



## **JOB DESCRIPTION**

**Position:** General Manager

**Reporting to:** Managing Director

**Contract:** Full time

**Salary:** Dependent on experience

**Required Experience:** Significant production and general management experience in the commercial theatre industry, ideally in the West End and/or internationally.

### **Job Purpose:**

On behalf of Sonia Friedman Productions (SFP) to General Manage productions produced or co-produced by SFP in the UK.

The General Manager will oversee and work across multiple shows both in production and development simultaneously, alongside the specific SFP Production/Development team allocated for each show, supported by the Business Affairs team.

To work closely with the producers and general managers of SFP's international productions, including Broadway.

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## **KEY RESPONSIBILITIES INCLUDE:**

### **Contractual**

- Negotiation and drafting of co-production and transfer agreements in consultation with the Business Affairs team, Executive Director and other staff.
- Negotiation and/or oversight of the preparation of all contracts for theatre productions including theatre, actors, author, creative teams and production teams in order to minimise financial risk, working with the Executive Director and/or Executive Producer/Associate Producers and the Business Affairs team.
- Arrangement of adequate and appropriate insurance for SFP productions.
- Point of contact for the production manager and company manager for all financial, contractual and budgetary matters on nominated productions.
- Oversight of the checking and agreement of contras.
- Work with the Executive Director, Managing Director and Finance Director in the preparation of SFP's annual production income budgets and reforecasting income summaries.

### **Financial**

- Collaboration with the Producer, Executive Director, Managing Director and Business Affairs team on investment raising for UK and overseas productions, including preparation of investment documents in accordance with the theatre industry's practice with regard to the Financial Services Act. Keeping investors regularly updated

on productions in conjunction with the Producer, Executive Director, Managing Director and Business Affairs team.

- Preparation and management of production budgets working with SFP's CFO and external Production Accountants as required, ensuring that resources are managed effectively within financial constraints.
- Regular forecasting and analysis of financial projections for productions
- Liaison with Company Managers on a regular basis to ensure the efficient and accurate financial administration of productions.
- Creation and analysis of royalty and salary illustrations, as required, and preparation of royalty statements.
- Oversight of production accounts and ensuring their regular circulation to stakeholders.
- Continual review and development of existing systems of financial management.

### **Management**

- Mentoring, training and line managing other staff members of SFP as required.
- Attendance at production meetings and dealing with the issues that arise, ensuring there is always effective communication between all SFP staff, production and creative departments.
- Attendance at marketing meetings as required.
- Attendance at workshops, readings and productions in London and on tour.
- Attendance at run throughs, previews and press nights as necessary.
- Keeping abreast of and advising on current Union and Trade Agreements which may impact on SFP's producing activity.
- Representation of SFP and the theatre industry at SOLT/UK Theatre union negotiations, as required.
- Be present at SFP performances, events and meetings as required (which may include some evening and weekend work).
- Regularly updating the company on all key aspects of nominated productions.
- Completing any other delegated duty that assists the company in achieving its business objectives.

### **Team and Office Support**

- Support new staff members with all of the above duties.
- Cover other team members during leave or absence.
- Provide regular updates to Sonia Friedman and the wider SFP company on relevant producing and GM activity.
- Promote effective cross-departmental collaboration and clear channels of communication.

### **Compliance and Representation**

- Stay current with union agreements, trade terms and statutory requirements.
- Adhere to health and safety procedures, SFP employment policies and promote best practice.
- Attend SFP performances, meetings and events as needed (which may include some evening/weekend work).
- Work collaboratively as part of a team, covering other staff during leave.
- Attend international productions as required.
- Maintain confidentiality around all commercial and sensitive matters.
- Carry out other reasonable duties as required.