



General Management Trainee Placement

Recruitment
Pack

STAGE ONE

Disney
THEATRICAL GROUP

Application Deadline: 12pm Friday 16th May 2025

About Disney Theatrical Group

Disney
THEATRICAL GROUP

STAGE
ONE

DISNEY THEATRICAL GROUP, a division of The Walt Disney Studios, was formed in 1994 and operates under the direction of Andrew Flatt, Anne Quart and Thomas Schumacher. Worldwide, its ten Broadway titles have been seen by more than 200 million theatregoers and have been nominated for 62 Tony® Awards, winning Broadway's highest honor 20 times. The company's inaugural production, *Beauty and the Beast*, opened in 1994, playing a remarkable 13-year run on Broadway and continues to be produced in replica productions around the world over four decades.

In November 1997, Disney made theatrical history with the opening of *The Lion King*, which received six 1998 Tony Awards including Best Musical and Best Director, Julie Taymor, who became the first woman in Broadway history to win the award. Approaching 30 landmark years on Broadway, it has welcomed over 124 million visitors worldwide to date and has multiple productions currently running worldwide. *The Lion King* has played over 100 cities in 24 countries on every continent except Antarctica and its worldwide gross exceeds that of any film, Broadway show or entertainment title in box office history. Elton John and Tim Rice's *Aida* opened on Broadway next, winning four 2000 Tony Awards. It was followed by *Mary Poppins*, a co-production with Cameron Mackintosh, which opened in London in 2004 and went on to enjoy a six-year Tony-winning Broadway run. *Tarzan*®, Tony-nominated for its 2006 Broadway premiere, went on to become an international hit with an award-winning production enjoying a ten-year run in Germany.

In January 2008, *The Little Mermaid* opened on Broadway and was the best-selling new musical of that year. Disney Theatrical Group opened two critically acclaimed productions on Broadway in 2012, winning seven Tony Awards between them: *Peter and the Starcatcher* and *Newsies*, each of which enjoyed a two-year run and launched North American tours, with *Newsies* playing a record-breaking Fathom Events in-cinema release. Disney Theatrical Group's 2014 hit, *Aladdin*, continues its smash Broadway run. It has launched eleven productions on four continents and has been seen by more than 21 million guests. Disney Theatrical Group's newest hit, the 2018 Tony-nominated Best Musical *Frozen* has launched eight productions around the world. Other stage ventures include the Olivier-nominated West End hit *Shakespeare in Love*, stage productions of *Disney's High School Musical*, *Der Glöckner Von Notre Dame* in Berlin and *King David* in concert on Broadway. Disney Theatrical Group has collaborated with preeminent theatres in the US to develop new stage musicals including *The Hunchback of Notre Dame* and *Freaky Friday*. As a part of the recent acquisition of 21st Century Fox, Disney Theatrical Group also heads the Buena Vista Theatrical banner, which licenses Fox titles for stage adaptations including *Anastasia*, *Moulin Rouge! The Musical* and *Mrs. Doubtfire*.

Next on the Disney Theatrical schedule: The premiere of *Hercules* in London's West End, the North American tour of the first Disney-produced *Beauty and the Beast* in 25 years, and the ongoing development of the smash film *The Greatest Showman* as a stage musical. With dozens of productions currently produced or licensed, a Disney musical is being performed professionally somewhere on the planet virtually every hour of the day.

About **STAGE ONE**

Disney
THEATRICAL GROUP

**STAGE
ONE**

Stage One is a charity that has supported theatre producers and productions through educational and investment schemes for over 40 years through a series of developmental programmes ranging from practical workshops to financial awards.

Stage One offers a variety of development programmes for emerging commercial producers. As well as offering paid placements we run 3 annual workshops, we offer bursary of up to £20k, and offer underrepresented producers access to our Bridge the Gap development programme. We also provide investment to producers on both small scale and larger commercial investment.

Stage One Producer Placements

The Stage One Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed by the organisation for 12 months, learning the producer role through hand-on training. Stage One launched the national branch of this scheme in 2013 in order to increase communication and shared knowledge across the subsidised and commercial sectors. The placement not only benefits the producer, but also the host theatre/ organisation as they have further opportunity and support to produce in-house.

Since 2006 Stage One have facilitated:

- **120 paid placements in West End commercial producing offices to 87 producers**
- **38 paid placements in national theatres and host venues (launched in 2013)**
- **4 Bridge the Gap placements at Talawa Theatre Company (2021-22), Gate Theatre (2022-23), Leeds Playhouse (2023-24) and Lyric Hammersmith Theatre (2024-25).**



The Team & Key Contacts



This role is part of Stage One's trainee producer placement scheme. Whilst you will work full time within the offices of the host organisation, you will have consistent communication with Stage One, its staff and network, as well as access to many additional Stage One training opportunities.

Disney Theatrical Group Key Contacts

Patrick Murphy – Director of Production

Joshua Francis-Ralphs – Senior General Manager - Joshua.FrancisRalphs@disney.com

Stage One Key Contacts

Joseph Smith – Chief Executive

Louise Goodman – Programme Director – louise@stageone.uk.com

020 7557 6737

Olivia Polglase – Marketing & Programme Coordinator – olivia@stageone.uk.com 020 7557 6772

Heather MacInnes – Programme Administrator – heather@stageone.uk.com

020 7557 6777

Throughout the placement you will be mentored by a member of the Disney Theatrical Group team with additional support and guidance from Stage One.

Location

You will be required to work four days in the office and one day from home each week; however, this arrangement depends on production requirements and may not always be feasible.

Your primary workplace will be our office in Holborn, but you may also need to travel to production sites across the country as needed. Travel and accommodation will be provided.

About The Role

Disney
THEATRICAL GROUP

STAGE
ONE

Key Details

Contract: Full time, 12-month fixed term

Hours: Normal working hours apply but out of hours work will be expected as necessary and can also include evenings and weekends.

Salary: £30,000 per annum

Start Date: Summer/Fall 2025 – date TBC

Annual Leave: 25 days per year

Probationary Period: 3 months

Notice Period: 1 month

Place of Work: Holborn/Travel as required

Please note there are no relocation fees available.

Photo by Johan Persson © Disney



About The Role



Key Duties and Responsibilities

The General Management Trainee will be expected to provide high-level production and administrative support for Disney's self-produced shows.

Auditions/Casting/Offers/Contracts

- Assist in securing audition and rehearsal space for new/existing productions in a timely fashion and within budget.
- Liaise with the Casting Director and arrange open calls and auditions as required.
- Manage audition logistics - audition space/pianists/SM's.
- Log and update GM on offers.
- Draft, arrange and distribute contracts for cast, crew and orchestra and track complete execution of these agreements.
- Creative/Associate show watch scheduling (re-cast).

Administrative

- Administrative support for all members of the Production Department.
- Help maintain effective filing systems and other systems for the Disney Production Office.
- Organise and minute regular production meetings and other meetings as required.
- Manage the Company HR, Right to Work, and Immigration records and ensure they are up to date.
- Oversee and update the internal show schedule calendar.
- IT support liaison between the Production Office, Show Crew and DisneyIT.
- Produce and distribute schedules, employee starter forms and welcome packs for all new production cast, musicians, and staff.
- Maintain and distribute UK One Liner of key dates and events on all productions.
- Attend and minute appraisal, disciplinary, and grievance meetings as required.

Travel and Accommodation

- Manage and execute travel itineraries, accommodation and travel for all cast, creative and production staff in the UK and internationally.
- Work closely with US contacts – book all travel for visiting creatives and VIPs.
- Book travel for crew load-in/load-outs on the tour.

About The Role

Key Duties and Responsibilities

Production Specific Administration

- Obtain programme biographies and photos from the creative team and cast members and liaise with the Marketing Dept on creating the programme.
- Respond to patron complaints and special requests.
- Produce and distribute schedules, employee starter forms and welcome/touring packs.
- Produce and distribute script and scores with Stage Management and Production Supervisors.
- Liaise with the venue(s) for external events/scheduling if required.
- Work with the legal team on drafting vendor, associate, freelancer, and creative agreements.
- Assist the production team in setting up and running any workshops for potential new titles.

Marketing and Events

- Aid with all live, promotional, educational, charitable events, launches, and press activity.
- Attend as required.

This job description may be amended from time to time in accordance with Disney's production requirements.

Areas of Accountability

- Accountable to senior members of the production team.
- No budget responsibility.
- Accountable for tasks as defined above.

Experience and Professional Qualifications Required

- Previous experience in a busy administrative role.
- Experience in supporting a team, including travel and diary management
- Theatre experience
- Ability to work to tight deadlines in a fast and dynamic environment.
- Attention to detail with an organised approach.
- Strong team player, dealing with staff at all levels in a calm and professional manner

Skills Required

- MS Word, PowerPoint, Excel, Outlook

About The Role

Disney
THEATRICAL GROUP

STAGE
ONE

Competencies Required

Builds Relationships

- Establishes critical external alliances.
- Engages colleagues across the organisation to optimise performance.
- Manages the needs of diverse stakeholders.
- Interacts well with people who have different backgrounds and work styles.

Communicates Effectively

- Obtains full engagement through inspiring communications.
- Tailors messages appropriately to the audience.
- Invites diverse points of view.
- Listens and asks questions to ensure understanding.
- Conveys relevant information in a candid and timely manner.

Drives Results

- Manages projects, processes, and resources to produce desired outcomes.
- Holds self and others accountable to high-performance standards.
- Analyse problems effectively and take action to resolve them.
- Uses technology to facilitate better results.
- Keeps commitments.

Inspires Creativity and Innovation

- Takes risks and manages them intelligently.
- Transfers ideas and successes across boundaries.
- Challenges the status quo.
- Conceives creative ideas to solve problems or meet objectives

Champions Change

- Supports new initiatives.
- Demonstrates flexibility in response to changes.
- Remains productive despite uncertainty

About The Role

Disney
THEATRICAL GROUP

STAGE
ONE

Competencies Required

Exhibits Professional Excellence

- Pursues excellence with integrity, passion, and courage.
- Sets a good example for others.
- Shows consistency in words and actions.
- Learns from personal and organisational experiences.
- Strives for self-improvement.
- Maintains composure under pressure.
- Earns the trust and respect of colleagues, partners, and customers.
- Treats others with respect

Additional Information

- Eye for detail and accuracy
- A willingness to work as part of a team and cover other roles as necessary
- Tact, diplomacy, and discretion
- Excellent Time Management skills

Photo by Johan Persson © Disney



How to Apply

Disney
THEATRICAL GROUP

**STAGE
ONE**

To apply for this position, please click here to be taken to Stage One website's [Members' Portal](#). You'll need to register as a member to access the portal – this is completely free. You'll find the application form under 'Apply'.

APPLY NOW

We're interested in what you say rather than how you say it. You're welcome to answer in a format that best suits you and enabled you to respond fully to the questions. This could be written English, video (BSL/ spoken English/ SSE), audio recording, bullet points etc.

If submitting your application via the website form isn't best for you, or you need support in making your application, please email heather@stageone.uk.com or 020 7557 6777.

We particularly welcome applications from people who are from backgrounds which are not currently widely represented in the theatre industry. By this we mean people from the global majority, refugees, migrants and those from non-White British ethnic backgrounds; those from working class backgrounds; those who have a disability or are neurodivergent; and those whose gender identity is different from that assigned at birth.

If you would like an informal conversation about the role prior to applying, please do not hesitate to contact Stage One on 020 7557 6737 or enquiries@stageone.uk.com.

DEADLINE FOR APPLICATIONS: 12pm Friday 16th May 2025



Photo by Deen Van Meer © Disney



**STAGE
ONE**

Disney
THEATRICAL GROUP