



National
Theatre

Job Pack

**Tour Running General Manager - NTP
Fixed Term Contract**

About the National Theatre



Our Purpose

The National Theatre's mission is to make world class theatre that's entertaining, challenging and inspiring – and to make it for everyone. It aims to reach the widest possible audience and to be as inclusive, diverse and national as possible with a broad range of productions that play in London, on tour around the UK, on Broadway and across the globe.

The National Theatre's extensive UK-wide learning and participation programme supports young people and schools through performance and writing programmes like Connections, New Views and Let's Play, while Public Acts creates ambitious new works of participatory theatre in sustained partnership with theatres and community organisations around the country.

The National Theatre extends its reach through digital programmes including NT at Home, a streaming service offering unforgettable plays available to watch any time, anywhere, NT Live, which broadcasts some of the best of British theatre to over 2,500 venues in 65 countries, and the National Theatre Collection, which makes recordings of shows available to UK schools and the global education sector.

The National Theatre invests in the future of theatre by developing talent, creating bold new work and building audiences, partnering with a range of UK theatres and theatre companies.



About the NT Productions Department



National Theatre Productions (NTP) aims to extend the life of NT productions, without subsidy, in London's West End, on tour throughout the UK, on Broadway, internationally, and in collaboration with co-producing partners around the world. Since 2009, NTP has transferred 14 productions to the West End, taken six productions to Broadway, toured the UK and Ireland extensively with a broad repertoire of productions originating at the National Theatre on the South Bank, and taken the Olivier and Tony®-Award winning productions of *War Horse* and *The Curious Incident of the Dog in the Night-Time* on tour around the globe. National Theatre productions have now been seen across five continents by more than 13 million people worldwide.

- Contract Type:** Fixed Term Contract, 6 months (Jan – June 2022)
- Hours:** 35 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.
- Salary:** £38,000 - 40,000 per annum, pro rata depending on experience
- Based At:** National Theatre, Southbank, on tour (and working from home if required)
- Working With:** Producer & Managing Director, General Manager (NTP), Technical Director, Production Finance Manager, Production Manager, Company Manager, Production Coordinator and Production Assistant
- Responsible to:**
Deputy Director - NTP



Purpose of the Role

The Tour running General Manager will have the ultimate responsibility for the day-to-day management of Curious Incident on tour from Jan-May 2022.

The Tour running General Manager will take responsibility for ensuring the tour is



managed in a first-class manner, with welfare and access at the heart of the production.

They will also be responsible for delivering the tour on budget, tracking spend (with the Production Finance Manager) and reporting back to the Deputy Director and co-producer.

They will work closely and well with the Production Coordinator and Production Assistant to ensure the tour is managed with first class administration processes and ensuring we adhere to relevant union agreements where necessary.

Duties and Responsibilities

- Being present as the main point of contact for the company on Tour which includes the original creative team (where necessary), creative associates, actors, stage management and technical teams.
- Negotiating with and contracting these individuals for any successive touring dates if required
- Working with the Deputy Director and Company Managers to ensure best practice administrative processes across productions and to ensure company welfare and communication processes are excellent.
- Ensuring access needs are met throughout the Tour
- Managing company welfare, HR requirements & medical needs where necessary and working with NT HR/OHU building lead and Deputy Director when needed.
- Controlling, producing and distributing information about the tour and royalty financial information, schedules, casting, events etc.
- Managing personnel and recruitment requirements for the tour, including liaising with HR and signing off the completion of required forms for new starters, leavers etc.
- Approving and overseeing travel and accommodation arrangements for production and overseeing any Visa needs for the production
- Working with the DD, GM (NTP) & Producer to explore future life for the show including international dates
- Supporting the GM (NTP) in the planning of any further dates as needed
- Working closely with TD/Production Manager to support the technical delivery of productions including riders, staffing, and scheduling.
- Working with the TD in ensuring safety and safe working practices are always at the forefront of planning, delivering & running productions
- Overseeing the Production Coordinator and Production assistant in ensuring that all new Company members are processed onto the NT's system and in arranging medicals and wardrobe appointments for all new actors.
- Managing and supporting the Casting Directors and Directors in auditioning and recruiting new company members if required

Medical Management

- With the Production Coordinator/Assistant, maintain and manage the relationships with company medical professionals, and keep abreast of the current physical state of the Company with respect to injury and illness. Respond appropriately in case of injuries/illnesses and make arrangements for cover (internal or external) and rehabilitation where necessary.



- Alongside the NT OHU and HR departments, investigate best possible medical treatment and authorising private medical treatment where advised by medical professionals.

Venue Liaison

- Maintaining and growing positive working relationships between the National Theatre and UK & Ireland Touring Venues
- Ensuring excellent communication with venues, including making sure advances are received and settlements processed
- Working alongside the NT legal team, GM (NTP) and the DD to complete venue contracts

Financial Management

- Taking responsibility for Productions financial processes. Overseeing the processing of the relevant show's weekly payroll; overseeing and ensuring invoices are processed and overseeing the Production coordinator and assistant in their work on any petty cash/credit card needs etc.
- Working with the Production Finance Manager to track all spend, maintain up-to-date and accurate weekly running accounts and budgets for relevant Productions as well as authorising relevant invoices & weekly spend up to a confirmed limit.
- Overseeing the weekly contras from theatre owners of venues where our productions are playing and each touring venue and authorising the 4-weekly royalty cycle for both productions. Seeking advances and overseeing settlements for touring work.
- Reporting (alongside DD and MD) budget lines in detail to co-producer

Marketing and Press

- Attending weekly marketing meetings with NTP's marketing department and/or Marketing Agency ensuring that information is passed smoothly between all organisations.
- Working closely with NTP's marketing department to support the planning of individual venue marketing campaigns. Attending marketing meetings at UK and International touring venues where necessary.
- Working with marketing and the Directors to prepare for on-sales, setting pricing, ticket holds, preparing seaters and schedules etc.

General NTP

- Taking an active part in NTP team meetings
- Supporting the International tour booker and NTP office with international queries where required
- Establishing and maintaining positive working relationships with National Theatre departments; keeping them informed of productions around the globe
- Anything else reasonably required

Person Specification

Essential

- General Management experience at a high level
- Previous touring general management experience



- International experience desirable
- Proven budgeting experience / cost tracking spend
- Proven management of people

Recruitment Process

Link to apply: <https://candidate.nationaltheatre.org.uk/150900RNT>

Closing date: Monday 25 October 2021, 12 noon

Interview dates: 28/10/2021, 01/11/2021

Further queries: email recruitment@nationaltheatre.org.uk

Perks

- Complimentary staff tickets for shows and NT Talks & Events, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants and bookshop and in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank)
- Interest-free season ticket and cycle-scheme loans
- Pension schemes with Legal & General and NEST
- 28 days annual leave (including bank holidays), pro rata, increasing with length of service
- In-house Training & Development Programme including a free e-learning platform
- An Employee Assistance Programme, Mental Health First Aiders scheme and an in-house Wellbeing Programme including monthly talks and events
- Buddy scheme for New Starters
- On-site staff canteen and bar
- Staff networks including the Disability Staff network, Ethnically Diverse network, LGBTQ+ network and Women's network
- The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We want our workforce to be representative of all sections of society and welcome applications from everyone.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our vacancies.

HR Department 2021



