

# SELLADOOR

## MANAGEMENT

## **Selladoor Management**

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Selladoor Management is the backbone of Selladoor Worldwide's productions around the globe. While the performance onstage is the forward facing image of any production, the operational support from the very beginning of the project is integral to the successful delivery of any show.

Selladoor Management is a full service business, able to offer Producers support from the conception of a project.

## **TOUR BOOKING**

Selladoor Worldwide benefits from two vastly experienced Executive Producers who have successfully produced and toured 60 productions to over 115 venues across the UK and internationally: fulfilling the company's ethos of delivering dynamic, diverse and daring theatre across the globe. Our passion for, and understanding of, the market has allowed us to become one of the frontrunners of touring theatre with over 30-venue tours during our 8 years of operation.

Touring services include:

- Selladoor Worldwide has a respectable touring model which has allowed us to establish and develop strong reciprocal relationships with venues.
- Currently have a selection of over 115 venues across the UK and internationally
- Our producers regularly make ambassadorial visits to nurture existing partners and to encourage new connections alike
- Selladoor Worldwide tour all scales of theatre (small, mid & large)
- Cater for all types of touring, including, one nighters, weekly and sit down runs
- Appropriately deliver productions to suit each venue's size and technical requirements
- Ensure we provide the best placed product to meet local audiences' demands.
- Monthly bulletins are sent to subscribers, audiences and venues, as well as a yearly booklet to provide details of our upcoming productions.

## **CASTING**

Selladoor's in-house casting department are able to offer 360 degree services for your next project. With experience across drama, musicals, actor-musician and family shows, the team can undertake projects aimed for UK and international touring networks, as well as venue-specific productions of varying scale and budget.

Casting services include:

- Working alongside the Director and Producers to create a casting plan which best meets the project's requirements
- Proactive 'interest and availability' checks (including commercial/star name casting)
- Initial breakdown release and admin of submissions (via Spotlight)
- Hands-on management of casting days and relevant administration requirements
- CV & Headshot printing
- Negotiating and managing of cast offers and fees
- Continuous agent liaison and up-to-date industry knowledge
- Ad-hoc consultancy, producing short & long lists to suit your specific brief

We are also in a position to recommend audition pianists, choreographers, readers, runners and casting space. The scale of our casting services can be adapted to suit a variety of budgets and availability. Ranging from 1-2 days of first rounds and recalls, to 4-5 days of first rounds, recalls and finals all dependent on size of cast and the details of the skill requirements (e.g. instruments/puppetry/dance/song). The team can advise based on their experience, but will always work to the schedule and demands set by yourself and your needs.

## **PRODUCTION ACCOUNTING**

Our accounts team have extensive experience in production finance. From budget consultancy or a full service package Selladoor is able to provide a professional, First Class service for all your accounting need.

- Budget creation and consultation
- Management of production purchase ledger.
- Weekly reporting of production expenses.
- Submission of VAT return.
- Reconciliation of business accounts, credit card accounts and petty cash accounts.
- Management of Company File, maintained and kept in compliance for audit or inspection.
- Financial projections based on current and historical sales data.
- Self-billing invoices for self-employed performers, PAYE service for BECTU employees

## **PRODUCTION MANAGEMENT**

Solid Production Management and ensuring the physical production is realised on time, on budget and to the high standards expected by audiences around the country.

Our team have experience at all scales and in many territories. We regularly maintain working knowledge of theatres in the UK and international to best advise producers and creatives as designs are developed.

### **Pre-Production**

- Assisting in sourcing technical teams
- Overseeing set build
- Production scheduling
- Managing production budgets
- Creation of tech riders
- Liaising with creative teams from initial concept through to realisation of full design
- Managing departmental budgets – ensuring no overspend
- Liaising with all suppliers to source necessary equipment within budget
- Organising transportation of equipment to/from rehearsals/venues
- Overseeing the sourcing of all props
- Scheduling of all technical rehearsal weeks
- Creation of all necessary risk assessments in agreement with national guidelines
- Advise Producers on any health and safety concerns
- Technical contra predictions

### **Weekly Running**

- Acting as Line Manager to technical team
- Visiting the production where necessary
- Monitor and respond to all technical difficulties or emergencies
- Disciplinary procedures

## ROOM HIRE

Selladoor offers two spacious rehearsal spaces for hire, in a venue that understands theatre in all its variety. With high ceilings and good natural light, our two rooms are suitable for any manner of rehearsals, up to 30 people.

### Room 1 Specification:

- 10m x 6.5m
- Mounted whiteboard and pin boards available for use
- Hard wearing floor, with vinyl covering
- PA and keyboard provided

### Room 2 Specification:

- 11m x 6.5m
- Mirrored
- Hard wearing floor, with vinyl covering
- PA and keyboard provided

All spaces are situated on the first floor of Selladoor's main headquarters in Deptford, London and have access to toilet and kitchen facilities.

Transport links are excellent into London Cannon St; with Deptford National Rail Station just a 5 minute walk away. Cutty Sark (DLR) and New Cross (Overground) are both around 15 minutes and there are excellent bus routes towards Canada Water (Jubilee Line).

Likewise local facilities are excellent, with local supermarkets and a number of independent cafes and coffee shops nearby.

## **GENERAL MANAGEMENT**

Top General Management Support allows Producers to focus on the task of producing. Our General Management Team have worked across all scales of theatre and sizes of company. Each posing their own unique challenges.

With our General Management service we can take remove the stress from any production by ensuring that your staff are well looked

### **Pre-Production**

- Negotiation and contracting of all Creatives, Crew and Actors
- Attend production meetings.
- Maintain working knowledge of the logistics of the production.
- Line manage all Creatives and provide creative support whilst maintaining brief and budget.
- Maintain regular communication between internal and external stakeholders.
- Work with the Production Manager to sign off on effective timelines.
- Liaise with all departments to ensure projects are delivered efficiently and on time.
- Report and find/implement solutions for any issues arising directly from the production schedule.
- Making contact with actors pre-rehearsals – including welcome notes and contact lists fielding questions prior to a Company Manager being on-board.
- Organising the first day of rehearsals and sharing appropriate information with staff members.
- Organising meet and greets with all cast, creatives and in-house staff on the first day of each rehearsal process.
- Sending and receiving scripts for rehearsals and ensuring returns.
- Booking rehearsals rooms, including band calls and sitz probes, where appropriate – liaising with the Creatives and Producers to organise any equipment etc.
- Find and source appropriate travel and accommodation in line with the budget for Cast, Crew, Producers and Creatives where necessary

### **Weekly Running**

- Visit the company at regular intervals at a convenient venue, whether within London or at one of the management's touring venues, in order to maintain a regular and accessible visible presence of the company and to actively address and support Production Staff on the road.

- Attend any company meeting that exceed the responsibility of the Company Manager in order to maintain good relations with all Production Staff.
- Establish and maintain company harmony by working closely with company management and Producers to ensure artists and creatives are supported and communicated well with.
- Be the main point of contact for appropriate enquiries relating to the production.
- Be an enthusiastic advocate of the Producer and the Production.
- Lead on all elements of day to day management of the production.
- Lead on and drive the delivery of the production and troubleshoot issues, reporting to the Producer.
- Line Manage all Company Managers.
- Regular contact and feedback to the Producers.

## **ENQUIRIES**

Selladoor Management can provide quotes on request for any of the above services following consultation and discussion over exact requirements. Each production is unique and there is not a one size fits all approach.

For initial enquiries, please contact Johnny Wood on [johnny@selladoor.com](mailto:johnny@selladoor.com)