

RAMBERT

COMPANY MANAGER
Recruitment pack





Gallery of Consequence Photo by Yiling Zhao

What if...

there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward...

Welcome to Rambert

We believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better. As one of the world's most diverse dance companies, we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to our neighbourhood, the nation and the world.

We want to hear the most exciting and radical ideas wherever they may come from and to connect with audiences and participants from all backgrounds. Through performances, dance and wellness classes and courses for people of all ages and abilities, we want to ensure we are inspiring, engaging and relevant to everyone.



We create dance shows that tour to large scale (1000+ seat) venues.

We're actively building and serving a community of followers and supporters we're cultivating online at [RambertPlus.com](https://www.rambertplus.com) where as well as a subscription with hundreds of online classes and live performances we offer free membership to view dance films, behind the scenes, dancer interviews, podcasts, playlists and other inspiring content.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director Benoit Swan Pouffer, we're setting ourselves ambitious goals trying new things, finding new ways to give people inspiration, ambition and belief.

Rambert strives to be an inclusive organisation that promotes diversity and equality of opportunity. Our aim is to create a truly inclusive organisation that reflects a society where everyone can thrive, have a sense of belonging, and be themselves. We aspire to achieve our cause through anti-discriminatory and anti-racist means and accept this is a journey we need to continually reflect and build on. To that end, we aim to drive inclusion, eliminate harassment and victimisation while working to advance equality of opportunity through all our processes from recruitment and operations through to the delivery of our public engagement and performances.





Photo by Tiah Parsan

WELCOME

Thank you for your interest in the Company Manager role.

It's always an exciting time at Rambert. Alongside a programme of world-class contemporary dance on stage and screen, we toured *Peaky Blinders - The Redemption of Thomas Shelby*, reaching 250,000 audience in the UK and across the world and are preparing for the upcoming tour of our next large scale production *It's a Sin* in 2027. Our digital platform Rambert Plus now services some 30,000 fans and our Ofqual accredited syllabus Rambert Grades (in partnership with Rambert School) reaches 1000s of young dancers worldwide. We have a co-working space in our award-winning architect designed headquarters on London's South Bank and have a growing programme of participation projects co-designed with the communities we serve around the UK.

We seek to balance our reliance on public funding and to demonstrate Rambert's credentials as a champion of inclusion, relevance and responsibility to our communities and the environments they live in.

Rambert is an award-winning organisation, working with the world's best choreographers and dancers, and alongside them we need an exceptional management team who ensure we create work to the highest possible standards and do it in the best possible way. How we do things is as important to us as the work itself.

If you are passionate about people, making inspiring work happen and are excited about the opportunity to work with the Rambert company we look forward to hearing from you.

Francesca Moseley, Director of Producing



GOVERNANCE, STAFFING AND FINANCE

Rambert (trading as Ballet Rambert Ltd) is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by Rafaël Biosse Duplan, who was appointed as Chair in July 2026. Day to day management of the company is delegated to the Executive Team led by the Chief Executive/Executive Producer, Helen Shute. Ballet Rambert Ltd is part of the Rambert group of companies comprising Rambert Trust Ltd and Rambert Productions Ltd.

We have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Rambert maintains a permanent company of c. 20 world-class contemporary dancers, a fixed term junior company Rambert2 (currently paused) and a committed and dynamic staff of c. 35 who deliver the company's programme. We engage freelance artists on a regular basis, including musicians who accompany performances around the UK and internationally, and a faculty of dance artists who deliver our community and participation activity.

Rambert aims to create a programme that is artistically adventurous and ambitious whilst being financially and environmentally sustainable.

Our work is funded through national portfolio organisational (NPO) grant income from Arts Council England; box office income; fundraising from trusts, businesses and individuals other earned income including commercial hires of our enviable building, and theatre tax relief (TTR).



OUR BRAND

To be successful, brands need to communicate their cause and promise – then deliver on that promise every time someone comes into contact. Rambert has invested significant energy into developing a brand model and brand strategy. This model helps us live up to our values and informs how we communicate them. Everything in the model can be evidenced but is also aspirational. It describes us on our best days – the version of ourselves we would like to be more of the time.

The brand is central to our Audiences strategy but also everything we do, from commissioning, participation and community programmes, marketing, and fundraising to our House Rules, recruitment, and staff appraisals. Please think about how you could contribute to this promise if you came to work with us.



HOUSE RULES

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from

IT'S YOUR MOVE.



COMPANY MANAGER

BACKGROUND INFORMATION

Accountable to: Director of Producing

Line management responsibility:

- All Heads of Department within the touring company

Key relationships:

Artistic Director, Producing Team, General Manager, Production Manager, Finance Team and all touring venues.

We are looking for a brilliant individual with strong administration, communication, touring and pastoral skills. You'll be a key part of the Production team who oversee the creation and touring of all Rambert's productions.

The first period of the engagement, the Company Manager role will be focussed on planning and successful delivery of Rambert next tour, It's A Sin (a new work by our Artistic Director - Benoit Swan Pouffer). Opening at Factory International, Manchester in February 2027 and touring to venues across the UK throughout the year. The Company Manager is an integral member of the Production team based at Rambert supporting the wider work of the team as required

On tour, the Company Manager is Rambert's representative working alongside the Stage Management team, touring crew, resident directors, production managers, dancers, freelancers and support staff who make up the touring company. The Company Manager is a pivotal senior role within both the touring company and the wider Production team. They are responsible for the effective management of the touring company throughout rehearsals and the tour, ensuring the production is delivered safely and efficiently. They are expected to exercise sound judgement, build strong working relationships and proactively resolve operational issues and to the highest professional standards on behalf of Rambert.

The role combines operational leadership with company management, taking responsibility for company welfare, medical support, payroll, scheduling, compliance with union agreements and marketing activity.



JOB DESCRIPTION

KEY RESPONSIBILITIES

ON TOUR

Welfare and People Management

- Act as the first point of contact for all members of the touring company on matters relating to welfare, pastoral support, HR, employee relations and disciplinary issues.
- Proactively monitor the wellbeing and welfare of the touring company
- Work closely with the Company Physiotherapist and Artistic Management team to coordinate medical treatment, referrals and ongoing support for company members
- Line manages all Heads of Department, providing leadership, guidance and support
- Ensure compliance with Equity, BECTU, Working Time Regulations and Rambert policies, advising Heads of Department on contractual obligations and escalating concerns where appropriate.
- Act alongside the Production Manager as the Company's representative for Health & Safety on tour, ensuring appropriate standards are maintained
- On tour, you will be expected to respond to urgent welfare or medical matters where necessary.

Administration and Payroll

- Schedule and communicate daily company class, rehearsals, company calls and operational activity in consultation with the Artistic Management team, ensuring compliance with artistic requirements, venue availability and relevant union agreements.
- Liaise with venues to coordinate rehearsal and studio space, company class facilities, dressing rooms and venue access, ensuring the Company's operational and artistic requirements are met.
- Prepare, maintain and communicate company schedules
- Prepare and submit accurate weekly payroll, including timesheets, overtime, holiday pay accruals and any other contractual payments
- Take overall responsibility for monitoring company working hours, rest periods and days off, ensuring compliance with Equity, BECTU, Working Time Regulations and Company policies.
- Work closely with Heads of Department to proactively manage working hours, minimise excessive overtime and ensure appropriate staffing levels throughout the tour.
- Coordinate the collection and distribution of company per diems and administer tour petty cash in accordance with Rambert procedures.
- Collate and distribute accommodation lists, travel information and other operational documentation to the touring company.
- Maintain company records, including performance reports
- Liaise regularly with the Artistic Management team and Company Physiotherapist regarding injuries.
- In the absence of the Resident Director, support the Dance Captains in coordinating emergency casting decisions
- Attend the weekly Heads of Department meeting and ensure agreed actions are



implemented.

- Attend weekly production and management meetings as required.

Venue Coordination and Tour Delivery

- Take ownership of the day-to-day operational delivery of the tour
- Coordinate and oversee the delivery of local marketing, press, audience engagement and access events at touring venues, acting as the key liaison between Rambert, venue teams and company members.
- Act as the principal operational contact between Rambert and external parties during the tour.
- Coordinate company ticketing and complimentary ticket requests when required
- Foster a positive, collaborative and inclusive working environment, maintaining high standards of professionalism across the touring company.

IN PRODUCTION OFFICE

Schedules

- Develop and maintain Equity-standard daily and weekly company schedules
- Update the dancers' calendar as instructed by Rehearsal Directors and with any advance planning activities
- Ensure timely booking of rehearsal spaces, class teachers, and accompanists.
- Monitor dancers' working hours in compliance with contracts and guidelines.
- Regularly review the studio diary, ensuring optimal usage and addressing any clashes
- Schedule routine company meetings for updates with dancers or dancer reps.
- Facilitate communication with other departments to manage requests on dancers' time

Class

- Monitor class attendance and manage dancer class passes.
- Track daily attendance and report to Rehearsal Directors.

Physio

- Lead coordination and booking of physio appointments
- Manage physio budget, tracking spends and flagging any budget concerns

Productions

- Attend production meetings, taking notes for distribution as appropriate.

Finance

- Complete the monthly payroll schedule for dancers, logging changes/additions/overtime
- Complete weekly payroll for Stage Management team and Head of Wardrobe roles
- Log and process incoming invoices, manage budgets and raise any concerns

Administration

- Ensure timely booking of accommodation and travel for touring parties, as required within budget constraints.
- Coordinate necessary paperwork, including visas and work permits for touring parties



Tour Manager and Producer

- Collaborate with the touring and producing team to coordinate opening nights and other events while on tour.
- Support with issues on tour that may affect schedules, budget and wellbeing of the touring party.

General

- Undertake any other duties deemed reasonable by the Director of Producing.
- Assist the Rehearsal Director and Artistic Director when required.
- Attend performances, staff meetings, training sessions, and other events outside normal working hours.
- Ensure compliance with Rambert's policies and procedures, aligning work with the company's mission, values, and priorities.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

PERSON SPECIFICATION

We want brilliant and daring people to work at Rambert – people who are both empowered and accountable, who want to be here and are committed to making a meaningful contribution to our success.

We're a team of ambitious, collaborative and curious people and we're looking for someone who shares those qualities; someone who can think strategically, lead confidently and isn't afraid to roll up their sleeves and get stuck in when needed.

Essential

- Significant experience in large-scale dance or theatrical production and administrative systems.
- Proven track record in working with a touring company, handling tour administration, and ensuring successful delivery.
- Proven experience of company management within a professional touring environment, supporting artists, creative teams and crew on UK tours.
- Demonstrable experience of overseeing the welfare, pastoral care and HR matters of a touring company
- Sound knowledge and practical experience of working within Equity, BECTU and other relevant union agreements, ensuring compliance with working hours, rest periods and contractual obligations.
- Experience of administering weekly and monthly payroll processes
- Experience of working collaboratively with producers, General Managers, Company Physios and medical professionals to support performers through injury, rehabilitation and return-to-work planning
- Experience of scheduling and co-ordinating company activity on tour
- Excellent organisational skills, with the ability to manage multiple priorities and maintain accuracy under pressure.



- Strong interpersonal and communication skills, with the ability to build positive working relationships
- Excellent administrative skills with a high level of attention to detail
- Ability to exercise sound judgement, discretion and diplomacy when dealing with confidential or sensitive matters.
- Strong problem-solving skills and the ability to make informed decisions quickly in a live touring environment.
- Willingness and ability to travel extensively and work evenings, weekends and irregular hours as required by a national touring schedule.
- Familiarity with the UK and international touring circuits, particularly in the context of dance.
- Ability to thrive under pressure, manage time effectively, and handle a varied workload with precision.
- Self-motivated with the capability to work independently and prioritise tasks.
- Competence in reading and understanding budgets & contracts
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office and a quick learner of proprietary accounting software.

Desirable

- Familiarity with Rambert's previous work.
- Experience in international touring.
- Exposure to handling Equity contracts.



EMPLOYMENT CONDITIONS

Salary:	£45,000
Employment Term:	This post is for 18 months. Whilst start date of 28 September is desirable, applicant must be in post by 19 October 2026.
Hours of work:	40 hours per week.
Holiday entitlement:	25 days paid leave in addition to public holidays, pro rata.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. After a satisfactory review, the notice period increases to three months.

This role is split across touring and office-based weeks

Office Hours

Days/hours of work: Monday to Friday 9.30am to 6pm with some evenings and weekends as required

Touring weeks

Whilst on tour the working pattern will be 6 days with an allocated day off.

Days off will be scheduled in consultation with the General Manager. These would standardly be a Sunday or Monday, dependant on travel requirements.

TOIL is applicable for any hours worked over 48 hours per week whilst on tour.

Touring allowance will be paid in accordance with the UK Theatre Opera & Dance allowances; on occasion the company may arrange accommodation and travel.

Please find the touring schedule for It's a Sin [HERE](#)



BENEFITS

- Death in service benefit (4x base salary).
- Employee Assistance Programme including Private GP and Counselling Virtual Appointments.
- 24-hour confidential helpline offering financial and wellbeing support Enhanced Maternity and Paternity Pay.
- Enhanced Sick Pay.
- Free access to Rambert classes (subject to class capacity).
- Free Access to onsite gym.
- Free tickets to Rambert shows (dependent on capacity)
- Two paid volunteer days per year.
- Discounted theatre tickets/Art Fund membership.
- [Star Card](#) offering discounts along the Southbank
- Pension Auto Enrolment begins after 3 months.



AN INCLUSIVE WORKPLACE FOR ALL

Our vision is to have a workforce that is reflective of the society we are based in therefore we encourage underrepresented groups within the arts industry to apply.

We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the arts industry. We actively make a stance against racism; holding diversity and inclusion training and having a staff diversity and inclusion working group to ensure that we are on the right side of fighting racism.

We understand that D/deaf and disabled people are underrepresented within the sector. We will interview candidates who meet the minimum criteria for the role. Please let us know if you require any reasonable adjustments for any part of the recruitment process.

We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

TO APPLY

Please send the below to recruitment@rambert.org.uk by 12 noon Thursday 30 July 2026.

- A CV
- A cover letter that details your interest in the role and your relevant experience and suitability for the role referring to the key responsibilities and personal specification (max 1 side)
- An equal opportunity monitoring form that will be provided to you once we have received your CV and cover letter.

Interviews will take place: week commencing 3 August 2026

Only shortlisted candidates will be contacted. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

For more information, please contact Recruitment at recruitment@rambert.org.uk

Thank you and best of luck with your application



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