

SHAKESPEARE'S
**ROMEO
& JULIET**



Job Description: Company Stage Manager – Romeo and Juliet, Open Air and Indoor Tour, 2026

Deadline for applications: Wednesday 28th January, 2026

Interviews in person in London on: Monday 16th February, 2026

or Online Interviews w/c: Monday 16th February, 2026

CVs and Supporting notes sent to: operations@thedukestheatrecompany.co.uk

The Duke's Theatre Company is looking to recruit a Tour Manager to be part of our 2026 touring production: *Romeo and Juliet*. The successful candidate will have on tour oversight of the production and act as the key point of contact and manager for all company members and staff throughout the tour. The Tour Manager will represent The Duke's Theatre Company within the production process and will be instrumental to the smooth running and overall success of the tour. With the intricacies inherent in Open-Air Theatre touring, we are looking for someone robust and solution orientated to help themselves and their team relish this very particular adventure.

This type of touring is particularly **team based**, with all roles multidisciplinary and planned out by Duke's Theatre Company to be balanced and never overwhelming. The successful candidate will have a passion and ability in calm leadership while retaining approachability. The Tour Manager is the designated manager but **not outside of** the team and will be expected to perform their role with the same vigour and positivity as the rest of the team whilst being the conduit and authority for all decision making.

The successful candidate will be working outdoors with significant crowds (500+) dependent on a schedule that often sees the show move in and out of a venue the same day. Whilst there are typically two down days per week, a working week of 5 days will typically include a number of 2-3 hour drives, a show load in is planned at 2 hours and load out of 1 hour, then managing a live, open-air performance in all weathers. It is hard work, but the result and satisfaction can be extremely positive.

Job Title: Tour Manager

Responsible for: Production Manager, General Manager, Producer.

Responsible for: Acting Company (6), Technical Stage Manager (1).

Contract: Fixed term. Starting Monday 27th April 2026 – Wednesday 14th October 2026.

Contracts based on Equity Open Air Charter agreement.

Basic Working Hours: Average of 43 hours per week across length of contract. Weekend and evening work will be required with the schedule being typically 5 x playing days and 2 x dark days.

Work Base: London for rehearsals, 15 weeks of UK open air touring, mix of daily, 2 x day sit down and longer sit downs. Followed by 4 weeks of indoor split weekly touring in number 1/2 theatres.

Salary: Circa. £850 a week, As a self employed fixed-term contract in which workers are responsible for their own tax. (Holiday pay on top when owed). Standard contributory pension scheme offered."

Meals: Food is often provided by venues or via Duke's Theatre Company on tour. In instances without this, for any pre-1pm calls company members can claim £5 for lunch and £8 for dinners. For post 1pm calls, the £8 dinner reimbursement only.

All meal claims are paid directly via BACS on the following Monday.

Accommodation in single occupancy Travelodge or better provided and booked by company in advance. On the days off, all company members are provided with accommodation to bridge between working weeks. Company members may, of course, travel or return home on their days off. It is entirely their financial and logistic responsibility to do so.

Ten complimentary tickets across the tour.

Annual Leave: Due to the nature of this contract, successful applicants will not be able to take holiday during the contract unless required by us; payment in lieu of unused holiday entitlement will be made at the end of the contract.

Notice Period: 5 weeks. Probationary Period: 5 weeks.

The successful candidate will

- have proven experience in a similar role in management.
- Have to be over 25 years of age, have a full UK driving license and confidence in personal ability driving around UK roads.
- be proactive and energetic, able to work with commitment and dedication to find solutions.
- be able to demonstrate administrative efficiency, excellent focus and organisational skills.
- have strong interpersonal skills with the ability to manage creative individuals and lead and organise large teams.
- have an ability to work under pressure.
- be an excellent communicator and listener. Empathic, fair, caring, firm, resilient, and with the ability to manage creative individuals and large teams.
- Understanding and commitment to equity, diversity and inclusion.

The company stage manager will

- Manage and take responsibility for the day-to-day running of the production
- Lead, schedule and manage rehearsals.
- Ensure the welfare and safety of the company and staff at all times.
- Liaise extensively with the producers and production manager ensuring a smooth flow of information between The Duke's Theatre Company and the company and technical/Stage Management team.
- Control and oversee the running of all performances, ensuring that the agreed and established artistic and technical standards for such productions are maintained at all times.
- Directly manage and schedule the Technical Stage Manager.
- Take responsibility for the running of all performances of the production, making decisions on and implementing our specific Weather Policy as needed.

Beneficial Attributes

- Be computer literate with a good working knowledge of Microsoft windows and Qlab
- A passion for The Duke's Theatre Company Ltd and the work we produce.

A detailed breakdown of the day-to-day responsibilities

In Rehearsals

- Be responsible for sending out all calls each evening, and make a detailed rehearsal report that is sent out each evening to all creatives.
- Be actively responsible for the accountability of all departments delivering on the tasks set out in the daily rehearsal report.
- Keep an accurate daily working time record in rehearsals and working days. Report to the general manager weekly so the office can pay any overtime owed.
- Be responsible for booking any medical, physio or maintenance treatments.
- With the production manager, be responsible for all organisation, labelling and 'systeming' of equipment for the tour.
- From the producer, take over and understand the 'tour bible', (extensive document containing all venue, travel, accommodation info) and communicate this clearly and actively to the company.
- Contact every venue representative two weeks in advance (this will commence in rehearsals) to introduce yourself and ensure the smooth comms between venue, company and office. Manage

expectations and highlight any challenges so that the producer and production manager can support.

In Performance

- Drive the tour van to venues, sharing the role with a number two driver. (Likely the Technical Manager).
- Maintenance of said van.
- Lead & Oversee the Get Ins and Get Outs at every venue.
- To create and encourage a supportive and positive backstage environment for the cast and crew and handling of pastoral matters within the company.
- Health and Safety. Be responsible for the thorough reporting of any health and safety issues or accidents. Make sure all company members are wearing appropriate PPE and that comfort rules are adhered to (location of water and food, toilets are, etc)
- The Tour Manager is always the leader of the Front of House management. 45 minutes before the performance, the Tour Manager supervises 4 x company members (rota'd within the company) seating the audience and 2 x venue volunteers checking tickets. It is the role of the Tour Manager to manage this operation at each performance where the company operates their own ticketing system. (60% of the touring venues) The Tour Manager also oversees the timetable rota for the FOH duties.
- Make a show report that is sent out each evening to all creatives and be responsible for sending out a daily call sheet. (the night before) as well as an overall weekly call sheet for the following week outlining all travel, accommodation and approximate timings.
- Be responsible for forward checking of all accommodation check in times and details. (The company often arrives at a hotel after 11pm).
- Keep accurate and consistent records of working hours and ensure the Equity working hours guidance is maintained.
- Use the company expenses card and collect and collate all receipts from expenses from the company expenses card into DEXT and also into the shared spreadsheet with the management.
- Maintain the set and costumes and keep the production manager in the loop regarding repairs and buys on the tour.
- Be responsible for replacing and buying equipment on tour.
- Keep a daily record of what stock is remaining in programmes, update that on the show reports.
- Attend weekly Zoom catch up for the duration of the run with the general manager and producer.