

# SCARABEUS AERIAL THEATRE

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### General Manager & Producer £27k – £30k

Scarabeus Aerial Theatre is looking to appoint a General Manager & Producer to ensure the confident delivery of the company's ambitious programme of work.

The contract is offered on a full time basis for an initial period of 12 months with the possibility of extending for a longer period.

**Position:** General Manager & Producer

**Hours:** Normal office hours are 10am to 6pm with one hour for lunch. There might be requirement to work evenings and weekends for which Scarabeus operates a time off in lieu system.

**Place of work:** the General Manager & Producer will be partly based at Scarabeus' office at Caxton House Community Centre, 129 St Johns Way, N19 3RQ. The role might occasionally require travelling and staying away from London. Scarabeus office is spacious and allows social distancing – Caxton House complies with all current Covid-19 regulations.

**Holiday:** 28 days holiday including eight Public Holidays.

**Probationary period:** Three months

**Closing date for applications** is Friday 16<sup>th</sup> April 2021

**First Round Interviews will take place** on W/C 26<sup>th</sup> April 2021

**Second Round Interviews will take place** on W/C 3<sup>rd</sup> May 2021

### HOW TO APPLY

Please send your CV and a covering letter outlining your suitability for the role according to the Job Description and Person Specification below to [soren@scarabeus.co.uk](mailto:soren@scarabeus.co.uk)

Scarabeus is an equal opportunities employer. We are committed to provide employees with a work environment free of discrimination and harassment. We care about your work ethics, your experience and your personality.

We welcome and encourage applications from candidates who are under-represented in the creative industries. If you are enthusiastic about our work and you think you would be a great fit, we want to hear from you.

## GENERAL MANAGER & PRODUCER JOB DESCRIPTION

**Job title:** General Manager & Producer  
**Salary:** £27k-£30k annually  
**Responsible to:** Artistic director (AD), Executive Director (ED) and Board of directors

**Our mission is to transform lives through the power of aerial art and performance.**

**We are recruiting for a General Manager & Producer to work with the Artistic and Executive Directors to drive the company's ambitious programme of work.**

**This person will be responsible for:**

- **Maintaining and growing a robust income stream from grant funders and other sources in collaboration with the AD, ED and the fundraiser**
- **Supporting the development and execution of professional performances and tours**
- **Overseeing the development of our participation programme**
- **Devising a marketing strategy for the company with a focus on digital and social media**

This is an opportunity to join a pioneering and innovative aerial theatre company with a thirty-year track record of producing thought provoking and spectacular productions dealing with contemporary narratives aimed at awakening empathy, ethical and political consciousness in our wide range of audiences.

### **THE ROLE:**

#### **Company and project management**

- Responsible for the day-to-day running of the company office, including maintain the filing system internally and on G-Drive, overseeing communications, being the first point of contact for enquiries, liaising with potential new partners
- Following up on current leads with partner organisations and schools
- Coordinate the smooth running of the professional and participatory programme, including issuing contracts
- Ensure data on monitoring and evaluation of projects is collected and collated
- Work with the AD, ED and Fundraiser to report to funders
- Attend performances, workshops, production meetings, company events etc. where necessary and appropriate.
- Ensure that organisational policies and procedures are fit for purpose, up to date and comply with relevant statutory requirements
- Organise and take minutes at the Board of Directors meetings
- Line produce live productions, including issuing contracts, managing schedules and logistics.

#### **Marketing**

- Devise and implement an effective marketing strategy with the support of AD
- Assist with the marketing of all projects and promotion of the company, with an emphasis on creating a strong presence and visibility on social media platforms

- Maintain and update the website, compile quarterly newsletters with AD
- Liaise with PR consultants and marketing consultants on touring projects
- Be an informed advocate for the company's work within the sector and beyond and contribute to the debate and discussion within the sector

### **Finance**

The General Manager & Producer will support the Executive Director to:

- Produce budgets for all areas of the company's activity
- Manage and monitor project budgets, cashflow and expenditure
- Process company invoices
- Input banking transactions on our accounting platform

### **Tour booking**

The General Manager & Producer will support the AD to:

- Research venues for indoor and outdoor performances
- Cultivate existing partnerships and forge new ones with established and new festivals, venues, and bookers
- Develop international opportunities and contacts
- Book tours for the company's performance work
- Build co-producing partners

### **Fundraising and strategic development supporting the AD, ED and Fundraiser**

- Assist in research and compile funding applications to ACE, local authorities, trusts, foundations and other sources to support the work of the company to achieve agreed targets
- Proactively identify and develop relationships with new funders or alternative funding streams, supported by the Artistic Director and the Fundraiser
- Cultivate relationships with existing funders
- Actively seek new producing opportunities via commissioning bodies, venue partners, sector organisations, networks, festivals, both nationally and where appropriate internationally
- Draft evaluation reports for funders and stakeholders

## **PERSON SPECIFICATION**

You will be the right person for this job if you are:

- A strategic thinker with a minimum of 3 years experience in the arts sector, with at least one year of management experience
- Highly motivated and passionate about driving social change through art
- Have knowledge of, commitment to and a genuine passion for contemporary circus, and an active affinity with the work of the company
- Experienced in producing participatory arts programmes
- Have fundraising experience and solid bid-writing skills
- Have tour booking and producing experience
- Highly organised, with the ability to manage multiple priorities, organise your own workload effectively and meet deadlines
- Excellent at intra-personal, verbal and written communication skills
- Have a strong understanding of social media platforms and campaigns
- Excellent IT skills. The company uses Apple computers and G- Drive