



ROGREGOR
WAYNE

General Manager

Job Profile, May 2026



General Manager

Role Overview

The General Manager provides administrative, financial and operational management to ensure Studio Wayne McGregor operates efficiently, compliantly and sustainably. As a part of the studio management team, the postholder manages day to day finance, people, governance, policy and the building, working closely with the Executive Operational Director, Technical Director and Studio Team.

About us

We are creative, curious and ambitious with equality, sharing, diversity, generosity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups—if this is a transition to a more senior role, we will support you / if you do not have directly relevant experience but think this role might be a good fit for your skills, we will support you.

Reporting to

Executive Operational Director

KEY RESPONSIBILITIES

Strategic Leadership & Management

- Work as a core member of studio management team to provide administrative, financial and operational leadership.
- Ensure robust administrative and financial systems that support the organisation's mission and long-term sustainability.

Studio Operations

- Work with the EOD to ensure that the building is maintained to the highest possible standards at all times and that the building infrastructure, fabric and equipment are robustly protected and cared for
- Oversee issue of keys, fobs & Here East passes to all staff, actioned by studio team
- Manage & Oversee the studio kitchen & ordering provisions, actioned by studio team
- Manage office stationary supplies, and provide wifi & printer support as needed
- Liaising with internal teams to plan out studio time effectively between our artistic work, engagement work, hires and maintenance time.
- Liaise with all external contractors carrying out reactive and planned maintenance of all assets.
- Manage the management and maintenance of security and access controls
- Manage all Housekeeping contracts, ensuring quality of service provision, value for money, and re-tendering as appropriate





- Manage the updating of the Fire risk assessment & Office Risk assessment and oversee day-to-day management of Fire and Building risk.
- Act as a point of contact with Here East, maintaining key relationships and providing day-to-day contact with Here East campus teams to ensure the smooth running of the building

Finance

- Support annual budgeting, forecasting and financial planning with the EOD.
- Manage day-to-day financial systems with Head of Finance & budget holders
- Work with EOD and Head of Finance on audits, annual accounts, payroll sign-off, loans and financial compliance (including VAT, SORP, SOFA and Charity law).
- Management of studio overhead budgets and ensure adherence to payment terms and sector standards inc. processing invoices & expenditure

People & HR

- Manage recruitment, induction, contracts, appraisals and professional development across the organisation in line with strategy set by Directors.
- Ensure compliance with employment law, safeguarding, DBS processes and equality, diversity and inclusion commitments.
- To maintain the Company Handbook and ensure all company policies and procedures are relevant, appropriate and promoted
- Best practice including Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Environmental Sustainability
- Organising staff training when necessary

Operations & Administration

- Manage organisational administration, IT systems, insurance, and contribute to risk management with EOD.
- Ensure effective internal communication and information flow.

Governance & Policy

- Support the development, review and implementation of organisational policies including Health & Safety, Safeguarding, EDI and Sustainability.

Ambassadorship

- Act as an ambassador for Studio Wayne McGregor, modelling its values, professionalism and collaborative culture.





PERSONAL SPECIFICATION

Essential Experience & Knowledge

- Strong operational management experience within an arts or creative organisation inc. building management
- Strong financial management and budgeting experience.
- Knowledge of charity governance, employment law and regulatory compliance.
- Understanding of Arts Council England priorities and reporting frameworks.

Desirable Experience

- Experience working in a studio-based, artist-led, or performance organisation, particularly within dance or live performance.
- An understanding of Studio Wayne McGregor and a passion for dance.





TERMS

Hours: 4/5 days per week 10am – 6pm across Monday to Friday, but evening and weekend work may occasionally be required. SWM operates a Time Off In Lieu (TOIL) system.

We would be open to a discussion and requests for alternative, part-time hours and work patterns. Please do state in your application if this would be something you would like us to consider for you.

Office Base

Studio Wayne McGregor
Broadcast Centre, Here East
10 East Bay Lane
Queen Elizabeth Olympic Park
London, E15 2GW

Salary: £34,000 pro rata per annum.

Holidays: 25 days plus 8 days bank holidays, pro rata per annum.

Benefits

- Flexible working and a company culture that promotes good work/life balance.
- Training budget for every member of staff
- Access to stage rehearsals of CWM and Wayne McGregor works.
- Access to events hosted by Here East
- Discretionary additional time off around Christmas
- Staff social events
- SWM offers a designated stakeholder pension scheme.

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.

HOW TO APPLY

Closing date: **Wednesday 11th June 2026**

Send a CV and Cover Letter (no more than 2 pages) and email to recruitment@waynemcgregor.com

We want you to complete your application in a way that is comfortable for you. If you would like to complete your application via audio or video, answering the questions in the application form, please email this to recruitment@waynemcgregor.com

Interviews: In person at the Studio (via Zoom where necessary) w/c 15th June 2026





STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

