



ROGREGOR
WAYNE

Project Manager

Job Profile, August 25



Who we are looking for

Studio Wayne McGregor is seeking talented Projects Manager to join our dynamic team, driving the delivery of the Studio's wide-ranging artistic programme. This is an exciting opportunity for a highly organised and motivated individual to play a key role in shaping the Studio's creative journey. The successful candidate will work closely with the Executive Director and Senior Projects Manager to manage all aspects of project logistics, while also contributing to the Studio's artistic vision and raising the profile of Wayne McGregor's work worldwide.

About us

We are creative, curious and ambitious, with generosity, flexibility, respect, positivity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups - if this is a transition to a more senior role, we will support you.

Job title:	Projects Manager
Main objectives:	Support the Executive Director with a wide variety of projects, support Tour Booking of CWM (Company Wayne McGregor), Logistics, Venue Liaison, Contracting, Budgets, Royalties and raising the profile and reach of CWM
Responsible to:	Executive Director
Key working relationships:	Senior Projects Manager, Associate Director, Technical Director, Artistic Coordinator and Development and Marketing Coordinator

KEY RESPONSIBILITIES

Executive Director Support

- Provide proactive, high-level support to the Executive Director (ED) across the broad spectrum of Studio Wayne McGregor's artistic and organisational activities
- Represent the Artistic work team alongside the ED at key internal and external meetings, supporting relationship building with stakeholder, artists, creatives, presenters and partners
- Assist in the planning, tracking and reconciliation of key project budgets, ensuring accuracy, flagging variances early and supporting financial reporting via QuickBooks
- Anticipate and manage administrative needs to enable the ED to focus on strategic priorities including preparation of documents, scheduling and correspondence
- Act as a trusted collaborator in the delivery of new initiatives and special projects, helping to ensure the Studio's creative ambitions are met

Touring Logistics

- Manage and deliver all Company Wayne McGregor tours and selected Studio Wayne McGregor events, ensuring all logistics are effectively coordinated
- Liaise with CWM's international agents, to plan and oversee tours in their respective territories



- Work with the Associate and Technical Director to confirm weeks of works, schedules, payment structures and issue contracts for dancers and technicians
- Travel with the company as appropriate, providing on-the-ground support to the Associate Director and Technical Manager on tour
- Act as an ambassador for CWM, representing its interests with promoters and partners in the UK and internationally
- Oversee the communications for CWM activity, in liaison with Marketing Coordinator
- Manage monthly dancer payments, ensuring accuracy and timeliness
- Work with the Finance Manager to ensure all collaborator royalty agreements are in place, reported and payments executed, including Music Royalty
- Update and maintain all current information on dancer and freelancer profiles

Relationships with external and internal stakeholders

- Develop and maintain a robust CRM database of national and international presenters, venues, agencies and festival contacts aligned with the CWM contacts database
- Deliver a strategic programme to build relationships with key partners, including managing email communications, newsletters, updates & invitations
- Oversee the preparation and distribution of UK and international promotional materials and ensure promoter-facing website content (including touring pages) are kept up to date in collaboration with the Archivist
- Proactively build awareness of CWM as world class touring company, generating new opportunities and sales by cultivating relationships with promoters, venues and festivals
- Coordinate and manage CWM events at the Studio or on tour, ensuring great delivery and strong stakeholder engagement
- Oversee the management of complimentary tickets for performances and projects, working with the Development Manager

Other

- Supported by the Finance Manager, oversee budgets for CWM and other various projects, maximising income, minimising expenditure without loss of quality
- Meeting monthly with the Finance Manager to reconcile and update budgets, in advance of monthly updates to the Director of Finance and Administration
- Support the development of financial systems, identifying improvements and streamlining
- Be a key contributor to the Studio's CRM system, identifying new ways to optimise project management, contact and network databases
- Lead on evaluation, monitoring and reporting processes for all touring activity and actively contribute to funding applications where relevant – particularly with regards to Arts Council bids
- Work with the Technical Director to lead on CWM's environmental initiatives, including data collection for Julie's Bicycle, ACE reporting and proactively finding ways for greener touring practises aligned with the organisation's environmental action plan
- Periodically review the CWM travel pattern to ensure appropriate and up to date travel insurance, reporting to the Director of Finance and Administration
- Ensure all performances and events are accurately recorded in the Activity Tracker, internal calendar and on the website

Person specification

Essential

- Excellent communication and negotiation skills, with the ability to build strong relationships



with a diverse range of people

- An understanding of touring in the creative or performing arts sector
- Proven experience in successfully managing projects through to completion with the ability to evolve and adapt as projects shift
- Strong financial literacy and proven experience of managing and reconciling budgets
- Organised, personable, and calm under pressure, with a proactive and solutions focused approach
- Strong administrative and organisational skills, with great attention to detail
- A self-motivated team player who can work independently, collaboratively, and with initiative
- The ability to respond, adapt and thrive in a challenging high-paced working environment

Desired

- An understanding of Studio Wayne McGregor and a passion for dance





TERMS

Hours: 4/5 days per week 10am – 6pm across Monday to Friday but some evening and weekend work may occasionally be required. SWM operates a Time Off In Lieu (TOIL) system

Office Base

Studio Wayne McGregor
Broadcast Centre, Here East
10 East Bay Lane
Queen Elizabeth Olympic Park
London, E15 2GW

Salary: £28,000 - £32,000 per annum dependant on experience

Holidays: 25 days plus 8 days bank holidays, pro rata per annum

Benefits

- Flexible working and a company culture that promotes good work/life balance
- Training budget for every member of staff
- Access to stage rehearsals of CWM and Wayne McGregor works
- Access to events hosted by Here East
- Discretionary additional time off around Christmas
- Staff social events
- SWM offers a designated stakeholder pension scheme

HOW TO APPLY

Closing date: 10am 29th September 2025. Interviews will be held between 1st – 8th October.

Interviews: In person at the Studio and via Teams where appropriate. Travel from outside of London will be reimbursed

How to apply?

Send a CV and Cover Letter (no more than 2 pages) and email to recruitment@waynemcgregor.com

We want you to complete your application in a way that is comfortable for you. If you would like to complete your application via audio or video, please email this to recruitment@waynemcgregor.com

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.





STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

