

## Associate General Manager

**Rodeo Productions is seeking an Associate General Manager to join our team at an exciting time for the company as *& Juliet* continues its UK tour; Tammy Faye opens on Broadway; and we produce, general manage and oversee venue operations for *Come Alive! The Greatest Showman Circus Spectacular*.**

### Job Description

The Associate General Manager will work within our team in Soho and onsite at the Empress Museum in Earl's Court, London. The candidate will bring skills to manage contract negotiations for staff, cast, creatives, and suppliers, and will have the knowledge and experience to help prepare and manage budgets and financial statements for a large-scale production which operates in a bespoke venue.

The ideal candidate will be someone that has significant experience of general managing immersive or experience productions and venue operations. The chosen candidate will need to be passionate about working on experiential productions, be willing to find innovative solutions in challenging situations, and have a positive attitude.

### Reporting to: General Manager

### Responsibilities

This role will work alongside the General Manager in the following areas:

- Negotiate & prepare contracts for actors, creatives, production teams & others.
- Prepare & manage sections of production budgets, royalties, cashflows, cost-reports, invoices & payroll.
- Ensure Deputy staffing software for payrolls and rotas, and Toast payment system is appropriately managed.
- Work with production accountants on accounts, financial statements & tax claims as required.
- Ensure the correct approval process is followed with key licensors & stakeholders.
- Manage & oversee the preparation & running of recasts.
- Liaise with marketing, press, ticketing, producers and creative teams as required to plan, launch campaigns & organise on-sales and extension.
- Assist with any HR issues & ensure the general wellbeing of all company and staff members.
- Ensure the maintenance of standards across the production.
- Build & maintain relationships with agents, actors, creatives, investors, producers & the venue team.

## Associate General Manager

- Manage the organisation of travel, visas, accommodation & per diems for international creatives & other personnel where required.
- To be responsible for keeping abreast of & advising on current employment practice.
- Work with the team as the food & beverage provision is refined & the operational requirements of the venue are refined.

### Person Specification

- Experience and knowledge of all aspects of general management and venue operations, ideally in the immersive or experience sector.
- Willing to take on management responsibilities, with the ability to work on a varied and demanding workload and to juggle competing priorities.
- Advanced skills in Microsoft Word, Outlook and Excel. Must be accomplished with complex spreadsheet formulas for documents such as royalty pools and recoupment schedules
- Excellent written, verbal communication and numeracy skills.
- Tact, diplomacy and discretion.
- Eye for detail and accuracy.
- Proven ability to deliver work within budgetary constraints.
- A flexible approach to working hours.
- Commitment to equality, diversity and inclusion within the theatre industry.

Compensation: Dependent on experience

### How to Apply

Please email your CV and cover letter to [recruitment@rodeoproductions.co.uk](mailto:recruitment@rodeoproductions.co.uk) with the subject line: **Associate General Manager - YOUR NAME**