



Company Manager – Into The Woods

JOB DESCRIPTION

Salary:	Above SOLT/ Equity minimum for a Category B Venue, with a 6 hour per week overtime buyout.
Terms:	Fixed Term (Monday 5 January 2026 until Saturday 18 April 2026)
Hours:	42 hour working week across 6 days per week between 08:00 and 23:30. The overtime buyout shall be paid weekly as a prepayment 6 hours per week of overtime over the length of the contract.
Holiday:	28 days including bank holidays per annum (pro rata)
Reports to:	Director of Productions
Location:	Bridge Theatre, 3 Potters Fields Park, SE1 2SG

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner and Nick Starr. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End. A new venue in King's Cross, Lightroom, opened in 2023.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including *A German Life*, a one-woman show starring Maggie Smith, and *A Midsummer Night's Dream*, an immersive reimagining of Shakespeare's classic. *My Name is Lucy Barton*, performed by Laura Linney, opened on Broadway in January 2020 and *Straight Line Crazy* with a cast led by Ralph Fiennes, transferred to New York in the autumn of 2022. The Bridge's first musical, an award-winning immersive reimagining of *Guys & Dolls* played for 2 years, closing in January 2025, followed by *Richard II* starring Jonathan Bailey; a revival of our hit production of *A Midsummer Night's Dream*, and Simon Stone's *The Lady From The Sea* with Alicia Vikander and Andrew Lincoln.

DUTIES AND RESPONSIBILITIES

The Bridge Theatre is currently looking for an enthusiastic and talented Company Manager for *Into The Woods* to take over the role in January until the end of the run.

GENERAL

- Facilitate the creative team in realising their artistic aims for the production whilst working with the Director of Productions to ensure the effective use of allocated staff and resources in running the show.
- Act as the on-the-ground contact for day-to-day operational matters with specific emphasis on key areas such as performer well-being, operational and personnel performance and press and PR activity.
- Maintain budgetary control on given areas of responsibility as directed by the Director of Productions.
- Such other services as are customarily provided by a Company Manager in relation to the production of a first-class musical.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Director of Productions or Associate Producer from time to time.

DURING REHEARSALS AND PERFORMANCES

- Manage the production both in rehearsals and during performances ensuring that it is maintained on a day-to-day basis to the highest standard.
- Attend all rehearsals, show calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance.
- Deal with all ticket requests for the Cast and Company in conjunction with the Box Office team.
- Facilitate and manage company hospitality.
- Provide support with arranging and negotiating accommodation arrangements for the Company as appropriate.
- Provide support as required to the Director of Productions, Associate Producer, and production team during auditions and casting process.
- Acquire familiarity with the Stage Manager's track so that you are able to provide cover.
- Respond to issues raised by the performing company, and coordinate with the production team to resolve these issues as appropriate.

HR

- Manage performers' behaviours, and implement Company policy, social media policy, etc.
- Ensure the implementation of relevant employment terms for the Company in accordance with their performance contract.
- Stay abreast of all union and other agreements / contracts accurately and convey information to relevant parties.
- Support and prepare (as required) the Company payroll, monitoring overtime payments and implementing use of timesheets as required.
- Comply with and ensure all company related work is carried out in keeping with all Bridge Theatre policies and procedures including health and safety, alcohol, and drug misuse and GDPR.

SCHEDULING

- Supervise the scheduling of artists' calls, rehearsal and associated spaces and other backstage areas, ensuring that all arrangements and calls are made in accordance with Equity and MU Agreements.
- Provide support in scheduling call times for rehearsals, technical rehearsals, performances, PR appearances and other requirements of the production, liaising with other departments as required.
- Assist the Marketing Team with the management and logistics of marketing and publicity events and appearances.
- Collate and track holiday requests, always ensuring an adequate level of show cover.

PASTORAL CARE

- Provide pastoral care and manage welfare for all members of the Company and liaise with the Director of Productions regarding the welfare of the company and any issues relating to it.
- Welcome acting companies to the building with a venue tour and provide local information. Issue scripts, contact information, fobs, keys and other pre-rehearsal information and special requirements.
- Support the Company with any production related medical issues arising and to facilitate visits to specialists and therapists as appropriate.
- Understand the morale and spirit of the Company through regular consultation and individual meetings.

COMMUNICATION

- Liaise with the Director of Productions, resident creative team members, Technical Heads of Department, Stage Management, the acting Company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show.
- Attend regular production, operations, and planning meetings as needed, sharing information as necessary from the wider teams.
- Compile and distribute show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, nightly figures, accident reports, HSE reports, up to date stage management cue sheets and all other show paperwork relevant to the show bible.

PERSON SPECIFICATION:

ESSENTIAL

- Experience as Company Manager on a large-scale musical.
- Highly Motivated, Positive and Organised.
- In depth understanding of relevant Equity/Musicians Union agreements.
- Excellent verbal and written communication skill.
- Understanding the needs of performers and artists and an ability to instil confidence and gain trust.
- Excellent administrative skills, including use of Microsoft Office (particularly Excel).

DESIRABLE

- Mental Health First Aid Qualification.

HOW TO APPLY

To apply: please email recruitment@londontheatrecompany.co.uk with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](#) or via our website.

Deadline for applications: **Wednesday 26 November 2025, 18:00.**

First round interviews will take place w/c 1 December 2025.



Second round interviews will take place w/c 8 December 2025.

For more information please visit www.bridgetheatre.co.uk or email recruitment@londontheatrecompany.co.uk

If you have any queries, please contact recruitment@londontheatrecompany.co.uk

We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.