

Austentatious

Company Manager

SUMMARY

Are you passionate about live performance and making ambitious touring theatre run smoothly?

Austentatious is an award-winning improvised comedy company performing a completely improvised “lost” Jane Austen novel each night. With regular London West End performances and UK touring dates, the company combines artistic excellence with a highly collaborative, performer-led ethos.



We are seeking a highly organised, proactive **Company Manager** to oversee the operational, logistical and administrative running of the company. This role is central to ensuring Austentatious continues to deliver high-quality performances while operating sustainably and efficiently.

This is a flexible, part-time role (20 hours per week), suited to an experienced theatre professional who thrives in live environments and enjoys balancing detail with big-picture thinking.

Reports to: Company Directors / Producers

Contract: Part-time

Salary: Gross annual salary of **£21,000 for 20 hours per week flexible** (£39,375 pa pro rata, based on 37.5 hour week)

Location: Primarily remote, with occasional attendance at rehearsals and performances as required. Some evening and weekend work may be required around performances and tours. Daily monitoring of email inbox will be required.

Holiday: Paid holiday of 15 days a year (in line with statutory guidelines)

Austentatious welcomes applications from individuals of all backgrounds and is committed to creating an inclusive and supportive working environment.

To apply, please send a CV and covering letter to austenimpro@gmail.com with the subject heading ‘Austentatious Company Manager’.

Applications close Sunday 24th May 2026

OVERALL PURPOSE OF THE ROLE

The Company Manager is the key driver in seeking new business and growth opportunities for Austentatious.

In addition, the Company Manager acts as the central organisational hub of the company, ensuring clear communication, effective systems and smooth coordination across all activity - supporting performers, producers and partners to deliver performances, tours and related projects.

KEY RESPONSIBILITIES

Strategic Development

- Explore and take the lead on developing new performing opportunities, including touring international markets, festivals, residencies, cruises, etc.
- Assist with development of new revenue streams including streaming, podcasting, digital content and merchandise.
- Provide operational insight to support the company's long-term sustainability.

Company & Tour Management

- Coordinate logistical planning for London performances, UK touring and one-off engagements.
- Act as the primary operational contact for venues, promoters and presenting partners.
- Manage company schedules, rehearsal calls and performance logistics
- Coordinate travel, accommodation and itineraries for touring engagements (with relevant partners).
- Support the development and delivery of international touring opportunities
- Liaise with the technical team regarding production requirements, filming logistics and venue specifications
- Book musicians and other freelance collaborators as required

Administration & Company Coordination

- Manage the central company email inbox and coordinate responses to enquiries
- Maintain company calendars, schedules and internal documentation
- Act as first point of contact for operational queries from performers, venues and collaborators

- Oversee day-to-day company administration to ensure smooth operations
- Develop and maintain effective administrative systems and processes
- Coordinate rehearsals and training workshops for new cast members and deputies.

Finance & Budget Oversight

- Track income and expenditure across performances, tours and projects
- Issue and manage invoicing to producers and presenting partners
- Process invoices and liaise with directors or accountants
- Reconcile tour settlements where required

Contracts & Engagements

- Draft and manage contracts for performers, collaborators and freelancers
- Coordinate bookings and agreements for performances and projects including:
 - Corporate performances and workshops
 - Private events
 - Festival appearances
 - Cruise ship engagements

Content, Filming & Digital Projects

- Coordinate the filming of performances where required with partners/freelancers (including clipping of shows for social media).
- Develop and organise the company's podcasting activity
- Maintain organised archives of recorded material where appropriate
- Support development of new digital or streaming platforms for the company's work

Merchandise & Audience Products

- Oversee ordering and stock management of company merchandise
- Manage merchandise administration and logistics for performances and tours

- Support the development of new merchandise products and sales opportunities

Marketing, PR & Communications

- Liaise with PR representatives regarding performances and touring activity
- Ensure venues and partners have accurate marketing copy and show information
- Maintain clear communication between the company and external partners

PERSON SPECIFICATION

Essential

- Experience in company management, theatre management, tour management or production management
- Strong organisational and administrative skills
- Experience managing budgets and financial processes
- Confidence handling contracts, bookings and invoices
- Excellent communication and relationship-management skills
- Ability to manage multiple projects simultaneously
- A practical, proactive and solutions-focused approach
- Understanding of the realities of live performance and touring

Desirable

- Experience working with ensemble-led theatre companies
- Experience in comedy or improvisation
- Familiarity with UK touring and festival circuits
- Experience coordinating filming, podcasting or digital content
- Experience in small or artist-led organisations