

Pickles by EITC theatre company seeks new Tour manager

Who are we?

Pickles by EITC are a theatre in education company that offers English speaking plays to secondary schools across Belgium and France. Four different teams made up of 4 native English speaking actors, 1 tour manager, 1 van (equipped with all the necessary equipments) travel across different countries from the beginning of November to the end of May. The tour consists of 18 - 25 weeks on tour with, on average, 10 shows per week.

Job description

The tour manager is responsible for the team, the van, the material and the smooth running of the tour.

In order to fulfil this, the tour manager has two main roles:

1. Logistics co-ordinator:

On the road

- Be the driver
- Plan the route each day
- Ensure the actors are on time by giving clear pick-up times and allowing for delays
- Make sure that all the equipment is show-ready
- Take charge of the arrival and departure at each rented accommodation, including organising the cleaning with the actors.
- Be responsible for the loading and unloading of the van (with the help of the actors)
- Find supermarkets whilst on the road.

For the shows

- Respect the time needed for the set up of the show. The team must be at the school/the place where the performance is being held 1 and a half hours before the first show is set to begin
- Be in charge of organising the performance area: setting up the curtain, the lights, seats for the audience, plugging in electrical equipment and checking the levels on the sound system.
- Welcome the student actors and resolving any problems they may have (if there aren't enough actors/too many etc.)
- Be in charge of the safety of the actors, audience and material
- Keep all equipment in good condition, including the van.

2. Team manager:

- Be the official representative of Pickles by EITC
- Have a good relationship with all the staff in each establishment you visit
- Make sure the shows are the best quality they can be by keeping the actors in line with the directors wishes
- Be able to communicate with the staff and translate where necessary for the actors (schools/accommodation)
- Manage problems that could arise within the team (arguments/material)
- Manage finances with regards to petrol and expenses

For certain tasks, the tour manager will be assisted by the 4 actors and sometimes by a technician, a caretaker or a teacher.

Required skills:

Driving licence

Fluent English / basic communication skills in French

A technical understanding of the job (lights, sound etc)

The ability to manage a team

The type of person we are looking for:

A positive attitude, energetic, open, motivated, imaginative, a good organiser, the ability to adapt easily, responsible, a team player, good people skills.

A typical working week on tour:

Friday/Sunday: Moving between the different tour locations

Monday: Up to three shows during the day, with start times at 8.50am – 10.50am – 1.50pm. Up to two schools during the day. Stopping at a supermarket to get groceries for the week ahead. Back to the rented accommodation

Tuesday: Up to three shows during the day, with start times at 8.50am – 10.50am - 1.50pm. Up to two schools during the day.

Wednesday: Up to two shows during the day, with start times at 8.50am – 10.50am
Only one school during the day.

Wednesday afternoon free

Thursday: Up to three shows during the day, with start times at 8.50am – 10.50am - 1.50pm. Up to two schools during the day. Grocery shopping for the weekend. Cleaning of the rented accommodation.

Friday: Checking everything in the van. Give back the rented accommodation to the landlord. Up to three shows during the day, with start times at 8.50am – 10.50am - 1.50pm. Up to two schools during the day. Move to another region. Arrival at a new rented accommodation. Unload everything.
End of tour week - home time! (either Friday evening or Saturday morning)

A typical day on tour:

6.30am Leave the accommodation

7.20am Arrive at the school

Find the person in charge. Park the car as close to the performance space as possible. Unload the van. Set up the chairs for the audience in the Pickles by EITC way.

8.10am Welcome the teachers and student-actors.

Preparation time for the students with the actors.

8.45am Welcome the audience in to the room and get them seated.

8.50am Start of the show

10.00am Break

10.20am Welcome the second set of student-actors.

Preparation time for the students with the actors.

10.50am Start of the second show

12.00pm End of the second show

Pack up

Load the van

12.30pm	Leave the first school Go to the next school/Lunch break
1.30pm	Arrive at the next school Find the person in charge. Park the car as close to the performance space as possible. Unload the van. Set up the chairs for the audience in the Pickles by EITC way.
1.50pm	Welcome the teachers and student-actors. Preparation time for the students with the actors.
2.25pm	Welcome the audience in to the room and get them seated.
2.30pm	Start of the show
3.50pm	End of the show Pack up Load the van Grocery shopping
6.00pm	Return back to the accommodation Send the daily photos to the company (1 photo per show with the student-actors and actors) Check in with everyone at the end of the day and plan for the next day (call time etc.)

Setting up the performance space:

- When setting up the chairs for the audience, keep in mind that they must see as much as possible in the room - use common sense.
- Ideally there needs to be 3 to 4 rows of 20 to 30 chairs. If more space is needed, a row of students can sit on the floor in front of the chairs (the older students (lycée students) don't like this so only do this with the younger students (collège students)) a row of tables can also be put behind the rows of chairs. Adapt to each different performance space.
- The chairs must be perfectly centred in relation to the curtain on stage.
- A well organised room gives the impression of a highly professional show, the students will feel that they are going to have a great time. The chairs must always be perfectly aligned (rearrange the chairs between shows so that each audience gets the same impression) remove all objects that could get in the way of a clear view of the stage for the audience (tables, chairs etc next to the curtain)
- In difficult rooms, how do we organise the stage? For example:
 - A room that has a column in the middle: how can we arrange the chairs so that the audience have a clear view of the stage. Use common sense.
 - A very long, thin room: is it possible to perform along the side of the room? This means that we avoid putting up lots of little rows of chairs (if this can't be avoided, sit the students on the floor, followed by a row of benches, followed by rows of chairs etc.)
 - A very big room (for example a sports hall): Don't perform in the middle of the room but on the side, in a well defined area if possible (sometimes certain sports halls have curtains that can split the room up in to different sections)
- Sometimes the chairs have already been set up, it's is completely okay to rearrange everything yourself if the set up doesn't work for the show (for example the chairs are all facing wall A, when in fact all the chairs facing wall B would be better)

- Always verify what the people on the ends of the rows can see, we don't want them to be able to see the actors behind the curtain
- Never perform on removable stages (wooden blocks etc.) it's too noisy and not very safe as they are not fixed down.
- Windows: Try and cover up where possible
- Where do the student enter from? The students must never see behind the curtain so, try and set up the room where the student arrive facing the curtain.

Before and after the show:

- Always keep an eye on the clock so that the shows start on time. In order to do that you must:
 - Organise the performance space quickly and efficiently
 - Have the student actors in the room on time. If some are late/not there you must resolve the problem (find another student, ask one of the student already there to perform 2 roles...)
 - While rehearsing with the students (around 30minutes before the show), tell the actors how much time they have before the show
 - Organise the audience. The actors must finish rehearsing with the students before the audience arrives. The audience can not enter the room before this.
 - Insure that the actors are behind the curtain (and silent) before the audience enter.
- Make sure that the audience is seated correctly, there must not be any empty spaces in the middle of the audience.
- Do not say a speech at the beginning of the show.
- Check with the teachers that everyone is there.
- Agree on a signal that lets the actors know they can start the show (for example when all the main lights go off and only the stage lights are on)
- Between the moment where all the students are seated and the beginning of the show, there needs to be a little pause. Not too long or too short, around 20 seconds.
- After the show, when the actors ask the audience if they have any questions, turn the lights back on so the actors can see the audience.
- Unplug the stage lights once the question time is over so they can cool down. Don't do this before as we don't want to be seen as rushing off to get to the next school.
- The actors are responsible for organising their costumes, props and the curtain.
- It is up to the tour manager to set up a system with the actors (everyone has their own ideas) to make sure that nothing is left behind (equipment, costumes, props... but also empty bottles, tissues, banana skins... bin them!)
- Let someone know when you are leaving the school (a teacher, the receptionist...)