

THE HANDLEBARDS

Cycle Tour 2021

Call for Company Manager

The HandleBards are a four-strong troupe of cycling players, who for the past eight years have performed their unique brand of Shakespeare in venues across the world. In the summer of 2021 we will be mounting a UK tour of *Macbeth*. Our all-female troupe will cycle from London to Edinburgh, carrying on their bikes all of the set, props and costumes they require for nightly performances in castles, gardens, bicycle shops and stately homes throughout the UK.

We are seeking a company manager for the HandleBards' 2021 production of *Macbeth*.

The role would suit broadly-skilled stage managers, directors, producers and project managers, who have a clean drivers license and are comfortable driving a van. The Company Manager will drive between venues, carrying the stage for the production, while the cast cycle to the venue.

The troupe typically perform a six-show week. Most performances will take place in the outdoors, in all weathers. Accommodation includes room-sharing within the company. We actively encourage applications from under-represented groups, including Black, Asian and Minority Ethnic (BAME) applicants.

KEY TASKS

1. To manage the company on tour, acting as team leader, liaising with venues and musicians, and aiding in the organisation of accommodation when required.
2. To be the chief mode of contact between the troupe and the production/creative teams during the tour.
3. To drive a van between venues, and lead the setup and takedown of the stage at each performance.
5. To be the chief representative of Covid-19 safety protocols at each venue, following training and guidance provided by the Senior Producers.
6. To participate in regular production meetings throughout the contract.
7. To take responsibility for leading the daily ride/drive, to co-ordinate the sharing of navigation tasks and to be responsible for regular maintenance, cleaning, repairs of the bikes and trailers.
8. To undertake and co-ordinate get-in and get-outs of touring shows and to stage manage during performances, undertaking technical duties as required.
9. To write daily show reports and ride reports, and circulate them to the production and artistic team.
10. To assist the production team in updating social media streams with relevant, topical content throughout rehearsals and the tour.

11. To organise the distribution and collection of audience feedback forms at each performance on the tour.
12. To assist with the setup and sale of merchandise at each performance.
13. To organise, or undertake repairs and laundry/dry cleaning of props, set and costumes as required.
14. To be the primary first aider for the troupe on tour (for which training will be provided, if required).

The fee for the post is a company wage of £400 per week. The details of contract lengths and key dates can be found on the next page.

Please direct all questions about the positions to the producer, Paul Moss, at paul@handlebards.com.

Interviews will be held on zoom, w/c 10th May.

To apply, please send a CV, covering letter and equal opportunities form to paul@handlebards.com by 12pm on Wednesday 5th May, with the subject line 'HB21 Company Manager Application' followed by your name.

Please see the next page for key dates for the project.

The HandleBards: *Macbeth*

An all-female production

~17 **week contract.**

Director: **Emma Sampson**

Key dates:

Interviews **w/c 10th May**

Company Manager Start Date **Around 31st May, depending on availability**

Rehearsals **10 May - 2 June**

First performance **4 June**

Performances in Germany (non-cycling) **30 June - 1 July**

Last performance **22 September**

End of contract **approx 24 September**

Please note that these dates are subject to change.