



**INTERNATIONAL
COMPANY MANAGER
JOB PACK**

APRIL 2021



OUR HISTORY

Formed in the UK by Felix Barrett in 2000, Punchdrunk has pioneered a game-changing form of immersive theatre in which roaming audiences experience epic and emotional storytelling inside sensory theatrical worlds. Blending classical texts, physical performance, award-winning design installation, and unexpected sites, the company's infectious format rejects the passive obedience usually expected of audiences. Our award-winning productions invite audiences to rediscover the childlike excitement and anticipation of exploring the unknown and experience a real sense of adventure. The company's international production, *Sleep No More*, has celebrated 10 years of its extended run in the USA. In December 2016, a redeveloped version of the production opened in Shanghai and continues to run. *The Third Day*, a six-part TV drama and theatrical broadcast created by Dennis Kelly and Felix Barrett aired on Sky and HBO earlier this year. Punchdrunk also announced a partnership with gaming giants Niantic earlier this year.

Punchdrunk's award-winning productions include:

Faust (in collaboration with the National Theatre, 2006)

The Masque of the Red Death (2008)

Tunnel 228 (in collaboration with The Old Vic, 2009)

It Felt Like A Kiss (with Adam Curtis and Damon Albarn, Manchester International Festival, 2009)

Sleep No More (with the American Repertory Theatre, Boston, Mass., 2009)

The Duchess of Malfi (with ENO, 2010)

The Crash of the Elysium (Manchester International Festival, 2011)

The Drowned Man: A Hollywood Fable (with the National Theatre, 2013).

Since 2008, Punchdrunk Enrichment has taken this immersive practice into communities, creating performances with and for children, young people and the wider community.

INTERNATIONAL COMPANY MANAGER

Responsible to: General Manager, Deputy General Manager (Shang Yan)

Responsible for: Performing Company, with a particular emphasis on the international company

Works Closely with:

Internal (SMG Live & Shang Yan Cultural Management Company): Local Company Manager, Production Director & Production Management, Rehearsal Directors, and the wider production teams

External (Punchdrunk): Associate Producer, Creative Team and other Punchdrunk personnel as required

JOB DESCRIPTION

Punchdrunk is seeking a talented and experienced International Company Manager (ICM) to oversee the successful ongoing company management and maintenance of its production of *Sleep No More* in Shanghai (SNM).

Punchdrunk's *Sleep No More* is currently playing in Shanghai, co-produced by Punchdrunk and SMG Live, and managed by Shang Yan Cultural Management Company. The production has found huge success in Shanghai since its opening in December 2016, breaking box office records in becoming one of the fastest selling theatre productions ever in Shanghai and is now the second longest running show in the city's theatre history. *Sleep No More* Shanghai temporarily closed in January of 2020 due to the impact of Covid-19 but successfully re-opened in June of 2020.

Sleep No More is Punchdrunk's visceral, tactile and darkly cinematic telling of Shakespeare's classic tragedy, *Macbeth*, spanning five floors of a vast, purpose-built building in the Jing'an district of the city. This is the first immersive work of this scale to be performed in China. The performing company is made up of local and international artists, and there is a resident team of rehearsal directors who maintain the work on a daily basis.

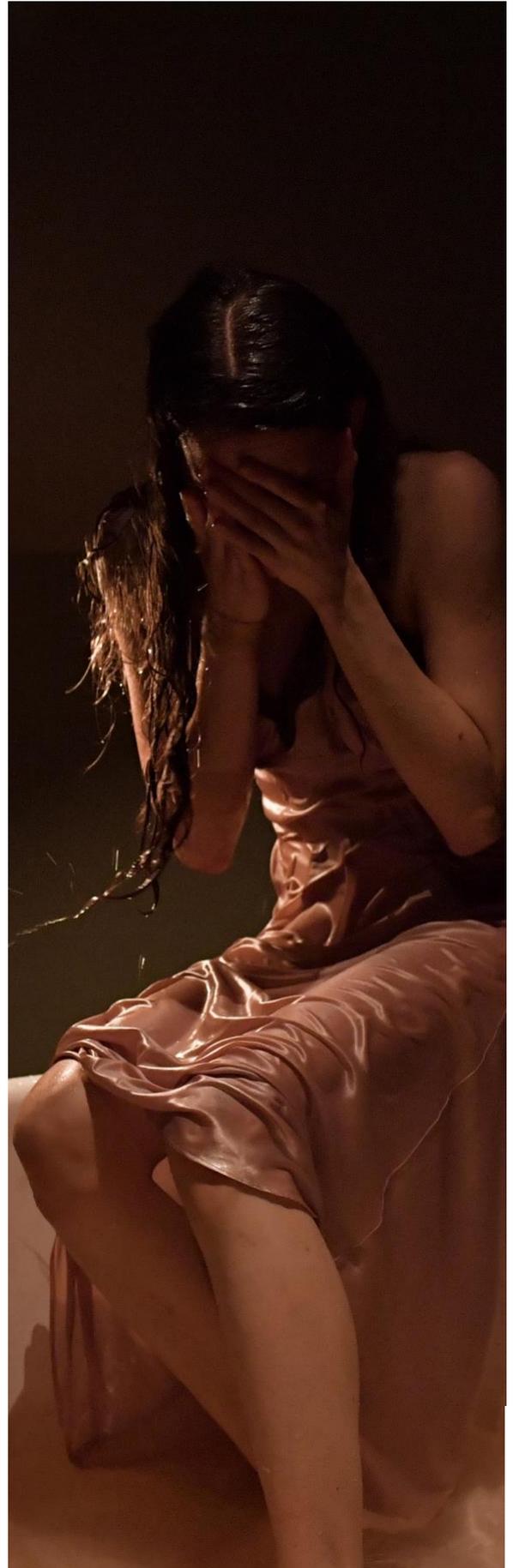
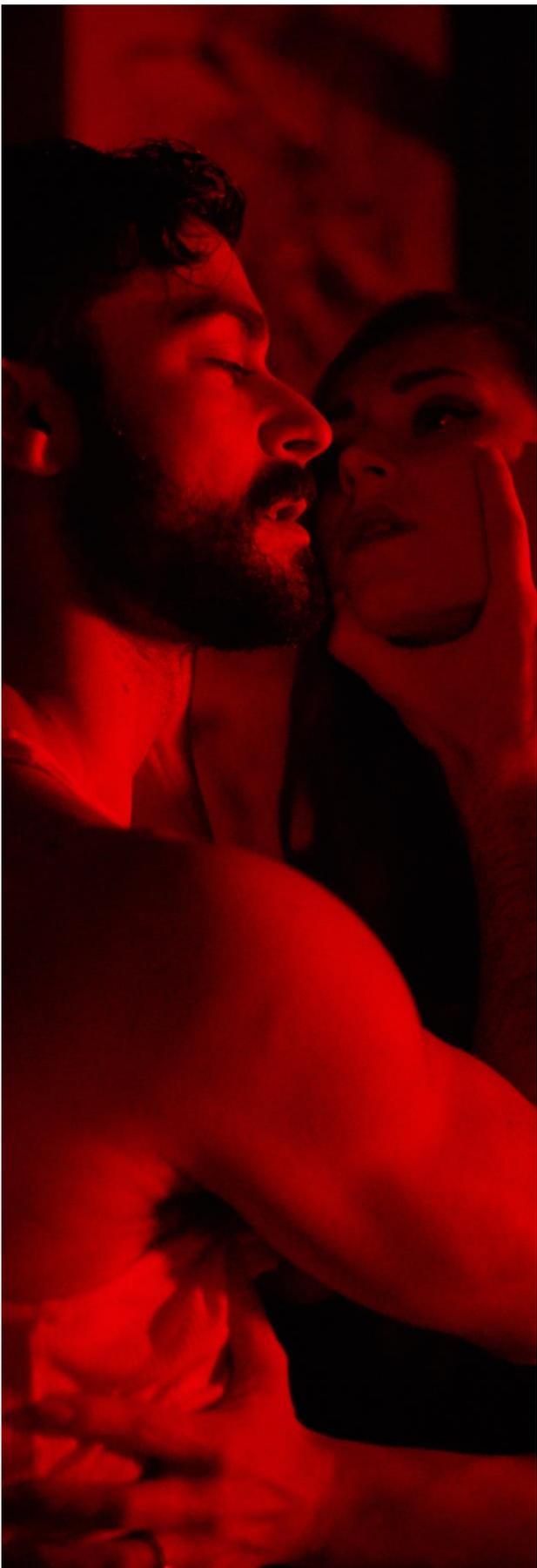


Photo: Jiang Fang



JOB PURPOSE

The ICM is a key member of the Shanghai production team and will be required to embody the collaborative and creative management approach that Punchdrunk is renowned for and, as a representative of the local producers, form excellent working relationships with the performing company and the local production team based in Shanghai. The ICM is expected to navigate the highly sensitive political climate in China, and model excellent professional and personal behaviour at all times.

The ICM will work closely with key internal team members including the General Manager, Deputy General Manager, Production Director, Production Managers, and Local Company Manager, and will be responsible for the timely and accurate communication of information to and support of the performing company, enabling them to fulfil their roles to the highest potential.

The ICM is responsible for ensuring the management and pastoral care of the international performing company, reporting to the Producers on HR, financial and administrative issues, and problem solving on an ad hoc basis where required. This role will also protect the quality of a Punchdrunk production, ensuring its long-term value is preserved for Punchdrunk and connected artists alike.

Photo: Yuan Studio

ROLE & RESPONSIBILITIES

Key duties will include:

- Provide effective line management and pastoral care to the 40-strong performing company
- Lead on the promotion of ongoing welfare and performance development of the performing company
- Represent the producers (Punchdrunk, SMG Live and Shang Yan) at the performance venue on a daily basis, ensuring adequate company management support during all rehearsals and performances
- Oversee performance management, discipline and motivation within the company
- Ensure a safe, clean and efficient working environment for the company
- Implement training where required
- Act as the on-the-ground contact for day-to-day operational matters between Punchdrunk (PD) and Shang Yan, feeding back regularly to PD and facilitating dialogue between PD and Shang Yan when required, with specific emphasis on key areas such as performer well-being, operational and personnel performance and press and PR activity
- Ensure the implementation of relevant employment terms for the company in accordance with their performance contracts
- Carry out other any duties as reasonably required by the producers

Pastoral Care & Company Morale

- Understand the morale and spirit of the international company through regular consultation and individual meetings
- Engender a positive attitude amongst the performing company, and manage and monitor their psychological well-being, communicating with the production team and producers where issues require escalation
- Manage performers' behaviours, and implement company policy, social media policy, holiday policy, etc
- Work with the designated performer representatives to respond to feedback and concerns from the performing company
- Organise teambuilding activities or events for the company when necessary

Injuries and Sickness

- Oversee effective injury and sickness management procedures across the entire production, liaising with other departments as required
- Support and manage the international company through illness, injury, and other medical issues, and advising on routes to care and recovery pathway/return to work options
- Keep track of the international company's fitness, injury and illness status, and communicate this with rehearsal directors, production team, and producers

Insurance

- Be responsible for filing travel insurance claims
- Track all travel insurance claims and keep meticulous records and evidence

Physiotherapy

- Regularly check-in with on-site PT/AT team for company members and assess feedback
- Assist in managing company members requiring the services of an external physiotherapy service provider

Company Accommodation *(with the Local Company Manager)*

- Provide support with arranging and negotiating accommodation arrangements for the international company as appropriate.

Casting & Cast Arrivals

- Provide support as required to the rehearsal directors, International General Manager, and local production team during auditions and casting process
 - Liaising with current company members to discuss contract extensions
 - Gathering and disseminating information
 - Attending casting meetings
 - Planning of arrival and rehearsal timelines
- Provide support for the arrival of the international company in Shanghai, including coordination of visa and work permits, airport transfers, welcome packs, local mobile phone arrangements, vaccination checks, local banking arrangements as appropriate
- Orientation for new company members, and any other relevant visitors to the performance venue, to basic operational matters and procedures
- Distribution of welcome letter to all international cast members

Company Holidays

- Collate and track all holiday and absence requests from cast members
- Liaise with rehearsal directors to create company holiday schedule.

Timesheets & Scheduling

- 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

Communications

- Attend regular company meetings (currently daily), sharing information as necessary from the wider teams
- Attend any other regular production, operations, and planning meetings as necessary
- Manage and organize internal Company communications ensuring a clear and smooth process between the local production team and the International Company
- Compile a weekly company report

Payroll *(with the Local Company Manager)*

- Support and prepare (as required) the Company payroll, monitoring overtime payments and implementing use of timesheets as required

Production Values & Audiences

- Be familiar with the show and the continuing ambition of the producers to deliver a first-class production
- Attend shows on a regular basis
- Monitor audience behaviour during performances, identifying areas of new performer risk
- Respond to issues relating to audience behaviour and stewarding raised by the performing company, and coordinate with the local production team to resolve these issues as appropriate

PERSON SPECIFICATION

ESSENTIAL

Experience

- At least five-year's experience in senior production roles for international large-scale live works
- Experience managing a company of performers / artists
- Live event delivery experience; with sound judgement and confidence in decision making
- A positive, caring, and proactive attitude
- A passion for Punchdrunk's work with a desire to act as an ambassador for Punchdrunk internationally

People Skills

- Articulate, with excellent verbal and written communication skills
- Understanding the needs of performers and artists and an ability to instil confidence and gain trust
- Collaboration skills and the ability to work with teams comprising varied skills and levels of experience
- A high level of diplomacy, and a calm collaborator

Administration Skills

- Excellent administrative skills, including use of Microsoft Office (particularly Excel)
- Meticulous attention to detail and ability to manage a wide range of evolving project priorities

DESIRABLE

- Experience of managing multi-disciplinary work
- Experience of working in China or the Far East
- Experience of working in non-traditional performance spaces
- Experience working with contemporary dance artists or physical theatre performers
- Experience of working in commercial theatre
- Experience of working on a long running show

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

The successful candidate will need to be willing to relocate to Shanghai and should advise the company prior to interview of anything they believe would prevent them successfully gaining a visa to travel and work there.



SUMMARY OF TERMS

Employment Terms

- 15-month fixed term contract commencing 2nd August 2021
- 45 hours per week - Tuesday to Sunday
- 3-month probation (notice during probation 4 weeks on either side)
- 3-month notice period
- £42,640 to £49,400 per annum depending on experience
- 28 days per annum with a portion of 18 days required to be taken during Chinese New Year, 24 Jan 2022 – 13 Feb 2022 (inclusive)
- Place of Work: Shang Yan Gu, 1013 Beijing West Road, Shanghai, China
- Direct Report to Shang Yan Deputy General Manager and Production Director
- Role involves evening and weekend work as part of the normal show schedule

Notes to applicants

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

Photo: Stephen Dobbie

HOW TO APPLY

To apply, please submit your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and **specifically how your past experience matches the person specification.**

Applicants should provide contact details for two professional 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 one reference for candidates progressing to second interview, prior to making an offer.

Please address your application to Amy Novadnieks (Associate Producer) and submit it by email to workwithus@punchdrunk.com by noon on Tuesday 4th May 2021 with "ICM SHANGHAI" marked in the subject line.

Shortlisted candidates will be notified by Friday 7th May 2021 if they will be invited to first interview on or around Monday 17th or Tuesday 18th May 2021. Second interviews are likely to take place on or around Tuesday 25th or Wednesday 26th May 2021.

Please notify us if you cannot attend the specified interview dates at the time you submit your application. All offers of employment will be subject to the receipt of satisfactory references.

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

Recruitment and Contract Timeline

Deadline for applications: 12 noon Tuesday 4th May 2021

First Interview: Monday 17th or Tuesday 18th May 2021

Second Interview: Tuesday 25th or Wednesday 26th May 2021

Contract commences: on/around Monday 2nd August 2021

