

SCARABEUS AERIAL THEATRE

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General Manager £28,000-£30,000 per annum (pro rata), depending on experience

Scarabeus Aerial Theatre is looking to appoint a General Manager 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

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

Place of work: the General Manager 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

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 by 10pm on the 10th of September 2021.

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 JOB DESCRIPTION

Job title: General Manager
Salary: £28,000 - £30,000 annually, depending on experience
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 seeking an experienced, efficient and reliable individual to join the team as General Manager, working alongside the Artistic Director & Executive Director to drive the company's ambitious programme of work forward. The opportunity comes at an exciting time as we plan our programme of activities over 2021-22 & 2022-23.

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.

Alongside our professional performances we run an extensive and unique participatory programme for children, young people and families both in school settings and at our base. We work with around 500/1000 participants a year.

Responsible for the day-to-day operations of the company, the General Manager will work closely with the Senior Management Team in all aspects of the company business, administration and development.

We require someone who enjoys implementing and maintaining systems and processes, and who will enjoy being the 'go to' person for a small and friendly team. Scarabeus Aerial Theatre is an ambitious company, so a passion for your work and the development of the company is essential. We require someone with at least 5 years experience in a similar post.

The General Manager plays a pivotal part in the operational and financial success of Scarabeus, whilst supporting the creative output of the organisation.

Duties and Responsibilities:

Responsible for the day-to-day operations with overall responsibility for office systems

Administration relating to project and touring logistics

Financial Management

Manage delivery of the company's communications and marketing systems

Coordinate company governance in collaboration with the Executive Director

Fundraising and strategic development supporting the AD, ED and Fundraiser

DETAILED JOB DESCRIPTION & PERSON SPECIFICATION

Duties and Responsibilities:

(This job description is not wholly comprehensive or restrictive and may be reviewed with the post holder and board of trustees from time to time.)

Operations:

Responsible for the day-to-day operations with overall responsibility for office systems including;

- Being the first point of contact for the company for both internal and external enquiries
- Responsible for the day-to-day running of the company office, including maintaining the filing system internally and on G-Drive, overseeing communications
- Following up on current leads with partner organisations, schools and liaising with potential new partners
- Coordinate the smooth running of the professional and participatory programme
- 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
- Line produce live productions, including issuing contracts, managing schedules and logistics.
- Assist in the recruitment and induction of permanent, freelance and production staff, artists and creative teams
- Oversee contracting processes across the company including operations and production

Artistic Project Management

The General Manager will support the AD and Tour Booker 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
- Administration relating to project and touring logistics i.e booking transport and accommodation
- Book tours for the company's performance work
- Build co-producing partners

Marketing & Communications:

Manage delivery of the company's communications and marketing systems including:

- Devise and implement an effective marketing strategy including developing messaging, 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

- Responsible for maintaining company's mailing list and databases
- 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

Governance:

Coordinate company governance in collaboration with the Executive Director

- Liaise with the Board of Trustees to schedule meetings
- Attending board meeting and taking minutes
- Coordinate any Board recruitment campaigns

Financial Management:

The General Manager will support the Executive Director to:

- Produce budgets for all areas of the company's activity
- Contribute to management accounts process and update cash flows in consultation with the Executive Director
- Manage and monitor project budgets, cash flows and expenditure
- Process company invoices
- Input banking transactions on our accounting platform and ledger
- Prepare and contribute to financial reports for the board and external stakeholders
- Supporting preparation for annual accounts in associate with the Executive Director and our company accountants

Fundraising and strategic development supporting the AD, ED and Fundraiser:

Support specific areas of funding/fundraising including:

- 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
- Maintain and coordinate a schedule of funder reporting deadlines, including payment schedules, communicating requirements to the wider team
- Draft evaluation reports for funders and stakeholders
- Contribute data required for bid writing

PERSON SPECIFICATION

Skills, Knowledge and Experience:

Essential:

- Experience in a similar role
- Have knowledge of, commitment to and a genuine passion for contemporary circus, and an active affinity with the work of the company
- Excellent administrative skills and attention to detail
- Highly organised with excellent time management skills
- Experience working within a small but busy team to meet deadlines
- Experience in collecting and interpreting data to produce reports
- Have artistic producing experience
- 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

Desirable:

- Experience of delivering marketing and communications strategies
- Experience of working with a Board of Trustees
- An understanding of the legal requirements of a charitable organisation
- Knowledge of Arts Council England funding streams and an understanding of the Let's Create 10-year strategy

Attributes:

We're keen to meet those who feel they are:

- Someone with a willingness to learn and develop in the role
- Someone who enjoys being the 'go-to' person for a friendly and ambitious company
- An excellent communicator
- Efficient, accurate, and structured in their day-to-day work