

Michael **GRANDAGE** *Company*

Assistant General Manager (School of Rock, The Musical) – Job Description

Responsible to: Producer/General Management

Responsible for: N/A

Key purpose: **To support the general management of School of Rock, within which undertaking specific responsibility for all issues and activity relating to the employment of children in the production.**

Key tasks:

- To assist in the day-to-day, and long-term, management of the West End production of the School of Rock;
- Working with the Deputy Company Manager, be responsible for all issues and activity relating to the employment of children in the production, including contracting, licensing, tutoring, housing, and ensuring safety for the children employees;
- To be the depository of all invoices and petty cash reconciliations for the production; reviewing for accuracy and coding for the production accountant; and submit for timely payment;
- Assist Company Management as needed with all Special Events relating to the production, including press events, especially as they involve child performers;
- To fulfill requests for House Seats and Olivier voters, including implementing VIP services for guests;
- Working with the Casting Agent, Company Management and Resident Team, coordinate the logistics for the ongoing “Rock School” to train potential new child cast members;
- On a regular basis, visit the theatre to maintain a collegial and open work environment amongst all departments and performers in the theatre;
- Assist General Manager on all day-to-day operations of the production, including but not limited to contract drafting; payroll administration; employee relations; and financial budgeting and review;
- Work Permits: filling in applications and collating information and obtaining work permit for overseas artists;

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- Working with Company Management and the Resident Team logistically plan for all elements of and book space for auditions and rehearsal periods as appropriate;
- To assist the Producer/General Management to insure productions and rehearsals, administering claims when and if necessary;
- To work with marketing agency in the production of programme to accompany the show.

General

- To keep abreast of all current industry practice guidelines, responsibilities and duties
- To implement and adhere to company statutory policies
- Undertake any other duties deemed reasonable and necessary to assist in the activities of the Company.