



## JOB OPPORTUNITIES

POSTED 10/06/2025  
APPLICATIONS BY 23/06/2025

**ROYO** is looking for a **General Manager** to join its busy production office.

ROYO's recent and current productions include *13 Going On 30 The Musical*, *Kinky Boots The Musical*, *HERE & NOW – The Steps Musical*, *OSCAR At The Crown*, *NOW That's What I Call A Musical*, *Police Cops The Musical*, Disney's *Winnie the Pooh & Nikita Kuzmin – Midnight Dancer*. Further major productions are to be announced for 2026/7.

ROYO is also producing and presenting a significant number of international projects with a particular emphasis in Asia and Europe.

The role will be required to work across a range of current and future productions and will be based in ROYO's central London office.

ROYO is a committed equal opportunities employer. We actively encourage applicants from all backgrounds and sections of the community.

[www.royo.co.uk](http://www.royo.co.uk)

*To apply, please email a covering letter and CV to [recruitment@royo.co.uk](mailto:recruitment@royo.co.uk) with the job title and your name in the email's subject line by 6pm on Monday 23 June 2025.*

### **GENERAL MANAGER**

The purpose of the role is to join the General Management team and act as a General Manager on new and existing productions that ROYO are working on under the guidance and instruction of the Directors of the Company.

Duties and Responsibilities include but not limited to:

- Creative Team liaison and management of the full creative to ensure the project is matching the brief and meeting budget parameters.
- Negotiate and/or oversee the preparation of contracts for theatre productions in accordance with current union agreements, including actors, creatives, stage management and production teams and all other staff.
- To ensure strong, clear and consistent communication between Producing Partners and Coordinators involved with production.
- Line manage show teams both in production and throughout the run in the UK and any international production as required.
- Oversee any HR issues, ensuring pastoral care is of the highest standard and general wellbeing of the company is maintained.
- Be responsible for keeping abreast of and advising on current Union Agreements and ensuring company adherence to current rates and regulations.
- Co-ordinating the recruitment process and appointments of technical staff.
- Be responsible for production employee H&S compliance and in conjunction with the H&S Officer, ensure all Risk Assessments are kept up-to-date in line with Government guidelines.
- Be the first to deal with any problems as they might arise on the productions for which the General Manager is responsible for.
- Oversee the organisation of travel, visas, accommodation and per diems for national and international touring productions.

- Arrange appropriate and updated insurance for each production.
- Build and maintain relationships with agents, actors, creatives, investors, co-producers and venues and to keep abreast of productions in the UK and internationally.
- Liaise with marketing, press, ticketing, producers and creative teams as necessary to plan and launch campaigns and organise on-sales.
- Manage production personal appearances and/or press events as required.
- Line manage production assistants and/or production coordinators as required.
- Attend key performances and events, including first previews, press nights.
- Prepare and manage production budgets (including transfers, readings and workshops), and, together with the Commercial Manager, control financial processes (including invoicing, payroll and royalties) to ensure that resources are managed effectively within financial constraints.
- Work with the Commercial Manager on production accounts and financial statements required.

Personal specification:

- A minimum of three years relevant management experience in theatre or arts with a successful track record in theatrical or live performance production.
- Experience and confidence in negotiating deals with third parties.
- Highly organised, efficient and collaborative approach to working as part of a team.
- Computer literacy including knowledge of Word, Excel and Outlook is essential.
- Strong ability to problem solve and work under pressure.
- A high degree of attention to detail.
- A flexible approach to working hours.
- A proven interest and commitment to working in theatre.
- Excellent communication and computing skills.
- Willingness to work as part of a team, offer help and support to colleagues and cover other roles as necessary.
- Being self-motivated worker in continuing to push productions along.

Contractual information:

- Open ended contract, subject to an initial three-month probationary period.
- Salary depending on experience.
- Working hours of Monday to Friday, 10:00am to 6:00pm, but out of hours work will be expected as necessary.
- The job description included is not exhaustive and may be amended from time to time.
- 20 days' holiday during each holiday year, pro-rata to the length of the engagement in addition to all Bank and Public Holidays.
- This position is required to work from the office full time.