



JOB OPPORTUNITIES

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APPLICATIONS BY 11 MAY 2026

RTS (part of ROYO Group) is looking for a **General Manager** to join its busy production office.

Recent and current productions include *PEAKY BLINDERS: THE REDEMPTION OF THOMAS SHELBY* (Rambert Dance), *MURDER ON THE ORIENT EXPRESS* (Fiery Angel), *LIFE OF PI* (Simon Friend Productions), *AND THEN THERE WERE NONE* (Fiery Angel), *THE REUNION* concert series featuring Ramin Karimloo, Eric Carle's *The Very Hungry Caterpillar*. Further major productions are to be announced for 2027 season.

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

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

www.rtsent.com

GENERAL MANAGER

The General Manager will work under the International Executive Producer of the company in supporting the organisation and act as a General Manager on new and existing productions.

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 the London and China offices and staff involved with production.
- Line manage show teams both in production and throughout the run in the UK and China.
- Ensuring the production timeline and shipment of the production is on schedule alongside production management.
- 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.
- Working with the creative teams on casting where necessary, and work with casting directors to co-ordinate the casting process with the creative team.
- Co-ordinating the recruitment process and appointments of technical staff.
- Be the first to deal with any problems as they might arise on the productions 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 coordinate marketing activities in Asia.
- Manage production personal appearances and/or press events as required.
- Line manage production assistants and/or production coordinators as required.
- Provide financial administration for payroll and invoices as directed.
- Coordinate venue contra settlements with China staff.
- Prepare and manage production budgets (including transfers, readings and workshops), and, together with the Executive Producer and Finance Coordinator, control financial processes (including invoicing, payroll and royalties) to ensure that resources are managed effectively within financial constraints.
- Work with the Finance Coordinator and senior general management on production accounts and financial statements required.
- Attend rehearsals on a regular basis and make pre-agreed visits abroad to the office in Shanghai, China or other cities on tour where production install or performances are occurring.

Personal specification:

- A minimum of 2 years as a General Manager or relevant professional experience in a theatrical production and/or general management role.
- Strong international touring experience in Asian territories preferred.
- Experience and confidence in negotiating deals with third parties.
- Experience in managing budgets for international, touring, West End productions.
- 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 interfacing with international teams
- A proven interest and commitment to working in theatre.
- Excellent communication and computing skills.

Contractual information:

- Initially a (9) nine-month fixed term contract which maybe extendable thereafter on a rolling basis, subject to an initial three-month probationary period.
- Salary Range between £45K - £52K and commensurate with experience.
- Working hours of Monday to Friday, 10:00am to 6:00pm, but due to the company's interests in Asia and the inherent time difference, work during certain days per week may be during unsociable hours.
- 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.

To apply for the position, please send your CV and cover letter to: recruitment@royo.co.uk with the subject of the email as **YOUR NAME | RTS General Manager April 2026**