



INTERNATIONAL COMPANY MANAGER - SLEEP NO MORE / SEOUL

JOB DESCRIPTION & PERSON SPECIFICATION

Please note: Although this is a Punchdrunk production, the successful candidate will be contracted directly by our Korean producing partners.

Responsible to: Local Korean Producer & Punchdrunk Global Line Producer

Responsible for: International company

Salary: Competitive

Deadline for applications: 19th May 2025

How to apply: Complete the application form [here](#) including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com.

OUR HISTORY

Founded in 2000 by Felix Barrett, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Recently listed amongst **the 50 most influential artists of the last 50 years** (Sky Arts, 2022) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic "mask" shows, which redefined the genre of immersive experiences, have been cited amongst **the 40 creative moments that changed culture** (Creative Review), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK and China. *Sleep No More* in New York has been playing to sell out audiences since 2011, and in Shanghai the show has been running since 2016, making it the longest running show in the city's history. *The Drowned Man: A Hollywood Fable* broke the National Theatre's box office records when it went on sale in 2013. Punchdrunk's 2022 London production, *The Burnt City*, became the company's longest-running show in its home city, coinciding with the opening of its first permanent venue at 1 Cartridge Place in Woolwich.

In 2024, *Viola's Room* debuted in Woolwich, marking a bold shift from Punchdrunk's signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company's immersive expertise, using binaural sound to create a deeply personal journey.

Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt's Plan B Studios – most recently with TV series *The Third Day*, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: *The Third Day: Autumn*: a 12-hour live episode, filmed in one continuous take.

Punchdrunk's past theatrical works include: *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre, Boston, Mass.), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), *Faust* (in collaboration with the National Theatre), and *The Burnt City*.

THE ROLE

We are looking for an experienced individual to join our team for the forthcoming new production of *Sleep No More* in Seoul as International Company Manager. This role focuses on supporting a cast of approximately 30 performers, including 20 international artists primarily from the UK, USA, and Europe, alongside 10 Korean performers. The International Company Manager will be responsible for managing all aspects of the international company, overseeing their ongoing needs throughout the production. This is a key company management role requiring excellent organisational skills, cultural awareness, and hands-on experience working with international performing arts professionals.

JOB DESCRIPTION

- Provide effective line management and ongoing pastoral care to the international company, championing welfare and supporting their professional development.
- Lead on performance management, discipline, motivation, and team dynamics within the international company.
- Act as a bridge between the international company, the local Korean producing team and Punchdrunk Global Ltd, ensuring clear and consistent communication.
- Coordinate the orientation of international cast members and visiting artists, introducing them to operational procedures and the performance venue.
- Handle any contractual matters that arise, in consultation with Punchdrunk Global Ltd and the Korean producing team.
- Ensure that all international performers' terms of employment are properly implemented in line with their contracts.
- Maintain company discipline and a supportive working environment.
- Manage petty cash, company credit cards, or other purchases as required, and oversee relevant budget areas.
- Coordinate with the local Company Manager to manage payroll for the international company, monitor overtime, and administer timesheets.
- Collaborate with the local Company Manager and directing team to schedule all call times (rehearsals, performances, PR appearances, etc.) in line with contractual terms.
- Assist in compiling and distributing show notes following each performance.
- Attend all rehearsals, technical rehearsals, previews, press nights, and performances.
- In partnership with the local Company Manager and producing team, maintain a safe, clean, and efficient working environment for the international company.
- Implement or coordinate training and professional development as needed.
- Lead preparations for the arrival of any new international company members in Seoul, including:
 - Coordination of visas and work permits
 - Airport transfers
 - Accommodation arrangements
 - Welcome packs and mobile phone setup
 - Vaccination checks and local banking setup
 - Support medical and wellbeing needs, including scheduling regular physiotherapy appointments.
- Ensure smooth day-to-day operations of the international company by liaising with all departments.
- Perform any other duties reasonably required to support the production.

PERSON SPECIFICATION

Essential experience, skills and attributes

- Significant experience in company management roles, ideally within large-scale or international productions
- Proven experience working with international artists and touring companies
- Excellent interpersonal and communication skills, with the ability to mediate across cultures and teams
- Strong organisational skills and the ability to manage multiple priorities under pressure

Desirable:

- Experience living or working abroad, particularly in company management roles
- Familiarity with physical theatre, immersive theatre, or dance productions
- Prior experience working in South Korea or in regions where English is not the primary language
- A genuine interest in Punchdrunk's creative work and ethos

EMPLOYMENT TERMS

Contract: 13 - 16 months

Salary: Competitive

Notice period: 3 months

Place of Work: Seoul, South Korea

Flights, airport transfers and contribution to local accommodation provided in Seoul

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.