

Job Description

Job Title	Company Manager
Location	Glasgow – extensive touring both nationally and internationally
Team	Artistic Production and Touring
Key Relationships	
Reports to:	Head of People & Wellbeing
Direct Reports:	n/a
Key relationships:	<p>Works in close consultation with the Executive Director, Technical Director, Head of Artistic Planning & Senior Producer and Heads' of Departments.</p> <p>Maintains a daily working relationship with artistic staff, dancers and production teams.</p> <p>Works collaboratively with Administration, HR, Marketing, Advancement and Engagement teams.</p> <p>Builds excellent relationships with guest artists and casual production staff and venue staff.</p> <p>Builds excellent relationships with key stakeholders, including travel agencies and airlines, producing and touring partners.</p>
Purpose	
<p>To ensure the efficient operational management of people and their logistical requirements for performances and related activities: regionally, nationally and internationally, and at our Tramway base; as well as assisting with planning and preparation across the range of touring activities.</p>	

Responsibilities

- To work closely with Scottish Ballet departments to ensure a thorough understanding of all performance-related and touring requirements.
- To be responsible for the day-to-day operational and logistical requirements of dancers and guest artists; including responding effectively to requests, issues and unexpected situations.
- To be a key point of contact and support for dancers, artistic guests and technical staff regarding where and when Company activity is taking place, including performances, events, PR and marketing activities.
- To manage or assist with various elements of international touring.

Key Functions

- Take the lead with tour management and administration, ensuring the timely dissemination of key information and the preparation/ distribution of tour handbooks etc.
- Assist with tours' planning – including participating in venue and site recces (as required), coordinating venue contracts, and other administrative requirements as appropriate.
- Coordinate and prepare the necessary visa and work permits for dancers, staff and guest artists.
- Keep up-to-date with all productions, projects, events and programming – ensuring that the various logistical requirements are effectively communicated to dancers and guests to ensure smooth and efficient outcomes.
- Coordinate all travel, accommodation and subsistence arrangements for the touring Company and visiting artistic staff, and to meet and escort visitors, as required.
- In close liaison with the Head of People & Wellbeing, engage children, chaperones and extras, and obtain all necessary licenses and permits, as required.
- In close liaison with the Head of People & Wellbeing and the Company Physiotherapist, ensure that the health and welfare requirements of the touring Company are being met, and are in line with Scottish Ballet's Health & Safety Policies.
- Whilst on the road, be the first point of contact for dancers in relation to HR/Wellbeing support and provide appropriate advice regarding Company protocols and conduct as necessary.
- Be the key point of contact for all Scottish Ballet departments in touring venues.
- Support the dancers with overtime claims and submissions.
- Liaise with the Head of People & Wellbeing regarding the preparation of new dancers' contracts and any visa or special requirements.
- Prepare contracts for guest teachers, chaperones and children/ extras, as required.
- Assist to determine all aspects of touring budget lines, seeking cost of effective solutions where possible.
- Actively participate in all theatre-based activity, including overseeing VIP ticketing and collection, and assisting with hospitality events, as required.
- Other duties as consistent with this JD or as directed by the Chief Executive/ Artistic Director or Executive Director.

Desirable Qualifications & Experience

- Educated to Degree level or equivalent industry experience.
- A minimum of 3 years' relevant experience working within a busy, high-profile theatrical organisation, ideally including large-scale work.
- Experience of representing an organisation to external bodies.
- Experience of advance planning, working to and meeting tight deadlines.
- Extensive knowledge of working in theatre, particularly of the production process, and have a mind for logistics, problem-solving and attention to detail.
- An awareness of how venues operate, together with an understanding of international touring, including work visas.
- Excellent organisational and IT skills.
- The ability to plan and manage workload efficiently and effectively.
- Excellent written and oral communication skills.
- Strong numeracy skills.
- The ability to produce accurate work to a high level of presentation.
- A current passport is essential.
- A full clean driving licence (desirable).
- Foreign language skills would be an advantage.
- Knowledge of current Union agreements and practices (desirable).

General Characteristics

- A passionate interest in the arts and a fundamental belief in Scottish Ballet and its objectives.
- Strong interpersonal, confidentiality and diplomacy skills.
- Ability to work both independently and as part of a team, a willingness to contribute new ideas and to meet deadlines.
- Ability to work calmly under pressure.
- A friendly disposition but with the ability to command authority.
- Respect for confidentiality and discretion at the highest level.
- Flexibility of personal commitments to cope with travel, touring and attending performances and other events including in the evenings and at weekends.

Created By:		PWB:	Louise Devlin
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