

## Job Description

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COMPANY MANAGER: Monopoly Lifesized | Gamepath Entertainment

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<b>Job Title:</b>	Company Manager
<b>Reports to:</b>	Associate General Manager & General Manager in AGM absence (Selladoor Worldwide)
<b>Responsible for:</b>	Stage Manager, Deputy Company Manager, Head of Wardrobe, and Performers
<b>Place of Work:</b>	Based at Monopoly Lifesized, Tottenham Court Road
<b>Hours of work:</b>	40 hours a week, including weekends – Full-time role
<b>Additional Hours:</b>	To be agreed in advance including attending meetings, rehearsals, seminars.
<b>Pension:</b>	Company Pension Scheme available

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## **The Path Entertainment Group:**

The Path Entertainment Group (TPEG) partners with some of the world's largest brands, bringing their leading IP to life by producing first-class experiences across the globe. TPEG is comprised of two divisions, Gamepath, specialising in themed attractions, and Showpath focusing on live stage productions. As a company we work towards the vision to create innovative translations of much-loved titles for audiences to engage with in ways they never have before.

The Path Entertainment Group's Live Experience Attraction Portfolio is produced under Gamepath. Their established track record of creative development, production, venue and space management, has produced award winning attractions and partnerships with Monopoly Lifesized (Hasbro), Saw: The Escape Experience (Lionsgate) and The Paddington Bear Experience (Lionsgate), both in the UK and internationally.

Monopoly Lifesized is the debut attraction from Gamepath Entertainment and marked the beginning of a strategic relationship between Hasbro and Gamepath Entertainment.

## **Selladoor Worldwide:**

Selladoor Worldwide are a UK Theatre Producer and General Management provider, founded in 2009. Current projects include We Will Rock You (worldwide tour) and Madagascar (USA & UK Tour) as well as general managing the recently concluded, UK Theatre Award winning The Spongebob Musical! on behalf of sister company The Path Entertainment Group.

Uniquely Selladoor also provides General Management provision for live/immersive experience. We recently oversaw the year-long run of Saw: The Escape Experience at Tower Hill, are currently looking after Monopoly: Lifesized at Tottenham Court Road and The Paddington Bear Experience at County Hall. In addition we also have three rehearsal spaces in Deptford, South East London, which is where our main office is based.

## **The Role:**

The Company Manager line manages the Stage Manager, Deputy Company Manager and Head of Wardrobe and supports them in the leadership, scheduling and management of their teams.

The Company Manager is responsible for leading a cohesive and motivated workplace, fostering a positive and inclusive environment, and ensuring the wellbeing and mental health of all involved. Your ability to handle conflicts with tact and diplomacy, as well as to provide guidance and encouragement, will be essential. You will be responsible for the meticulous coordination of Performers in rehearsals and performances, making decisions related to working hours, schedules and swings as well as problem-solving live challenges, and optimising efficiency without compromising artistic quality. You will oversee budgets and payroll for all departments within your remit and operate as the first point of contact for HoD's, and Performers.

## **Key Responsibilities:**

- Lead on the daily management of the Performers.
- Support in overseeing the smooth day-to-day running of the experience, in conjunction with the wider show team, by ensuring all Performers are onsite and fit to perform their duties.
- Actively contribute to the promotion of staff welfare and escalate to General Management team where appropriate.
- Provide effective management to all staff under the Company Manager's line management.
- Lead on the promotion of staff welfare and escalate to General Management where appropriate.
- Oversee performance management, motivation and discipline within the department.
- Work with the Associate General Manager and Stage Manager to interview and recruit the suitable Stage Management team.
- Maintain a regular dialogue with the General Manager and keep them in touch with matters concerning the current games in performance and rehearsal.
- Manage weekly timesheets, invoices and payroll for the Performers, Wardrobe and Stage Management teams. Ensure overtime is kept to a minimum and communicated to General Manager if required.
- Support the Performers, Stage Management, Wardrobe, Front of House and Venue Management teams in any potentially conflicting situations throughout the experience.
- Provide after care to Performers following incidents and compile incident reports as required.
- Manage Performer Swings and oversee mid-show cast swaps as required due to welfare, injury or illness.
- Manage the game rotas in the event of Stage Management or Performer emergencies, such as illness.
- Produce the weekly rota for Performers, whilst managing non-availability and holiday requests and ensuring adequate Performer coverage.
- Organise rehearsals for new and/or current Performers.
- Organise test audience games for new staff with support from the General Management team.
- Support the on-site induction of new Performers.
- Provide cover for the Stage Manager in their absence.
- To undertake any other duties as reasonably required.

## Relationships:

- Stage Management & Wardrobe teams for day-to-day operations across the games.
- General Manager and Associate General Manager for ongoing headcount requirements and day-to-day operational requirements.
- Ticketing & Front of House teams to ensure the smooth running of the games.
- Director of Venues for Health and Safety requirements and any building issues which may impact staff or gameplay.
- Associate Director for the implementation of creative or practical notes.
- Performers.
- Members of the public

## Health and Safety:

- Proactively support the Company's health and safety agenda.
- Ensure all team members are aware of their Health and Safety responsibilities as required by the company Health and Safety Policy, monitor compliance with procedural requirements.
- To be aware of and comply with safe working practices as laid down under the Health and Safety policy as applicable to your place of work, including awareness of any specific hazards in your Workplace.
- Ensuring the wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory and ensure this is applied across all departments where applicable.
- Report any defects in the building, plant or equipment according to company procedures.
- Ensure that any accidents to team members, customers or visitors are reported immediately in accordance with correct procedures and ensure awareness of these procedures across the company.
- Attend Statutory Fire and any relevant Health and Safety training, be fully conversant with and abide by all rules concerning Fire and Health and Safety. Be vigilant in ensuring this is managed effectively across the operation.
- To be fully conversant with all Risk Assessments for your departments, COSHH Regulations, Fire and Bomb Procedures and ensure team are up to date and proactively manage their responsibilities in these areas.

## Experience and Person Specification:

### Essential:

- Must have previous experience of leading a team at a similar management level.
- Previous experience managing HoDs and/or large teams.
- Exceptional organisational skills and attention to detail, with the ability to generate complex schedules and work with large budgets.
- Ability to de-escalate tense situations and independently manage conflict resolution.
- Ability to build trust and rapport with a team while simultaneously serving the needs of the business.
- A flair for designing and working with spreadsheets and other IT software in order to proactively manage and implement systems for various employee-tracking needs.
- A flexible, confident and responsive approach to working while adapting to rapidly changing needs and requirements.
- A keen interest in and passion for live/immersive productions.

### Desirable:

- Experience in a live/immersive production setting.
- Experience in a Stage Management, Wardrobe or Technical role.

We actively encourage applicants who are looking to further progress their career into General Management and we would support this progression, in time, for the right candidate.

**Rollout:**

- **Start Date:** As soon as possible
- **Contract term:** Permanent, PAYE role based on Tottenham Court Road. Salary is £42,000 per annum (based on a 40 hour week across 7 days) plus 28 days' holiday, pension, SSP and time off in lieu.

**Equal Opportunities**

The Path Entertainment Group will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation or religion in the engagement of personnel.

**Confidentiality**

Whilst working for the Company there will be access to a wide variety of confidential information concerning the Company, Customers and Team members. It is vital that all such information remains confidential and must not be disclosed to anyone outside the Company unless otherwise stated. Please refer to the Handbook for full policy details.

**Any other information**

This job description is intended to illustrate the main duties and responsibilities of the job. It is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature maybe added on a temporary or permanent basis, as appropriate for the expansion of the business.

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**Application Process:**

Please send your CV and covering letter (1-2 pages) outlining how you meet the essential criteria to [recruitment@selladoor.com](mailto:recruitment@selladoor.com) with 'Monopoly – Company Manager' in the subject line.

Deadline: Rolling recruitment for imminent start.

Applications currently accepted until 7<sup>th</sup> March 2025 at 6pm but applications will be considered as they are submitted and this advertisement may close sooner.

If you have any questions or want to discuss the role in further detail, please contact Carrie Hitchman on [carrie.hitchman@selladoor.com](mailto:carrie.hitchman@selladoor.com) (applications will not be considered via this email address).