with the local Technical Director;
- (e) Ensuring availability to company members during all rehearsal and show hours;
- (f) Attending performances of the Production;
- (g) Daily management of all touring company members;
- (h) Supervising, preparation and management of payroll, financial and other records;
- (i) Signing off on all personnel time sheets;
- (j) Managing implementation of change of rates when applicable with Producer's finance representative, Production Administrator and Production Co-ordinator;
- (k) Coordinating and managing any absenteeism's with Producer and creative team;
- (l) Liaising and fostering good relations between management and employees to ensure a positive workplace environment;
- (m) Facilitating relationship with local presenters, theatre and locally employed staff;
- (n) Managing and implementation of applicable occupational, health and safety/workplace injury in connection with all company members;
- (o) Implementation and management of Producer policies and procedures across the company in the theatre;
- (p) Managing and overseeing the responsibilities of the Associate Company Manager and the Deputy Company Manager, and fostering the professional development of these roles;
- (q) Participating in staff selection process with heads of departments (HOD's);
- (r) Managing crew scheduling with HOD's;
- (s) Facilitating communication among company members;
- (t) Daily monitoring and management of departmental expenditure, staffing costs and budget lines;
- (u) Developing and managing effective working relationships with all HOD's to ensure smooth daily running of the production;
- (v) Administering company and VIP house seat requests;
- (w) Representing Producer and hosting VIP, special guests and dignitaries at the theatre;
- (x) Representing Producer in all matters related to theatre management, food and beverage, theatre box office, food and beverage and merchandise activities at the theatre;
- (y) Liaising with publicity and marketing departments to ensure all requests are met and implemented; and
- (z) in the absence of the Assistant Company Manager, fulfilling the duties customarily performed by the Assistant Company Manager.

In addition, Employee must also:

- (a) Ensure that all work required hereunder is carried out in a professional and safety conscious manner;
- (b) Notify immediately the Associate Producer, of any injury or accident sustained during the Term.
- (c) Comply with reasonable directions given by the Producer, and Technical Director in relation to the rehearsals, travel and performances of the Production and standards of conduct and behaviour during the Term.
- (d) Keep the Producer informed of Employee's address, whereabouts, and contact telephone numbers.

and all such other services as may be reasonably required by Producer.