



Job Title	<i>Touring General Manager</i>	Department	<i>DTG EMEA</i>
Line of Business	<i>Disney Theatrical GRoup</i>		
Contract Type	<i>Fixed Term January 2027 – December 2028. PAYE.</i>	Location	<i>Holborn, London UK Touring Venues</i>
Reports To	<i>Director, Production EMEA and dotted line to Senior General Manager</i>	Direct Reports	<i>Production Manager, Company Manager, Production Assistant and other production personnel as required</i>

Overall Purpose of the Role

The Touring General Manager will be responsible for the planning and operational management of our new weekly touring Production from its pre-production period through rehearsals, opening performances and subsequent UK tour.

Based in London during the planning and pre-production phase, the Touring General Manager will work closely with the Director - Production, Director - Production & Development, Senior General Manager, Production Manager and creative teams to deliver a successful launch of the production, including rehearsals in September and opening in October 2027.

Following opening, the Touring General Manager will travel with the production to oversee the day-to-day management of the touring production, ensuring the show operates safely, efficiently and within budget while maintaining the highest artistic, operational and commercial standards throughout the tour.

The role requires exceptional organisational, financial and people management skills, alongside the ability to build strong relationships with cast, creatives, theatre partners, agents and stakeholders across the industry.

Areas of Responsibility

Production Planning & Delivery

- Lead the operational planning and delivery of the production from pre-production through to closure.
- Work closely with the Director - Production, Director - Production & Development, Senior General Manager and Production Manager to establish and implement production timelines.
- Coordinate all General Management activity during the development, rehearsal, opening and touring periods.
- Attend rehearsals, technical rehearsals, dress rehearsals, press performances, media events and production meetings as required.
- Support the delivery of the Opening engagement and subsequent UK tour.
- Ensure the production is delivered safely, efficiently and in accordance with company policies, DTG processes and industry best practice.
- Act as a key liaison between the production, creative team, theatre operators and touring venues.

Financial Management

- Prepare and manage pre-production, opening and weekly operating budgets.
- Monitor expenditure and maintain accurate financial forecasts throughout the production lifecycle.
- Review weekly financial performance and identify risks, opportunities and cost-saving initiatives.
- Reconcile production expenditure and ensure accurate reporting to the Director – Production, Senior General Manager and Finance Team.
- Approve expenditure within delegated authority limits.
- Ensure all production activities are appropriately insured.

Company Management & HR

- Work closely with the Company Manager to oversee the welfare and effective management of cast, musicians, stage management and crew.

- Provide guidance and support on employee relations matters, including performance, conduct, attendance and grievance issues.
- Ensure compliance with employment legislation, safeguarding requirements and company policies.
- Support the creation of an inclusive, respectful and positive working culture throughout the production. Manage and support direct reports, providing coaching, development and performance feedback.

Recruitment, Casting & Contracting

- Support casting activity in collaboration with the Director - Production, Director - Production & Development, Senior General Manager, Creative Team and Casting Director.
- Coordinate auditions, recalls and cast offers as required.
- Lead the recruitment of production personnel and support staff.
- Negotiate and issue contracts for cast, creatives, musicians, stage management and technical staff in accordance with approved budgets and union agreements.
- Maintain accurate contractual records and employment documentation.
- Manage recasts, company changes and contractual amendments throughout the tour.

Touring Operations

- Lead all touring logistics in conjunction with the Company Manager and Production Manager.
- Oversee travel, accommodation, transport and per diem arrangements.
- Develop strong working relationships with touring venues and local theatre management teams.
- Coordinate venue-specific operational requirements and ensure readiness ahead of each engagement.
- Resolve operational issues quickly and effectively whilst maintaining production standards.
- Work closely with the Health & Safety Manager, Production Manager and venue teams to ensure compliance with all relevant health, safety and welfare legislation, company policies and industry best practice, fostering a proactive safety culture throughout rehearsals, performances and the touring period.

Payroll, Compliance & Administration

- Review and sign off weekly payroll submissions.
- Ensure compliance with Equity, BECTU, MU and other relevant industry agreements.
- Maintain production records, licences and statutory documentation.
- Ensure compliance with Health & Safety legislation and company procedures.

Stakeholder Management

- Build and maintain strong relationships with producers, creatives, theatre owners, venue management, agents and suppliers.
- Represent the production professionally at all times.
- Prepare regular operational and financial updates for the Director – Production, Senior General Manager and Producers.
- Support marketing initiatives, press activity, special events and stakeholder engagements where required.

Experience and Professional Qualifications Required

Essential

- Minimum five years' experience in commercial theatre, live entertainment or touring productions.
- Significant experience of mid-scale commercial musicals and/or plays.
- Experience opening new productions and supporting rehearsal processes.
- Experience managing UK touring productions with a good knowledge of UK touring venues.
- Strong experience of budget preparation, forecasting and financial management.
- Experience negotiating contracts and working within approved budgets.
- Detailed knowledge of Equity/BECTU/MU UK Theatre agreements.
- Experience managing employee relations matters and supporting HR processes.
- Experience leading and developing production and company management teams.
- Experience managing multiple stakeholders and competing priorities.

Desirable

- Experience working on commercial musical productions.
- Experience of production transfers or international touring.
- Experience of visa and immigration processes.

• Experience working with high-profile creative teams and producers.	
Skills & Competencies Required	
• Outstanding organisational and project management skills. • Strong financial and commercial awareness. • Excellent negotiation and influencing skills. • Exceptional communication and interpersonal skills. • Strong leadership capability with a collaborative approach. • Excellent problem-solving and decision-making ability. • High level of professionalism and discretion. • Ability to remain calm and effective under pressure. • Advanced Microsoft Office skills, particularly Excel, Word and Outlook. • Ability to manage multiple workstreams simultaneously while maintaining exceptional attention to detail.	
Personal Attributes	
• Positive, proactive and solutions-focused. • Collaborative and supportive leader. • Resilient and adaptable in a fast-paced environment. • Committed to creating an inclusive and respectful workplace. • Passionate about live entertainment and producing work of the highest standard.	
Additional Information	
• Touring Allowance provided for all work outside of London.	
Completed By	Joshua Francis-Ralphs
Date	August 2026