

Tower Bridge, image by Diego D

SCARABEUS
AERIAL
THEATRE



General Manager and Producer

Recruitment Pack
November 2021

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Scarabeus is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.

If you would like to discuss the role before you apply, please email us at soren@scarabeus.co.uk to arrange a phone call or informal Zoom chat with members of team.



ABOUT SCARABEUS

Our mission is to transform lives through the power of aerial art and performance that endure in the imagination and promote a sense of belonging.

Established in 1988 by Daniela Essart and Soren Nielsen, Scarabeus' vision has grown with its founders. Scarabeus Aerial Theatre produces pioneering outdoor, and recently indoor performances fusing aerial skills with visual theatre and choreographed movement in site-specific, immersive and touring performances. Fearless about experimentation, we create spectacular thought-provoking and unforgettable stories, productions and participation projects dealing with contemporary narratives aimed at awakening empathy and social consciousness in our wide range of audiences.

We believe in the power of high-quality cultural experiences and creativity to transform and enrich the lives of disadvantaged children, young people and families. We're committed to making contemporary circus more accessible, offering empowering opportunities that help build self-confidence, encourage risk-taking, and create meaningful bonds.

GENERAL MANAGER & PRODUCER JOB DESCRIPTION

Salary:	£28,000 - £30,000 annually, depending on experience
Responsible to:	Artistic director (AD), Executive Director (ED) and Board of directors
Role:	Full time. Permanent after 3 months probationary period
Holiday:	28 days holiday including eight Public Holidays.
Hours:	Normal office hours are 10am – 6pm, with one hour for lunch. There may be a requirement to work evenings and weekends for which we operate a time off in lieu system.
Place of work:	Mixture of office and remote working. Flexible working requests and reasonable adjustments will be considered. The role may occasionally require travelling and staying away from London.

We're looking to recruit someone experienced, efficient and reliable that will work closely with our Artistic & Executive Directors to be the strategic lead across our programme of professional and participation activities.

You will play a pivotal role in the organisation, helping to create meaningful change and bring people together through our pioneering immersive aerial performances and participatory experiences, evoking joy and delight in our audiences.

This is a great opportunity for someone proactive, which will enjoy being the 'go to' person for a small and friendly team, with experience in running projects and looking to take the lead in creating meaningful change through aerial theatre. Your input will help to develop and deliver the company's ambitious programme of work, including our extensive participation and performances programmes across 2021-24.

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

We require someone who enjoys 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 3 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.

Overview of Duties and Responsibilities:

- Day-to-day operations with overall responsibility for office systems, including communications and marketing systems
- Strategic development of new opportunities for the organisation's programmes with the Scarabeus leadership team
- Administration relating to project and touring logistics
- Financial management
- Coordinate company governance
- Supporting the fundraiser and developing relationships with smaller grants/trusts.

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 marketing and communication:

- 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

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



DUTIES AND RESPONSIBILITIES CONT.

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

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

Supporting the fundraiser (and AD, ED, Produce & Tourbooker) and developing relationships with smaller grants/trusts

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

Essential:

- Minimum 3 years 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





HOW TO APPLY

To apply for the **General Manager and Producer** role:

- Please send your CV and a covering letter outlining your suitability for the role to soren@scarabeus.co.uk
- Please also complete the Equal Opportunities Monitoring Form [here](#), which is unattributed and will be separated from your application at point of receipt.
- Please get in touch if you need to submit your application in another format (i.e video) for accessibility reasons.

Deadline and Submission:

The application deadline is 6th December 2021.

All applications will be dealt with in confidence. We will respond to each applicant regarding the progress of your application.

Interviews:

Interviews will commence from 8th December 2021, either in person or via Zoom.

Formal interview questions will be emailed to those invited to interview 2 hours prior to their interview time.

If you would like to discuss the role before you apply, feel free to email us at soren@scarabeus.co.uk to arrange a phone call or an informal Zoom chat with members of team.

COMMITMENT TO DIVERSITY AND INCLUSION

We are a small friendly core team working with a wide pool of freelance creative associates where everyone's contribution is valued.

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 ethic, 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.

A large and plain text version of this document is available on our [website](#).

We welcome suggestions and feedback on our recruitment process and how we can make it more inclusive and accessible.