

# General Manager (Immersive Experience)

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## Terms and Conditions

<b>Responsible to:</b>	Creative Director
<b>Responsible for:</b>	Various attraction staff
<b>Place of Work:</b>	Based between Selladoor office in Deptford and Central London attractions, as necessary.
<b>Hours of work:</b>	40 hours a week, including some weekends – Full time role
<b>Additional Hours:</b>	To be agreed in advance including attending meetings, rehearsals, conferences, seminars, overseas travel and show watches.
<b>Contract:</b>	This is a full-time, permanent post.
<b>Salary:</b>	£35,000 - £37,000, dependant on experience
<b>Annual Leave:</b>	Paid annual leave of 20 days, plus 8 Bank holidays
<b>Probation:</b>	Three months probationary period
<b>Notice Period:</b>	Three months notice period is required
<b>Pension:</b>	Company Pension Scheme available, upon successful completion of probation period

## About Selladoor Worldwide

Selladoor Worldwide are a renowned UK Theatre Producer and General Management provider, founded in 2009. Selladoor Worldwide have produced iconic touring productions, in addition to West End runs and international touring covering 4 continents.

Selladoor provide General Management provision to *The Path Entertainment Group's* interactive experience *Monopoly: Lifesized* in collaboration with HASBRO. *Monopoly: Lifesized* is based on Tottenham Court Road and has three boards, two bars, a restaurant and retail outlet. Selladoor play a vital role in the operation of the attraction.

The General Manager joins us as our relationship with *The Path Entertainment Group* expands with a number of exciting adaptations of TV, film and, gaming franchises moving into pre-production phases.

We are seeking an exceptional General Manager who will join the business to provide a first class General Management service to our colleagues; current and future.

## The Role

The General Manager plays a primary role in the day to day running of all affiliate immersive attractions, general managed by Selladoor Worldwide.

The General Manager will liaise with all attraction departments; Producers, Creatives, Casts, Technical Teams, F&B and Building Management. They are expected to take a lead on the running of the attractions, including finance, recruitment, contractual obligations, personnel management and the maintenance and implementation of necessary policies, in order to support the smooth running of the annual programme.

They will join a team of three General Managers – sharing the leadership across projects and supporting each other's work as necessary. The GM team is supported by a Production Co-Ordinator and Office Administrator.

They will be expected to take a management role in a variety of situations and dependent on the project, will be responsible for the oversight of staff including actors, crew, food and beverage and front of house/retail.

### **Pre-Production**

- Attend all Production Meetings, ensuring up to date knowledge of creative and practical elements of the attraction.
- Management of recruitment and contracting for event staff to include Experience staff (cast and crew), F&B staff, and Box Office staff, as required.
- Work closely with Executive Producer and creative team in development of experience operations.
- Organisation of casting for any actors, as required.
- Management of rehearsals including space, equipment, and scheduling where necessary
- Liaise with the Brand Manager, as required, for approvals and creative requirements.
- Attend all production and creative meetings.
- Work with the Producers to create production budgets, as required and assist with forecasting.
- Manage any travel and/or accommodation requirements for the Creative Team or related personnel.
- Work with the wider team to organise any press/launch/gala events.
- Maintain regular communication with the Production Manager (or equivalent) and the creative leadership, regarding productivity, budget management and schedule.

**Operation**

- Work with the Operations Director to ensure building operations are responsible and in line with staff requirements.
- Oversight of the weekly schedule for Cast and Crew.
- Oversee the day to day running of game/interactive element of the attraction.
- First point of call for any staffing issues and/or production problems.
- Maintain working knowledge of the logistics of each attraction.
- Oversight of planning and implementation of any marketing projects.
- Work with the Operations Director or equivalent, to ensure that health and safety requirements are met in accordance with the Group's policies and procedures.
- Ensure that all staff are registered to work on site and that Venue Safety Inductions and Fire Evacuation Training is given by the appropriate department.
- Work with the Event Manager, or equivalent, on any disciplinary situations that arise; seeking advice where appropriate, for all incidents requirement management involvement.
- Overall oversight of company welfare and requirements.
- Ensuring creative consistency is maintained and making confident, on-the-ground adjustments as necessary.
- Updating the creative team and the Executive Producer of any issues that need addressing and keeping a record of their progress
- Ensure that operations and experience information is communicated to the Event Manager, so that end of day reports can be compiled for the Directors and the Producer.
- Support Producers by providing information pertinent to International or expansion conversations
- Deputise for other GMs where necessary.

**Finance**

- Management of any assigned pre-production or running budget, including approval of any spends within delegated budget.
- Continuous appraisal of running spends and regular reporting to the Executive Producer.
- Checking and approval of payroll and holidays, processed by the Company Manager or equivalent staff member.
- Primary liaison with attraction accountants on weekly payroll and petty cash.
- Delegate and oversee the management of departmental budgets, as appropriate.
- Sign off on all invoices related to the running of appropriate department.
- Liaise with the finance department on forthcoming large spends, negotiating payment plans, as necessary.

**Compliance & Policies**

- Ensure that all data protection requirements are met in accordance with the Group's policies, procedures and statutory requirements.
- Work with the Event Manager or equivalent, to create and implement a handbook detailing policies and processes for staff members.
- Work with the Company HR Manager, Event Manager or equivalent to ensure contractual policies are robust, maintained and enforced

**Relationships**

- To attend Company Events, Previews, Press Nights and Performances as required.
- To be an enthusiastic advocate of Selladoor Worldwide and The Path Entertainment Group.
- Develop and maintain relationships with industry professionals for long term collaboration and partnership
- Enhance and promote the company nationally and internationally when attending conferences and events to ensure the company's visibility and accessibility is maintained.

The above is not a definitive list and the General Manager should expect to perform any other duties requested of the General Manager by the Producers in order to facilitate the expansion of the Business.

## Person Specification

**Management**

Proven experience of confidently managing multiple departments within an attraction or immersive setting.

Experience of recruiting a variety of team members, including front of house and F&B staff.

Capable of supporting a team; enabling them to work productively and effectively.

Ability to confidently line-manage staff on the ground, delegating work where appropriate.

**Finance**

Proven experience of effectively managing multi-departmental budgets.

Ability to create spending reports.

Experience of managing payroll.

**Communication Skills**

The ability to tailor communications with clear oral and written skills.

The ability to respect and take ownership of the client/service provider relationship; ensuring a mutually positive working relationship.

Experience of operating alongside other departments to create a cohesive work environment

**Adaptability and Flexibility**

Can adapt work methods to meet changing conditions, new challenges or new information.

Experience in building, cultivating and maintaining varied relationships with confidence and accomplished negotiating skills.

Must be a skilled multi-tasker.

**Software**

Must be comfortable using Excel and Word

## How to Apply

To apply for the position, please submit a complete application form and send to Rachel Davies, Office & Production Administrator at [rachel.davies@sellador.com](mailto:rachel.davies@sellador.com)

**Closing Date for applications**

Tuesday 23rd August 2022 - at midday

**First interview**

Friday 26<sup>th</sup> August 2022

**Second Interview**

TBC

## Useful Info

<http://www.sellador.com>

<http://www.pathents.com>

<https://www.monopolylifesized.com>