

GENERAL MANAGER
Playful GM Ltd
Job Description

Playful Productions

Playful Productions is one of the largest independent theatre production companies in the West End. Current producing work includes *A Little Life* in the West End, UK tours of *Charlie and the Chocolate Factory*, and general management of *Wicked*, *Moulin Rouge! The Musical* and *MJ The Musical* (opening 2024). We also have many plays and musicals in development and pre-production. We are one of the West End's biggest employers and we lead the commercial sector in excellence, innovation and ambition. We work at scale and are committed to presenting high-quality shows to audiences across the UK and beyond.

www.playfuluk.com

Overview

Playful are looking for an experienced General Manager to oversee the day-to-day management of running West End productions alongside an Associate General Manager and oversee other productions, including both Broadway and international transfers and new productions. The General Manager is a principal point of liaison for external colleagues and ensures that information and decisions are communicated swiftly. They will support the work of the Directors with efficient administrative back-up.

Reports to

Senior General Manager

On Specified Productions

- Oversee new productions in development from a General Management point of view – liaising with Producers and advising on all aspects of the set up of a production on both Broadway and international transfers and new productions.
- Draft production budgets with the Directors and the Production Accountant. Implement the running and expenditure of the budget and reconcile the expenditure at the end of the run.
- Work with the Directors on casting where required, and work with casting directors to co-ordinate the casting process.
- Co-ordinate the recruitment process, taking interviews and negotiating deals for all production staff.
- Negotiate deals for creative teams, cast and stage management in line with budget and union agreements both independently and in collaboration with the Directors.
- Maintain a record of deals done and ensure that all contracts are issued and accurately reflect these deals.
- Work closely with the Company Stage Manager of each show on the management of all production personnel including resolving any HR matters which may arise.
- Work closely with the Production Manager of each show on the management of the production.
- Work closely with the Health and Safety Consultant on each show to ensure health and safety policies and procedures, including Covid-19 protocols, are implemented and followed.
- With the Senior General Manager and Executive Assistant to the Directors produce and arrange the distribution of the Investment Prospectus and draft and issue investment papers.

- Ensure all aspects of the production are suitably insured.
- Monitor developments in union agreements and ensure that Playful Productions fulfils its obligations as an employer.
- Assist with the negotiation of contracts for theatres as required.
- Check theatre contract statements.
- Check and sign off the weekly payroll.
- Manage the workload of Production Assistants, Production Co-ordinators and Associate General Managers as required.
- Oversee visas, work permits and appropriate tax exemptions where necessary for foreign personnel involved in UK productions.
- Oversee travel, transport, accommodation and per diems.
- Organise any individual or company training required.
- Co-ordinate every aspect of press and media nights, including compilation of guest list, mailing of invitations, seat allocation, distribution of tickets, logistics, press night parties and company gifts, working within budget.
- Represent Playful Productions at weekly marketing meetings.
- Co-ordinate all logistics relating to press, marketing and promotional events, liaising with the press and marketing teams, performers, production departments, external venues, media outlets and broadcasters as applicable.
- Oversee the compiling of production programs.
- Attend running shows, including cover runs, on a regular basis.
- Organise and attend access performances and stay abreast of developments in this area.
- Be aware of, implement and adhere to office and production Health and Safety policies and Playful's policies and procedures.
- Ensure that all decisions made for productions are carried out in a timely manner and communicated to all relevant parties.

Development

- Engage with the development process, attending performances, readings and workshops when required and report on them.
- Keep abreast of new talent in the industry, productions opening and general trends in the West End.
- Build relationships with potential creative teams, cast, stage managers, casting directors etc. and keep in touch with their work.
- Network and explore potential working partnerships for the future.

Covering and Deputising

Provide holiday and out of office cover for other members of the Production Team as required.

Annual Holiday

20 days' holiday during each holiday year, pro-rata to the length of the engagement, in addition to all Bank and Public Holidays

Working model

Hours: Normally 10am to 6pm Monday to Friday

Location: During the probationary period this role will be 100% office based. On passing probation core days in the office will be Tuesday – Thursday with the option to work from home on Mondays and Fridays subject to operational requirements. This arrangement is subject to periodic review.

Contract

Open ended, subject to an initial three-month probationary period and thereafter to a twelve week notice period

Salary

Competitive – negotiable according to experience

This job description may be amended from time to time in line with the demands of Playful Productions' varied production portfolio.

Person SpecificationEssential Attributes

- At least 5 years' experience of musicals and/or plays in a professional theatre environment in a similar role, ideally in commercial theatre.
- Experience of large-scale West End musicals
- Experience of theatre marketing and press campaigns
- Experience of coordinating large scale events e.g., press nights
- Experience of casting and recruitment processes
- Proven ability to deliver work within budgetary constraints.
- HR experience
- Excellent time management skills with the ability to work on a very varied and heavy workload and to juggle competing priorities.
- Excellent organisational skills
- Excellent written, verbal communication and numeracy skills
- Tact, diplomacy and discretion
- Eye for detail and accuracy
- A flexible approach to working hours.
- A willingness to work as part of a team and cover other roles as necessary.
- Advanced skills in Microsoft Word, Outlook and Excel spreadsheets and use of the internet
- A sense of humour
- Be attentive to the requirements of Directors, office and company.
- Calm and patient approach, resourceful and proactive in dealing with problems and queries.

Desirable Attributes

- Education to degree level