



Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focused on new productions and the distribution of live-streaming innovative content and is home to Trafalgar Theatre (set to open Spring 2021), Theatre Royal Sydney, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, London Theatre Direct, Luke Shires Marketing, Jonathan Church Theatre Productions, Chiswick Cinema and More2Screen.

The production arm of Trafalgar Entertainment, Trafalgar Theatre Productions, produces new shows and classic musicals in London and internationally including the Tony and Olivier award-winning smash hit musical, *Jersey Boys*, which will open London's new Trafalgar Theatre in 2021, the hilarious new comedy, *Death Drop*, at the Garrick Theatre, the 2021 World Tour of *The Rocky Horror Show*, the Lincoln Center's award-winning production of *The King and I* at the London Palladium and worldwide, and a co-production of *War Horse* with The National Theatre in Australia and Asia-Pacific.

Trafalgar Theatre Productions are looking for a Production General Manager to join their busy and creative team for a 12-month fixed term maternity cover contract. To act as Production General Manager as required on TTP productions or co-productions and to supervise the production coordinator and production assistants.

**Responsibilities include:**

- To build and maintain relationships with agents, actors, creatives, investors, co-producers and venues and to keep abreast of productions in the UK and internationally.
- To support the Production team in negotiating and preparing rights agreements to the best commercial advantage of TEG.
- To work with the Producers and Production team to prepare and manage production budgets, working with TEG's finance team to ensure that resources are managed effectively within financial constraints.
- To assist with sourcing and casting of appropriate artists for productions as required to maximise a show's commercial potential.
- To recruit and manage production staff and creative team members.
- To negotiate and prepare contracts for theatre productions including actors, creatives, production teams, venues and other staff.
- To assist the Producers and Production team in preparing co-production and joint venture agreements as required.
- To manage the organisation and administration of all elements of productions including, but not limited to: physical production, programmes, press nights, insurance, travel, visas, accommodation and per diems for international artists and touring productions.
- To initiate, oversee and conclude Tour Booking of TEG productions, as required including but not limited to creating touring schedules, discussing with venues and negotiating venue deals both in the UK and internationally.
- To help prepare investment documents in accordance with theatre industry practice and with regard to the Financial Services Act.
- To assist with co-producer and investor relationships during the course of a production.
- To work with TEG's finance team on production accounts, financial statements and tax claims as required.

(cont.)

- To work with marketing, press, ticketing, producers and creative teams as necessary to plan and launch campaigns and organise on-sales.
- To attend workshops, readings and productions in London and on tour, as required.
- To keep abreast of current Union Agreements and industry developments.
- To manage the Production Coordinator and Production Assistants.
- Any other duties as reasonably required to support the team and ensure the success of TTP productions and co-productions

**Essential Skills and Experience:**

- Previous professional experience as a General Manager or Assistant General manager for live productions
- Knowledge of artist/creative contractual agreements and practical knowledge of union agreements (Equity/MU/BECTU/UK THEATRE/ITC).
- Experience creating, managing, and running production budgets
- Extensive knowledge of Health and Safety and its practical application in theatre
- Excellent communication skills, both written and verbal
- The ability to prioritise a complex workload with excellent organisational skills.
- Excellent people management skills
- Proven ability to work collaboratively as part of a team, as well as the ability to work independently
- Exceptional IT skills, including experience of using IT to streamline operations
- Experience working with managers and artists with diplomacy, discretion, professionalism, pragmatism and a can-do approach
- A passionate interest in contemporary culture, particularly in theatre, with a good knowledge of the sector and of plays and musicals.

Contract: 12 month FTC (maternity cover), full time - 40 hours per week

Start Date: March, 2021 tbc

Salary: £competitive

If this sounds like you, please email a CV and covering letter to [hr@trafalgarentertainment.com](mailto:hr@trafalgarentertainment.com).

Application closing date: Mon, Jan 25<sup>th</sup>, 2021