

DREAMWORKS
THE
**PRINCE
OF
EGYPT**
THE HIT MUSICAL

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REHEARSAL DRAFT DECEMBER 2019
CONFIDENTIAL

Book by Philip LaZebnik
Music & Lyrics by Stephen Schwartz

RECRUITMENT PACK

Company Manager

(Fixed Term, Full-time)

COMPANY MANAGER

The Prince of Egypt opened at the Dominion Theatre, London in February 2020 and performances continued until the closure of all West End theatres on 16 March 2020 due to the COVID-19 pandemic. Following a re-rehearsal process and technical recommissioning in June we are planning to reopen at the Dominion Theatre on Thursday 1 July 2021.

Featuring a company of more than 60 artists, *The Prince of Egypt* is one of the biggest musicals on the West End. Delivering each performance involves more than 100 people backstage, including stage management, automation, sound, video, wardrobe, wigs and chaperones; working closely with the Dominion Theatre team.

We are looking for a Company Manager to lead our company at *The Prince of Egypt* from August 2021. The ideal candidate will be an experienced manager who enjoys working with creatives, performers and technicians with diplomacy, discretion, professionalism, empathy and pragmatism. They will be able to prioritise a complex workload with excellent organisational skills and flexibility.

The COVID-19 pandemic has severely impacted the theatre industry, it is of the utmost importance that all of *The Prince of Egypt* staff attend COVID-19 health and safety training, follow all guidance and regulations as instructed and take personal responsibility for their safety as well as the safety of our colleagues and our audiences.

The Prince of Egypt is committed to making our recruitment process inclusive. We are seeking candidates who support our principles of equal opportunity and broadening access to the arts. We aim for our workforce to be representative of our society and encourage applications from everyone.

JOB DESCRIPTION

Company Manager

Line Manager: General Manager

Line Management: Cast and Heads of Departments

The Company Manager is a key leadership position. They are the management's representative in the theatre, leading the Company on a day-to-day basis.

- Working closely with the Producers, General Manager, Production Manager, creative team (from the USA and UK) and production team to realise the Production throughout the rehearsal process and in maintaining the creative and technical integrity of the Production throughout its run.
- Planning and scheduling in conjunction with resident creatives and the Stage Manager .
- Providing HR support and pastoral care to Company members and keeping the General Manager informed of complications or concerns.
- Managing emergency situations, particularly if there is a risk of the cancellation of a performance.
- Creating and communicating the daily set up of the show, show reports, box office reports and carrying out nightly procedures.
- Financial administration including weekly payroll and overseeing departmental petty cash expenditure.
- Maintaining a good working relationship with theatre management and venue staff. Ensuring venue rules and regulations are adhered to.
- Together with the General Manager and Children's Administrator overseeing the management of child performers welfare and ensuring child performance regulations are adhered to.
- Together with the General Manager, Production Manager and Health & Safety Consultant ensure Health & Safety policies and practices are adhered to.
- Overseeing performer physiotherapy requirements and injury management.
- Keeping relevant paperwork and records to ensure an accurate reference to allow the Production to be remounted at a later date.
- Champion the principles of equal opportunity and broadening access to the arts.
- Treating everyone in the workplace with dignity and respect including but not limited to Company members, Producers and management, creative and production team, theatre management and staff, hirers and suppliers and audiences.
- Always conducting yourself professionally, recognising that you are a representative of the Production.
- Working in accordance with the Production's employment policies.
- Adhering to and facilitating any COVID-19 safety protocols as instructed.
- Attending any work-related training as requested.
- Facilitating activities and events to promote the Production.
- Facilitating and participating in Access performances, education and outreach work.
- Any other services as are customarily provided by a Company Manager in relation to a production of a first-class stage musical.

This job description is a guide to the nature of the work required. It is neither wholly comprehensive nor restrictive and does not preclude change or development that may be required in the future.

JOB DESCRIPTION

PERSON SPECIFICATION

Essential

- Minimum of five years relevant management experience in theatre or arts.
- Excellent people management skills including building and leading teams.
- Highly organised with excellent administrative skills.
- Ability to engage confidently and pleasantly with a wide range of people.
- Flexibility and the ability to adapt to changing circumstances.
- A comprehensive working knowledge of union agreements (SOLT/Equity/MU/BECTU).
- Sound understanding of planning and scheduling Theatre.
- Able to take responsibility and make quick and informed operational decisions.
- Detail orientated as well as able to assess the big picture.
- Experience adhering to and leading others in strict health and safety protocols.
- Competent computer skills, including Microsoft Outlook, Word and Excel.
- A passionate interest in performing arts.

TERMS AND CONDITIONS

Title of post: Company Manager

Salary: as per [SOLT/Equity Agreement for West End Theatre Artists](#)

Contract: Fixed term, full-time, Monday to Saturday, subject to a three-month probation period. Evening and weekend work are standard. Your contract will be the SOLT/Equity Agreement for West End Theatre Artists.

Start Date: mid-August 2021 (subject to government guidance and regulations)

End Date: August 2022

Location: Dominion Theatre, 268-269 Tottenham Court Road, Fitzrovia, London W1T 7AQ

Holiday: Entitled to 28 days' holiday with pay in each complete year of work. Entitlement for part-years will be calculated pro rata.

Pension: as per [SOLT/Equity Agreement for West End Theatre Artists](#)

You must be 18 years old or above and eligible to work in the UK.

ABOUT THE PRINCE OF EGYPT



Journey through the wonders of Ancient Egypt as two young men, raised together as brothers in a kingdom of privilege, find themselves suddenly divided by a secret past. One must rule as Pharaoh, the other must rise up and free his true people; both face a destiny that will change history forever.

The cast of 43 is led by: Luke Brady (Moses), Liam Tamne (Ramses), Christine Allado (Tzipporah), Alexia Khadime (Miriam), Joe Dixon (Seti), Debbie Kurup (Tuya), Mercedesz Csampai (Yocheved), Adam Pearce (Hotep), Tanisha Spring (Nefertari) and Silas Wyatt-Barke (Aaron).

The Prince of Egypt has music and lyrics by Grammy® and Academy Award®-winner Stephen Schwartz (*Wicked*, *Pippin*, *Godspell*), a book by Philip LaZebnik (*Mulan*, *Pocahontas*) and features 10 brand new songs written by Stephen Schwartz, together with 5 of his acclaimed songs from the DreamWorks Animation film (*Deliver Us*, *All I Ever Wanted*, *Through Heaven's Eyes*, *The Plagues* and the Academy Award®-winning *When You Believe*, which was a global hit for Whitney Houston and Mariah Carey).

The Prince of Egypt is directed by Scott Schwartz with choreography by Sean Cheesman; set designs by Kevin Depinet; costume designs by Ann Hould-Ward; lighting design by Mike Billings; sound design by Gareth Owen; projection designs by Jon Driscoll; illusions by Chris Fisher; wigs, hair and makeup design by Campbell Young Associates; orchestrations by August Eriksmoen; musical supervision and arrangements by Dominick Amendum; musical direction by Dave Rose; casting by Jim Arnold CDG and children's casting by Verity Naughton CDG.

The Prince of Egypt is produced by DreamWorks Theatricals (a division of Universal Theatrical Group), Michael McCabe and Neil Laidlaw together with John Gore, Tom Smedes and Peter Stern, Ramin Sabi, The Araca Group, James L. Nederlander and Michael Park.

A milestone in cinematic achievement, the classic DreamWorks Animation film has been captivating audiences across the world for more than two decades. It has been hailed as "one of the greatest animated films of all time" (*Evening Standard*) and "a stunning film" (*The Guardian*).

The new stage adaptation of *The Prince of Egypt* originally premiered at TheatreWorks Silicon Valley (winner of the 2019 Regional Theatre Tony Award®) and Fredericia Teater Denmark.

Further information about *The Prince of Egypt* can be found on: www.ThePrinceofEgyptMusical.com

Twitter, Facebook, Instagram: @PrinceOfEgyptUK

HOW TO APPLY

Please write a cover letter (maximum one page) demonstrating your suitability for the position and why you would like to work for *The Prince of Egypt*. Please submit along with your CV, by the closing date, to:

Email: jobs@nml.org.uk using the subject line **Company Manager**

Closing Date: 24 May 2021 by 11am

First Interviews: In the week commencing 24 May 2021 via Zoom Video Meeting

Second Interviews: In the week commencing 31 May 2021 in London

We recognise that everyone is unique and may have particular needs during the recruitment process. If you need any job information in a different format or if you need additional support with your application please contact us on jobs@nml.org.uk or telephone 0207 430 0441 to discuss alternative ways of applying. This includes paper, video and audio applications.