



THE  
**PARTNERSHIP**  
GROUP

Phone:  
020 7439 1456

Address:  
11-29 Smiths Court  
Soho, W1D 7DP

[www.thepartnershipgroup.com](http://www.thepartnershipgroup.com)

*Application deadline* : Friday 16<sup>th</sup> August 2024  
*Contract* : Full time – 12 month fixed term  
*Working hours* : 10am – 6:30pm in office  
*Place of work* : 11-29 Smiths Court, Soho, W1D 7DP

#### *ABOUT LIVE EVENTS @ THE DEVELOPMENT PARTNERSHIP*

The live events arm of The Development Partnership was established in 2021 with the objective of empowering talent and inspiring live story telling in all forms. The company works alongside a range of industry partners in facilitating high quality events and experiences, including West End and touring theatre shows, concerts and spoken word productions.

The Development Partnership sits within The Partnership Group as its production arm; working with the talent and IP represented by this group of agencies and helping bring projects to life across film, TV, theatre and podcasts.

The Partnership Group companies include The Artists Partnership, Sayle Screen, Sara Putt Associates, OWN IT!, Be Heard Voices and The Development Partnership.

Producers for The Development Partnership Live Events team are: Roger Charteris, James Beresford and Robert Taylor.

#### *THE ROLE*

We are recruiting an **Assistant General Manager / Producer**. The role is full time and office based and the working environment is fast paced and collaborative.

In this role, you will assist the Head of Live Events with a primary focus on organisation and tracking, and you will work together on a busy and diverse slate of projects that range from development originals to revivals and non-traditional/unscripted projects.

You will have a strong "can-do" work ethic and be required to demonstrate high levels of initiative and attention to detail. We are looking for a passionate, hard-working person, who is excited about the opportunity to work for a rapidly growing department.

#### *MAIN DUTIES (not limited to)*

- Supporting the Head of LE with the weekly production administration including ensuring all schedules, contact sheets, contract logs and filing systems are kept up to date
- Be the point person for the Live Events team
- Checking availabilities, drafting and making offers, drafting and issuing contracts to technical staff, stage management, cast and creative team members as appropriate and under supervision of senior staff
- Liaising with investors and co-producers as appropriate, including drafting investor communications where relevant
- Organising meetings
- Updating and creating budgets and, where relevant, assisting in preparing accounts
- Understanding the process of raising investment and writing elements of the investment prospectus
- General production administration
- Managing the logistics of workshop presentations
- Revenue analysis – monitoring and reporting box office sales
- Booking rehearsal and audition rooms
- Checking client availability
- Proof reading programme and website copy
- Providing support at press events
- Tracking marketing spend



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- *Booking travel*
- *Note taking at meetings, internal and external*
- *Script reading*
- *Research tasks*
- *Brainstorm and generate lists of potential actors and creatives*
- *Booking restaurants, tickets, arranging flowers etc*

#### WHAT WE'RE LOOKING FOR

- *Knowledge of and passion for the theatre industry*
- *Experience in a similar role*
- *Excellent communication, writing, numeracy and budgeting skills*
- *Computer literacy*
- *Confident telephone manner*
- *An ability to respect confidentiality and use discretion*
- *Desire to be part of a small and hardworking team*