



The Three Inch Fools

Outdoor Touring Theatre

Call for Company Manager - Outdoor UK Summer Tour 2024 -

The Three Inch Fools are looking for a Company Manager for their UK Summer Tour 2024. Touring two productions to open-air venues across the UK: Shakespeare's 'The Comedy of Errors', and our own brand new comedy 'The Secret Diary of Henry VIII'. All performances take place in the outdoors, between May - September 2024.

ROLE BREAKDOWN

The Three Inch Fools are an innovative touring theatre company acclaimed for our fast-paced and musically driven approach. We have built a reputation for staging bold and vibrant open-air productions at some of the UK's most spectacular historic and natural landmarks. Our annual Summer Tour is the mainstay of our output, and in summer 2024 our troupe of four actors will embark on an 18-week tour, performing at over 80 venues from Cornwall to Inverness, and everywhere in between.

We are looking for a Company Manager to travel with the troupe and manage all day-to-day operations of our UK Summer Tour 2024. **This role will suit practically minded individuals, with excellent personal communication skills. We are looking for people with broad skill sets who have a taste for adventure, and are confident project managers. The role will require a clean driving license, and willingness to drive a van.**

The troupe perform in the open-air on up to six days in each week, often in a new location each day, and in all weathers. The Company Manager will be required to drive a van on a daily basis, and manage the day-to-day operations of the troupe whilst on the road. **This is a multi-faceted role and will suit an individual who is practical, a problem-solver, and excellent at managing a small team.**

We're keen to hear from candidates from a broad range of backgrounds, including (but not limited to) stage management, project management and producing. It is **not** essential for candidates to have experience working in theatre, and we would welcome applications from a variety of backgrounds and experiences, including events and other sectors.

Details of the contract length, the key dates, and how to apply can be found, towards the bottom of this document.

To discuss any aspects of this role, our UK Summer Tour 2024, and the application process, please contact producer James Hyde at info@threeinchfools.com.



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Key Responsibilities:

- Managing the company on tour, acting as a team leader, and supporting the troupe.
- Liaising with venues regarding performance arrangements, timings and any other matters that may arise.
- Drawing up daily call times in accordance with the touring schedule, and communicating this to company members.
- Being the principal mode of contact between the touring troupe and The Three Inch Fools production team, and other team members.
- Being responsible for ensuring the company's food and accommodation needs are met, including managing hotel check-ins and sourcing food where this has not been provided.
- Driving the van between venues (approx. 1-4 hrs/day) and being responsible for the touring vehicles and their safety.
- Undertaking and co-ordinating get-ins and get-outs of the productions at each venue, including the setup and take-down of the company's touring stage.
- Recording and maintaining accurate time-sheets for the company.
- Undertaking any maintenance or repair issues as they arise.
- Managing the day-to-day touring budget and filing of receipts, including of food and accommodation, fuel, maintenance equipment and other miscellaneous purchases.
- Being responsible for the safety of cast members and audiences, and ensuring the wellbeing of all those on tour, including administering basic first aid or finding medical help when necessary.
- Taking a front-of-house role before the performances, seating audience members and responding to audience questions.
- Assisting the producer with the end-of-tour pack-down, including preparing equipment for storage, and returning company vehicles.
- Representing the company professionally and amiably on all occasions, to our venues, our audiences, and our company members.

Desired Skills and Personality Traits:

- Experience managing small teams.
- Excellent communication skills.
- Practically minded, with the ability to juggle competing demands and problem solve.
- Strong time management and scheduling skills.
- A driver of 2+ years, with a valid and clean driving license. Experience driving a van is preferred but not essential.
- Basic set construction and maintenance skills are preferred but not essential.

All applicants must have the right to work in the UK.

Please see below for contract details, key dates, and details of how to apply.



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DETAILS & HOW TO APPLY

Duration and Hours

The tour operates on a six-day working week with one scheduled rest day, and additional holiday days from time-to-time.

This is a full-time position in which the Company Manager will be required to be responsive and available to work out of hours when required.

The contract starts on Monday 20 May 2024, and finishes on Wednesday 25 September 2024.

Location and Accommodation

The Company Manager will join us for the final days of our rehearsal process in Barking, after which the company will commence touring across the UK.

Accommodation will be provided by the company for the touring period, and will be in hotels, Airbnbs, in the homes of local hosts, and occasionally at venues and in self-catering properties. Accommodation will include room-sharing and occasionally dormitories.

Wage

You will be paid a weekly wage of £600 for the duration of the engagement. A daily main meal is also provided by the company during the touring period, or the equivalent per diem.

The terms of the contract and the touring schedule, will adhere to the conditions of the Equity Charter for Outdoor Theatre and any applicable variation agreement.

Key Dates

Contract start date: 20 May

Rehearsal period: 20 May - 24 May

First performance: 25 May

Final performance: 22 September

End of contract: 25 September

How to Apply

Please submit a short personal statement outlining your suitability for the role and highlighting your key skills, along with a CV, to info@threeinchfools.com. **The deadline for submissions is 6pm on Tuesday 16 April.** Statements may be submitted in either written or video format. We are really keen to hear from candidates from all backgrounds and experiences.

Successful candidates will be invited to interview w/c 22 April.

Please don't hesitate to contact producer James Hyde should you have any questions - he can be contacted at info@threeinchfools.com.