

## **GENERAL MANAGER**

### **Application Pack**

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**Seabright Productions is an Olivier and Fringe First award winning independent commercial theatre production company led by James Seabright, who has been producing since 2001. The company's output is focused on the commissioning and commercial development of new work.**

The company produces and manages a wide range of touring and London theatre, comedy and cabaret shows, currently including Apphia Campbell's *Black Is The Color Of My Voice*, the acclaimed immersive *Trainspotting Live*, the world tour and Las Vegas residency of *Potted Potter*, Brendan Murphy's *Buffy ReVamped*, and world tour of *The Crown Live* by Daniel Clarkson.

During the covid pandemic Seabright Productions was recognised as a pioneer of innovative producing methods. It was the first company to open a show in the West End when theatres reopened with social distancing in 2020, and successfully pivoted the premiere of new musical *The Sorcerer's Apprentice* to a digital streaming format when the live production could not proceed. The company has received two rounds of Culture Recovery Fund support from DCMS.

The new role of General Manager is being created to support the company's growth and increased output both domestically and internationally. The successful candidate will work with, and in support of, the Producer and Associate Producer in the management and delivery of the Seabright Productions Limited (SPL) programme. The General Manager will be responsible for the efficient and effective day-to-day operations of the company, especially all SPL's financial and administrative activities.

### **APPLICATION PROCEDURE**

- Interested candidates are welcome to contact us for an informal, confidential pre-application conversation with the Producer by emailing [office@seabright.org](mailto:office@seabright.org) no later than Tuesday 12 April 2022, but this is not a requirement of the application process.
- **Applications should be made by sending a PDF covering letter of no more than 1 page together with a CV in PDF format via email to [office@seabright.org](mailto:office@seabright.org) with subject line General Manager Application no later than noon on Tuesday 19 April 2022.**

## **ROLE DETAILS - GENERAL MANAGER**

<i>Responsible to:</i>	Producer
<i>Remuneration:</i>	From £36k per annum, negotiable based on experience
<i>Hours:</i>	37.5 hours per week, plus evening and weekends as required
<i>Holiday:</i>	20 days per annum plus bank holidays
<i>Contract duration:</i>	One year initially, including a two-month probationary period
<i>Location:</i>	London office; open to agreeing a hybrid working pattern

## **DETAILED JOB DESCRIPTION**

### **Production Origination**

- Work closely with the Producer and Associate Producer in the business elements connected to the development, commissioning, and optioning of new productions.
- Maintain relationships with key stakeholders, including investors and co-producers.
- Identify opportunities in the production market domestically and internationally.

### **Financial Management**

- Manage for the day-to-day operation of SPL's financial systems – including bookkeeping, invoicing, creditors and debtors, payroll, cashflow and VAT returns.
- Manage venue settlements and royalty/capital returns to creative teams and investors.
- Work in consultation with the Producer to create and maintain annual budgets.
- In collaboration with the Producer and Bookkeeper, create and manage production budgets and company Management Accounts.
- Work with SPL's accountant to prepare Annual Accounts and reports.
- Support the Producer in the management of accounts and books for special purpose company vehicles linked to SPL, including international tax and compliance issues.

### **Administration**

- Day-to-day management of the SPL office and scheduling regular all-staff meetings.
- Ensure effective administration systems are always in place.
- Advise the Producer of changes in SOLT, Equity and/or BECTU/TMA agreements; Health and Safety regulations; and current standard practice (with the Production Coordinator).
- Responsibility for Health and Safety for SPL and ensuring that all procedures for Health and Safety are in place across all SPL projects (with the Production Coordinator).
- Statutory obligations (dealing with Companies House, HMRC, Information Commissioner).

### **Human Resources**

- Deputise for the Producer where appropriate.
- Work with the Producer on staff hires, changes in contracts, inductions, personnel records.
- Work with the Production Coordinator on contracting of freelancers and production teams.
- Support the Producer's handling of disciplinary issues; support staff and artist welfare.
- Ensure policies and procedures are maintained for consistent and fair treatment of all staff.
- Work with the Producer to negotiate and secure the engagement of all freelance artists, production staff and members of the creative teams of all projects and productions.

### **Marketing & PR**

- Work with the Producer, Marketing Director, external agencies and freelancers on the budgeting and monitoring of marketing and PR campaigns.
- Supervise the maintenance by junior staff of the company archive of publicity materials, programmes, press clippings and other relevant items.

### **Programming and Project Management**

- Work creatively and collaboratively with the Producer and Associate Producer to develop and deliver a commercially successful roster across SPL productions.
- Work with the Producer to negotiate rights, licenses, royalties and contracts for productions and terms with venues and partners.
- Manage all venue and creative contracts and ensure SPL remains compliant with their terms.
- Attend SPL productions in London and on tour as required, including a residency at the Edinburgh Fringe each August.

### **And finally...**

- Thinking big and encouraging SPL to make bold choices and to take appropriate risks.

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**Find out more about the company and its shows at [www.seabright.org](http://www.seabright.org)**

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