



JOB TITLE: Company Manager

CONTRACT TERM: Permanent

SALARY: Competitive, depending on experience

LOCATION: ABBA Arena, 1 Pudding Mill Lane, London E15 2RU, United Kingdom

REPORTING TO: Show General Manager

DIRECT REPORTS: Musicians and vocalists (permanent and freelance)

HOURS: Full-time

ABOUT US:

ABBA Voyage is a concert like no other, blending cutting-edge technology, spectacular lighting, and some of the most beloved songs ever written. Since the custom-built arena opened in May 2022, the show has been astounding and delighting thousands of visitors from across the world. But as we continue to build on the success of the London show and with rapidly expanding growth plans, the journey is only getting started. We are looking for talented and passionate individuals to join our already world-class team. This is a rare opportunity to be part of something truly iconic and really make your mark. If you'd like to take your career to the next level, we'd love to hear from you!

See what audiences have been saying about the show [here!](#)

ROLE OVERVIEW:

Reporting to the Show General Manager, you will be the key accountable operational person overseeing the work and wellbeing of the musicians and vocalists (the band) performing in ABBA Voyage, both employed and freelance. You will partner with the Production Stage Manager, Technical Director, Music Supervisor, Resident Artistic Director and show teams to ensure the smooth artistic operations to deliver the world leading-concert night after night.

This role requires excellent communication, people leadership skills, technical understanding, and the ability to work under pressure.

KEY ROLES AND RESPONSIBILITIES:

- Oversee, on behalf of the Show General Manager, the onsite daily operations of the band and their interactions with technical and artistic teams.
- Contribute to ensuring the show meets, and maintains the high-quality standards established during creation.
- Line management of employed stage band and dep musicians, partnering with HR team, including:
 - Track musician holiday and sickness.
 - Provide monthly payroll information for musicians to HR and payroll team.
 - Arrange and track musician medical appointments and costs, validate invoices for payment.
 - Initiate and keep Show General Manager informed of any disciplinary, grievance or employee relations matters regarding the stage band and deps.
 - To ensure clear, open and transparent communication between the band, show operations teams and leadership, holding regular full band meetings and one-to-one check-ins.
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- Be the key point of contact for communication with the band between technical, artistic team and all other departments.
- Ensure musician deps are booked and confirmed for all performances when required, and communicated with show teams, Resident Artistic Director and Music Supervisor, as required.
- Liaise with the Music Supervisor and Resident Choreographer, overseeing rehearsals & notes sessions.
- After creative team show watches, facilitate follow-up note sessions for performers, artistic team and show technicians.
- Schedule dep rehearsals in conjunction with the Resident Artistic Director, creative team and stage management.



- With the stage management team, ensure daily covering and weekly schedules are accurate and distributed.
- Liaise, as required, with show creative producers and general management over IMAG reshoots, post-production and content reviews.
- With the support of the accounts payable team, validate and ensure timely payment of invoices for dep musicians, hair & makeup artists and wardrobe deps.
- Working in close collaboration with Production Stage Manager & Technical Director, oversee show operations for all technical, stage management & artistic departments.
- Be pastoral support, and the conduit with HR department, for all show teams.
- Line management of wardrobe & hair/make-up departments.
- Liaise with marketing team on any performer press or marketing shoots / calls.
- Working in close collaboration with Show General Manager, Technical Director & Production Stage Manager manage show artistic budget.
- Organise and follow up on meetings with show teams on a regular basis.
- Prepare a weekly show operations report and send to the Show General Manager.
- Any other duties as reasonably expected of a Company Manager for a world-class entertainment production.

ABOUT YOU:

- Significant experience in live events, arena and/or theatre as Company Manager or Tour Manager.
- Competence and confidence to lead, coach and nurture talent with an empathic approach.
- Take a flexible approach to work schedules including varied hours, evenings and weekends if required to meet service needs.
- Able to prioritise, multi-task and work quickly and accurately with attention to detail, maintaining a positive attitude in fast-paced environments.
- Comfortable working in high pressure situations, dealing with multiple challenges at the same time.
- Maturity to deal with people at all levels of the organisation, suppliers and contractors.
- Strong communication, teamwork, and organisational skills.
- Enjoy working independently as well as collaboratively.