



Cambridge Theatre Company was founded in 2015 to provide high quality theatre to Cambridge and beyond. We encourage full community involvement for people of all ages and provide a unique opportunity for individuals to experience theatre led by professional teams.

By using professional teams, we offer our performers the chance to hone their skills and push the boundaries of amateur theatre. We are proud of the fact that we have now performed over 25 musicals and plays in the last 8 years to over 8000 people each year.

We are committed to harnessing the potential of all of our performers, both young and old. Our commitment is to constantly strive to provide a safe space in which people can grow and learn.

Responsibilities

The Company Manager is responsible for the pastoral care of the company and creative team working on a production/project, and the administration and organisation of rehearsals leading up to, and including, production week.

They will:

- Be the key contact for cast and creative team/production team.
- Be the key contact with the rehearsal and performance venues.
- Be in attendance at all rehearsals and at the performance venues when the company is performing.
- Attend monthly management meetings.
- Promote a warm and caring environment for everyone involved in the production during rehearsals and performances.
- Organise social events.

Auditions

- Be the contact for all those applying to audition including organising timeslots and sending out reminders a week before.
- Prepare and organise all paperwork for the adult and children's auditions.

Rehearsals

- Attend all rehearsals – be there to open up and ensure everything is ready.
- Take responsibility for the administration linked to running the rehearsal – attendees, absences etc.
- Ensure that any accidents are recorded and verified, as per Health & Safety regulations.
- Provide first aid if required
- Be a presence in the rehearsal room, to ensure a calm and productive rehearsal environment and to be an extra chaperone if there are children present.

Production

- Be a liaison between company/production team and venue staff.
- Inform creative team of any absences as soon as possible.
- Be a presence during technical rehearsal, dress rehearsal and performances to ensure that all goes smoothly.
- Ensure that any lost property is collected at the end of a production run and returned to owners.

Communication

- Manage email inbox and deal with emails accordingly, work with children's coordinators if there are any issues.
- Make sure company and team are informed of any news or changes to schedules etc as soon as possible.

Basic Requirements

- Experience working with young people
- Willing to undertake an enhanced DBS check and valid chaperone licence.
- First Aid certificate

Preferred Requirements

- Experience of working within a theatrical environment
- Willing to be autonomous and use one's initiative.