



GENERAL MANAGER AT JAMIE WILSON PRODUCTIONS

Send your CV and Cover Letter to:

✉ hello@jamiewilsonproductions.com

📷 [@jwponstage](https://www.instagram.com/jwponstage)

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ABOUT JAMIE WILSON PRODUCTIONS

Established in 2008, Jamie Wilson Productions (JWP) is one of the leading independent theatre production companies in the UK. JWP have produced or co-produced over 100 productions in London, Broadway, on tour throughout the UK, and internationally.

The Stage 100 recognised Jamie as one of the top 20 most influential figures in the theatre industry, and in 2023, Jamie was nominated for Producer of the Year at The Stage Awards. In October 2025, Jamie was presented with the Variety Club Silver Heart award for outstanding contribution to Musical Theatre.

JWP have a 10-year agreement with the Shaftesbury Theatre, with Jamie taking the role of lead producer and principal programmer for the venue.

Current West End and Broadway productions include: The Devil Wears Prada (West End), Avenue Q (West End), Two Strangers (Carry a cake across New York) (Broadway), Into The Woods (West End), The Last Laugh (UK Tour), Mrs Doubtfire (UK Tour), Just For One Day (UK tour), The Notebook (USA Tour), Oh Mary (West End), Mrs Doubtfire (Australia, USA tour)

Recent West End productions include; Just for One Day (Shaftesbury, West End & Old Vic), The Last Laugh (Noël Coward Theatre), Two Strangers (Criterion Theatre), Mrs Doubtfire (Shaftesbury Theatre), Ain't Too Proud (Prince Edward Theatre), Sister Act (Eventim Apollo & Dominion Theatre), South Pacific (Sadler's Wells) and My Fair Lady (London Coliseum).

Recent UK & Ireland touring productions include Calamity Jane, The Last Laugh, Sister Act, An Officer and a Gentleman, South Pacific and My Fair Lady.

Recent and up and coming International productions include Sister Act (Australia, Germany, Netherlands), Mrs Doubtfire (USA Tour, Germany, Australia), The Notebook (Broadway, USA Tour), The Last Laugh (NYC).

JWP is proud of its ongoing commitment to charitable initiatives. In 2024, the company hosted a fundraising gala for The Devil Wears Prada musical, raising over \$1 million in support of the Elton John AIDS Foundation. Just for One Day (The Live Aid Musical) through donating 10% of each ticket to the Band Aid Trust, raised over \$1.5 million.

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ROLE: General Manager

REPORTS TO: Director of Production

RESPONSIBLE FOR: Associate/Assistant General Manager, Production Assistant

KEY RELATIONSHIPS: JWP team – consisting of General Management, Producing, Wellbeing, Finance, Development, Touring, International, Marketing and Operations. Producers, Creative and Production Teams; Marketing and Press Agencies; Casting Teams; Venue Management Teams.

OVERVIEW:

JWP Produces and General Managers productions of all scales in the West End, on tour in the UK and Internationally. The General Manager will be at the heart of productions and lead all operational, financial, and managerial areas. They will work closely with Jamie and the Senior Leadership Team and alongside creative teams, co-producers and production teams. They will support and line manage a general management team consisting of an Associate/Assistant General Manager and Production Assistant.

The General Manager will be the senior point of contact for all personnel working on their appointed production/s and will ensure that their production/s are delivered to the highest creative standards, within budget, and with a positive working culture.

This role would be best suited to someone with 2-3 years of experience working at a senior level with management responsibilities. Alongside applicants with direct General Management experience people who may be Company Managers, Independent Producers, Producers in the subsidised theatre sector or experienced managing professional theatre productions would be in a strong position to apply.

JWP welcomes applications from people considering job share opportunities and applicants who may wish to transition from other senior level positions within the theatre sector to an office and management position.

KEY RESPONSIBILITIES:

Production & General Management:

- Lead the production process for new and ongoing productions, ensuring clear communication and smooth collaboration across all teams.
- Liaise with external parties including co-producers, investors, venues, and marketing agencies to ensure smooth delivery of the production and associated events.

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- Work with Producers and Casting Directors to co-ordinate and oversee casting processes.
- Negotiate and manage contracts for creative teams, cast, crew, and suppliers in line with best practice, relevant union agreement and financial parameters.
- Work closely with Company Managers and other Heads of Department on a day to day basis.
- Oversee visas, work permits and appropriate tax exemptions foreign personnel and international engagements.
- Oversee travel and accommodation logistics, including schedules, accommodation, travel and per diems as required.
- Oversee the delivery and company engagement in audience development initiatives and access performances.
- Support the provision of work placements and education initiatives across productions.
- Ensure appropriate Risk Assessments, Health & Safety and working standards are maintained alongside Production and Stage Managers.
- Keep up to date with Industry news, practises and other productions, raising anything that may impact on the running of the both the production and organisation.
- Oversee the recruitment, training, and management of production staff.

Finance & Budget Management:

- Prepare and manage production budgets.
- Manage and oversee cost control, accurate financial tracking and reconciliations.
- Oversee payroll, royalty payments, and financial settlements with the finance team, ensuring timely and accurate execution.
- Work with the finance team to oversee cashflow and review financial reporting, including production accounts.
- Ensure appropriate production insurance is in place and manage claims as required.

Marketing & Public Relations:

- Liaise with marketing and press teams to manage the promotion of productions, including delivery of promotional events, media appearances, and press nights.
- Oversee and approve the content of production programs and promotional content.

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HR & Staff Management:

- Provide leadership and guidance for all production staff, ensuring the wellbeing and professional development of team members.
- Address HR matters, including grievances and disciplinary actions, in line with company policies.
- Being proactive in the approach towards wellbeing and pastoral care of Staff and Companies.
- Manage communication with agents and unions, ensuring compliance with agreements and current rates.

EXPERIENCE, SKILLS & QUALIFICATIONS:

Essential:

- A minimum of 3 years of relevant professional experience in theatre general management, producing or management.
- Strong leadership skills with at least 1-2 years' experience of managing production teams.
- Knowledge, understanding and experience of theatre union agreements.
- Proven track record of managing budgets, contracts, and HR processes, and of liaising with unions, agents, and financial partners.
- Experience of solving problems and leading teams under pressure.
- Ability to respond to matters in a timely and appropriate manner.
- Excellent communication skills, both written and verbal, and the ability to maintain strong relationships with a wide range of partners.
- High attention to detail and accuracy, particularly in contract negotiations and financial management.
- A commitment to developing and maintaining an inclusive and positive work environment.
- A proactive, can-do attitude, with a calm, patient and approachable manner.
- Ability to work independently and collaboratively within a busy, fast-paced production environment.

Desirable:

- Experience in commercial theatre
- A passion for theatre and the production process.



SALARY:	£50,000-£60,000
CONTRACT:	Permanent
HOURS:	Core office hours are Monday-Friday 10am-6pm, but due to the nature of the position evening and weekend work will be required as necessary to support productions
PENSION:	Employee 5%, Employer 3%
ANNUAL LEAVE:	28 days inclusive of all standard UK public holidays, increasing by 1 day per year of service up to an additional 5 days
PROBATION:	3 months
NOTICE:	4 months
LOCATION:	Leicester Square, London
TYPICAL BENEFITS:	Company socials, a summer trip to Mallorca, Summer Fridays (2pm finishes over the summer holidays), access to an employee wellbeing programme, access to a free eye test and training and development opportunities.

HOW TO APPLY:

If you would like to proceed with an application, please provide:

- A CV.
- Contact details.
- [Completion of equal opportunities form.](#)
- Cover Letter of no more than one page, demonstrating your interest in the role.

TIMELINE:

Deadline for applications: Wednesday 28 October, 5pm

Start date: January 2027

We are committed to creating an inclusive environment and welcome applications from all backgrounds. If you require any reasonable adjustments throughout the recruitment process or to perform the duties of your role, please let us know and we will ensure that you have the support that you need.

Please send your application or any questions you may have about your application to **hello@jamiwilsonproductions.com** with the subject stating: Your name – **General Manager**. We hope you apply for this role and look forward to reading your application.

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