



### General Manager Job Description

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| Salary:               | £50,000 - £55,000 per annum depending on experience              |
| Hours of Work:        | Full Time  |
| Place of Work:        | Central London (flexible working available up to 1 day per week) |
| Start Date:           | 5 <sup>th</sup> May or as soon as possible thereafter            |
| Length of contract:   | Permanent  |
| Probation Period:     | 12 weeks   |
| Notice period:        | 6 weeks (2 weeks during probation)                               |
| Holiday and benefits: | 26 days per annum plus bank holidays, Nest Pension, TOIL policy  |

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Deus Ex Machina (DEM) Productions is an award-winning production company based in central London. Now in our twelfth year of operations, we have produced over 25 critically acclaimed shows date across a wide range of scales, including West End and international productions. Led by Ramin Sabi and Emily Lunnon, DEM produces and manages new work and revivals, including musicals, plays, dance, and immersive work, with a strong history of developing new musicals, including *The Book Thief*, *RIDE*, *The Secret Diary of Adrian Mole*. We additionally offer General Management and Production Accounting services across the industry, including for international clients.

Upcoming projects include a season of star-led plays, musical transfers to the US, and a development slate including several large-scale new musicals and plays, on which the General Manager will have an active role in the workshopping and delivery.

We pride ourselves in being a team-driven company working closely and collaboratively to achieve the best possible work. Our reputation for positive working environments and fair practices is very strong, attracting first-class talent to our productions and projects.

We are seeking an outstanding individual to join the team as General Manager during a period of growth of the company. The General Manager will be responsible for the successful delivery of DEM productions, as well as shows for external clients. They will support the Producers, and work closely with the Assistant Producer, Production Coordinator, Finance and Payroll Manager, and other staff across DEM's busy and varied slate of projects. The successful applicant will be highly methodical and organised, with exceptional people skills and a strong track record of successful project delivery. They will have at least 3 years of experience in a similar role in professional theatre and demonstrate an excellent understanding of the production process and the commercial theatre sector.

#### Essential Skills and Attributes:

- A minimum of 5 years' experience in theatre production with experience of commercial theatre and musicals;
- A minimum of 3 years' experience in a similar role (including Associate General Manager levels);
- Exceptional organisational capacity;
- Strong negotiation skills;
- Strong numerical and financial capability and proven experience delivering work within budgetary constraints;
- Exceptional attention to detail;
- Excellent interpersonal, verbal and written communication skills;
- Self-motivated with a strong ability to multi-task and manage time between projects;
- Excellent knowledge and understanding of UK Theatre and SOLT Equity, BECTU, MU, and other relevant union agreements;
- Strong understanding of industry norms and best practice across HR and personnel management;
- Excellent knowledge of Microsoft Office including Excel, Outlook and Word;
- A desire to learn and develop within a team;
- A good sense of humour and love for theatre.

#### Desirable Skills and Attributes:

- Experience of UK Touring and/or international transfers;
- Experience line-managing internal staff including Production Coordinators and Assistants;
- Experience with international producers;
- Experience with young performers including licensing;
- Familiarity with Quickbooks; and
- Desire and willingness to travel when required.

#### Key responsibilities include but are not limited to:

- Contract negotiation and preparation for creatives, performers, stage management, production teams and other staff;
- Casting, creative team and production staff recruitment;
- Managing production schedules and rehearsal processes;
- Working closely with creatives and production staff to deliver productions to the highest standard;
- Negotiating venue and co-production agreements as required;
- Keeping abreast of union agreements and health and safety regulations, ensuring compliance across all productions;
- Being first point of contact for performing companies and working closely with Company Management;
- Directly managing companies including pastoral care, HR and disciplinary procedures;
- Preparing and managing production budgets;

- Managing payments, payroll, petty cash, settlements and royalties for internal and external productions as required;
- Coordinating marketing and press activity in conjunction with external service providers;
- Sourcing and managing insurance policies and claims;
- Organising workshops and supporting development of new work;
- Supervising the booking of travel and accommodation and securing work permits and visas as required;
- Day-to-day and close-out management;
- Such other duties as may reasonably be required.

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To apply for this role, please send a copy of your CV, a one-page cover letter detailing your interest in the role and any relevant experience and skills, and a completed [Equality and Diversity Monitoring Form](#) to [development@demproductions.co.uk](mailto:development@demproductions.co.uk). Should you be considered, first round interviews will be conducted in the week commencing 30<sup>th</sup> April. All applicants will receive a response to their application.

DEM Productions is committed to equal opportunities and welcomes applications from all individuals. If you have any questions regarding access requirements, please email us.

The deadline for applications is **6pm on Monday 23<sup>rd</sup> March**.