



THE JAMIE LLOYD COMPANY POSITION AVAILABLE

The **Jamie Lloyd Company** is the leading West End and Broadway production company led by Artistic Director and Executive Producer Jamie Lloyd. The company creates groundbreaking productions with the very best acting talent in the world. The company's work includes radical reappraisals of *Sunset Boulevard*, *The Effect*, *A Doll's House*, *The Seagull*, *Cyrano de Bergerac*, *Betrayal*, *The Maids* and *Macbeth*, with casts including Uzo Aduba, Zawe Ashton, Hayley Atwell, Gemma Chan, Emilia Clarke, Jessica Chastain, Paapa Essiedu, Claire Foy, Martin Freeman, Kit Harington, Tom Hiddleston, James McAvoy, Arian Moayed, Simon Russell Beale, Taylor Russell and Nicole Scherzinger.

@JamieLloydCo
thejamielloydcompany.com

Job Title: GENERAL MANAGER

Responsible to: Executive Producer and Producer

Responsible for: Production Coordinators, Assistants and production staff as applicable

Person Specification

Essential

- At least 3 years' experience working in General Management of first-class West End theatrical productions;
- Knowledge of artist/creative contractual agreements and practical knowledge of relevant union agreements (including Equity/MU/BECTU/SOLT/UK Theatre).
- Excellent people and time management skills
- Excellent communication skills: both written and spoken
- A genuine enthusiasm for theatre and the arts industry
- Experience of working with high profile business and creative team members
- An ability to remain discreet
- An arts advocate with a strong knowledge base of the industry
- Ability to prioritise a complex workload with excellent organisational skills.
- To be a team player with the ability to work independently
- Flexibility and the ability to adapt to changing circumstances
- Highly organised with excellent administrative skills
- Able to take responsibility and make quick, informed, operational decisions
- Ability to engage confidently and pleasantly with a wide range of people

Desirable

- Highly computer literate with experience of using IT to streamline operations
- Educated to degree level

Key Responsibilities

Strategic Planning and Operations

- The General Manager works with the Executive Producer and Producer to determine and realise the long-range artistic objectives of The Jamie Lloyd Company.
- Manage day-to-day operations including productions, events, projects and company administration
- Lead on HR management across productions, running staff meetings and employee evaluations

Support the Executive Team

- Planning how all productions are mounted and scheduled in alignment with The Jamie Lloyd Company's artistic and financial goals.
- Overseeing administration and scheduling of programming
- Delivering productions in the West End and where applicable on tour both nationally and



internationally.

- Managing further exploitation of productions, including international transfers, tours and possible digital exploitation (filming, recording and/or live broadcasts)
- To work with the Producer to contract, manage and support all relevant creative team, artists, freelance specialists and employees across all Productions
- Chair production meetings as required

Production Administration & Scheduling

- Contracting productions and events
- Supporting negotiations with artists, creative team and agents as applicable
- Working with SOLT and UK Theatre on contracting and maintaining high standards of practice and working conditions across all productions
- Ensuring that all staff collaborate together to maintain efficient operational systems
- Running company and operations meetings

Financial and Budgeting

- Manage and reconcile production budgets
- Authorise production invoices, petty cash expenditure and royalty payments
- Oversee payroll, working with the relevant managers and Executive team to ensure accuracy at all times. Report to the Executive Producer and Producer monthly on budget and performance and on any major issues as they arise.

Human Resources

- Running the HR function for the company
- Contracting staff and maintaining employment records for production staff
- Lead on recruitment as required
- Coordinating with relevant line managers regular appraisals for all production staff

General

- Be able to speak knowledgeably about all aspects of the work of The Jamie Lloyd Company and to support the company's principal aims and objectives
- Communicate regularly and effectively with colleagues and management about activities and to seek support from appropriate staff at the earliest opportunity should problems arise
- Support in maintaining relationships with and reporting to investors and supporters
- Support and promote the aims and objectives of The Jamie Lloyd Company both internally and externally
- Deputise for the Executive Producer and Producer in their absence as directed, and address issues as they arise, including representing or speaking on behalf of the Executive Producer and Producer as required
- Undertake any other duties as may be reasonably required

Hours/Holiday

- Full time Monday to Friday 9.30am – 6pm with some weekend and evening work expected and occasional overnight stays away from home
- Holiday: 20 days per year plus public holidays

Salary

- Negotiable according to experience

Applications

- To apply, please send a CV and covering letter (including salary expectations) to:
info@thejamielloydcompany.com
or apply through:
thejamielloydcompany.com.