



JOB DESCRIPTION.

JOB TITLE Touring Manager

REPORTS TO Senior Producer

DEPARTMENT Theatre & Performance

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

Shakespeare's Globe Theatre Department delivers a busy production schedule with a repertory system running in both the Globe Theatre over Summer and the Sam Wanamaker Playhouse over Winter. A small in-house team manage every aspect of the shows from Casting to Music and produce shows, events and films all year round.

The vision of the department is to curate and produce seasons of plays in the Globe and Sam Wanamaker Playhouses bespoke to the architectural playing conditions of the theatres. We nurture any public performance that happens on our stages, on screen or on tour, and we provide an environment in which art, artist and audience can flourish. As well as producing plays from the canon of Shakespeare, we honour The Globe's history and commitment to new writing. Our job is to hold a mirror up to nature and reflect the diversity and complexity of the society in which we live.

PURPOSE OF JOB

Working closely with the Senior Producers and Producing team, the Touring Manager will lead on tour booking, touring administration, planning, and logistics for all aspects of Shakespeare's Globe on Tour. This role manages the tour, ensuring that every venue has the producing and management support required.

PRINCIPAL RESPONSIBILITIES

Tour Booking and Management

- Plan and prepare detailed touring schedules in consultation with the Senior Producers and Artistic Director.
- Be the first point of contact for potential creatives; checking availability and interest; building relationships with potential Creative team members.
- Visit possible Tour venues to assess potential for inclusion as required.
- Communicate with national and international venues in relation to contracts, fees and where relevant travel and accommodation.
- Work closely with the Theatre Business Officer to collate and manage budgets and all financial administration relating to Globe on Tour productions.
- Liaise with the Company Manager to ensure the tour operates within contractual terms, and regarding welfare and financial administration for the company including per diems and subsistence requirements.
- Book tour travel and accommodation for the creative team as required.
- In collaboration with other members of the Producing team and the HR department, organise working visas as required for international touring.

- Develop and maintain good relations with venues visited on tour and preserve the reputation and standing of the company at all times through timely and efficient communication.
- Oversee the archiving of the tour, in collaboration with the Archivist.

Tour Producing

- Line produce Shakespeare's Globe on Tour; attending production meetings, venue visits, rehearsals and shows as required.
- Be the first point of contact for all enquiries regarding the tour, especially for company and creatives from planning stages through to rehearsals and the final performance.
- Collaborate with Senior Producers, General Management, Production Operations Manager and Head of Casting to appoint and contract all creatives, performers and stage management.
- Keep a regular overview of tour sales and liaise with the Audiences team to ensure sales targets are met.
- Attend Globe on Tour read-throughs, rehearsals, design and production meetings as required.
- Oversee arrangements for R&D workshops, in collaboration with the Theatre Department Coordinator team.
- Be present throughout technical rehearsals, attending the opening, press and closing nights at the Globe, as well as selected venues on tour.
- Oversee all administrative and logistical elements of the tour, ensuring all relevant information is shared with the company at all times
- Keep an overview of sales and targets and attend weekly meetings with marketing department.
- Work with the Education Department to develop and deliver wraparound workshop activity to compliment the tour.
- Support the wider Producing team in the delivery of other projects and Globe productions as required.
- Support the wider Producing team with attendance at shows, tech, previews and press nights.

PERSON SPECIFICATION

- Significant experience of working in a theatre or performing arts touring context, ideally in Producing or General Management.
- Demonstrable experience of devising, project managing and/or running a tour.
- Excellent spoken and written communication skills with people at all levels, internally and externally.
- Demonstrable experience of liaising and managing day to day relations with external contacts, including the creative team.
- Demonstrable track record of project managing and delivering complex events.
- Demonstrable experience of effectively managing budgets, monitoring expenditure and developing work within strict financial parameters.
- Excellent interpersonal skills, with the ability to build strong relationships across the department, organisation and industry.
- Able to work collaboratively as a conscientious and valuable team member.
- The ability to handle delicate situations with tact and sensitivity and exercise discretion.
- Knowledge and passion for theatre, the arts and artists.
- Excellent administrative and organisational skills with a strong attention to detail and a solid understanding of Office 365, particularly Excel, Outlook and Word.
- A working and demonstrable knowledge of how theatre productions are created.
- Personable and calm manner while working to tight deadlines, with the ability to remain flexible, take charge and proactively troubleshoot when required.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.
- Delivering high-quality output

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent / Full-Time

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 35 hours per week exclusive of meal breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: £32,000 per annum.

Holiday: The annual full-time holiday entitlement is 25 days pro-rata per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.