

Colchester Arts Centre

May 2018

Dear Applicant,

Please find enclosed an application pack for the position of General Manager (Maternity Cover).

This role works closely with the Director to ensure a smooth and efficient operation of a viable and stable organisation and for the management of our financial resources. We are looking for a highly organised individual wanting to apply a range of skills to a varied and stimulating role.

This pack includes:

- Colchester Arts Centre background information;
- Job description and person specification;

How to apply:

- To apply please submit a cover letter and up-to-date CV to joanne@colchesterartscentre.com.
- This is our preferred method. If you would prefer to apply by post the address is: Colchester Arts Centre, Church Street, Colchester, Essex, CO1 1NF.

Deadline Dates:

- **Monday 11th June 2018, 12 noon:** closing date for applications
- **Wednesday 20th June 2018: interviews** (we will contact you by phone or email if we would like to invite you to meet with us).
- **Monday 30th July 2018:** start date

Whilst we will work to accommodate every applicant, please do your best to ensure your availability on these dates. Colchester Arts Centre is committed to promoting Equality and Diversity among our staff. We are interested in hearing from people who are under-represented in the arts sector due to their socio-economic status, ethnic background or disability. If you have any questions or would like an informal chat about the role before applying please email anthony@colchesterartscentre.com.

We look forward to receiving your application and thank you for your interest in Colchester Arts Centre.

Yours faithfully,

Anthony Roberts
Director

Colchester Arts Centre

Background Information

Colchester Arts Centre was founded in 1984 and is based in an historic building, housing futuristic thinking.

Colchester Arts Centre provides, stimulates and nurtures a diverse and dynamic series of arts events and activities of the highest quality. We declare a bias towards new work, innovation, experimentation and international work. Through this process it is our intention to research and respond to the needs of specific groups within the community.

Our live performance programme includes a range of art forms from Gigs and Comedy to Live Art and Kids shows and much more.

The Team

Anthony Roberts	Director
Staff Glover	Executive Producer
Joanne Parry	General Manager (PT)
Rosie-Roella Kevlin	Artistic Co-ordinator (PT)
Mark Butchers	Production Manager
Chris Moore	Front of House Manager
Julia Mayne	Finance Assistant (PT)
Rebecca Patch	Box Office Administrator (PT)
Emma Wallis	Marketing and Communications (Freelance, PT)

Board of Trustees

Nigel Hildreth (Chair), Anthony Clavane, Elizabeth Price, Louise Goodwin, Catherine Turner, Stephen Lansley, Theresa Higgins, Julia Stephens, Andrew Allen.

Colchester Arts Centre is a company limited by guarantee with charitable status. To find out more visit colchesterartscentre.com.

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General Manager Job Description

Responsible to:	Director
Responsible for:	Finance Assistant (PT) Box Office Administrator (PT) Saturday Box Office Assistant (PT) Artistic Co-ordinator (PT)
Terms:	Part-time 24-30hpw, fixed term 12-month contract (maternity cover)
Salary:	£28,000 to £32,000 FTE (Salary to be pro rata'd to 24hpw and subject to experience)

Main Purpose

The General Manager is responsible for the smooth and efficient operation of a viable and stable organisation and for the management of our financial resources. You will take the lead in the development and implementation of excellent organisational policies and practices and take responsibility as required for all operational duties in the centre. You will keep the Director and organisation abreast of all management, financial and legal requirements and co-deputise for the Director in his absence.

Key Responsibilities

Management

- Contribute to the overall management of Colchester Arts Centre, participate in formulating strategy and decision-making in conjunction with the Director, Executive Producer and Board of Trustees.
- Implement and review the Business Plan alongside the Board, Director and Executive Producer.
- Ensure that the organisation's annual Key Performance Indicators (KPI's) are successfully achieved, monitored and reported.
- Ensure the fulfilment of all legal and financial procedures required in relation to the Charities' Commission and other statutory and regulatory bodies.
- Oversee the planning of work to ensure the smooth operation of the company.
- Attend meetings and other events on behalf of the Centre as appropriate
- Motivate and manage all direct reports to ensure agreed targets and standards are achieved within timescale and the Centre offers a professional and welcoming experience to all visitors.
- Monitor the performance and potential of all direct and shared reports and ensure the necessary training opportunities are provided.

Financial Management and Reporting

- Be responsible for the timely and accurate preparation of the Centre's annual budget, management accounts, cash flow forecasts, trial balance, and information for the auditors, trustees and funders.

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- Ensure all finances are carefully managed to ensure funds are used and allocated in line with funders' requirements.
- Ensure robust financial systems, processes and records are in place with appropriate controls and procedures to ensure the Centre is protected from fraud.
- Monitor, report on and quality assure the cashing and auditing systems of the organisation including bar and box office functions.
- Oversee project budgets and expenditure run by departments, the Director or contracted project staff.
- Ensure the smooth running of the annual audit and the timely submission of the audited accounts to Companies House and the Charities Commission.
- Maintain and review the computerised accounting and financial coding systems to meet the reporting needs of funders and auditors.
- Manage and ensure the smooth operation of the payroll and all banking arrangements.
- Authorise the payment of goods and services for the company.
- Keep the Board of Trustees fully informed of the financial affairs of the Centre.
- Manage resources efficiently to ensure the Centre achieves value for money in all aspects of its work.
- Monitor developments with finance for the arts and the voluntary sector and to ensure the Director and the Board are informed of significant developments affecting the business of the company.

Human Resources Management

- Function as the HR manager for the organisation and ensure that the Centre operates as a good and fair employer, where appropriate in liaison with external HR consultants.
- Create and instigate, by direct involvement, the culture and practices of operation fit for a contemporary performance venue.
- Develop and implement up to date policies and procedures for the recruitment, retention and development of staff, freelance contractors and volunteers.
- Take the lead role in the management of freelance staff.
- Ensure up-to-date job descriptions and performance evaluation procedures are in place and implemented.
- Keep up to date and relevant HR and administrative files.

Fundraising

- Work with the Director and Executive Producer to ensure that the fundraising programme achieves the financial targets set within the business plan and to identify new sources of funds.
- Contribute to the preparation of high quality bids, working with the Director and specialist fundraising consultants as appropriate.
- Act as the main point of contact for funders to ensure compliance with their requirements for monitoring, reporting and payment.
- Represent the Centre at meetings with funders and negotiate with them on behalf of the Centre as required.

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Office Management

- Take overall responsibility for the legal, management, maintenance, security and cleanliness of the Centre.
- Develop and maintain administrative procedures and ensure approved procedures are understood and adhered to by employees.
- Ensure staff meetings are held regularly, minuted and actioned.
- Keep abreast of changes and developments in administration, HR and finance and ensure best practice is applied.
- Manage the computer systems, in conjunction with IT consultants, to ensure system security, the smooth operation of the Centre's work and compliance with the GDPR and copyright legislation.
- Identify IT training needs and ensure staff receives IT training as appropriate.

General

- Assist with the box office and customer care, including answering the telephone and dealing with personal callers when other staff are unavailable, providing clear information in a friendly and efficient manner and selling tickets when appropriate.
- Provide cover for staff when necessary to ensure the smooth running of Colchester Arts Centre.
- Undertake any other duties as may be reasonably requested from time to time.

Equality and Diversity

- Ensure the intentions and requirements of the Centre's Equality and Diversity Policy are applied personally and by all staff and freelancers.
- Ensure appropriate access arrangements are made for visitors and staff, taking into account the provisions of the Disability Discrimination Act.
- Colchester Arts Centre requires all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the Centre.

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Person Specification

Essential

- An understanding of the culture of live contemporary performance practice and practical experience of the delivery thereof.
- Knowledge of best practice in venue production management in a busy arts centre.
- Experience of managing a team of finance, technical and production staff including volunteers and freelancers in a performing arts venue.
- Experience of working as part of a management team and contributing to the development and delivery of the strategic plan.
- Minimum qualified MAAT, Association of Accounting Technicians; ideally CIMA or ACCA qualified.
- Demonstrable experience of managing the finances in a not-for-profit organisation, including preparing accounts and annual budgets utilising financial software (ideally Sage 50 Accounts and Brightpay Payroll).
- Knowledge and understanding of the regulatory frameworks relevant to the organisation, including charity governance;
- Practical knowledge of legislation and best practice in relation to Human Resources and Health and Safety.
- Excellent analytical skills and financial awareness.
- Experience of troubleshooting and solving problems creatively.
- Minimum intermediate level Microsoft Office Suite and database skills.

Desirable

- Experience as a Company Secretary.
- Knowledge of GDPR and copyright legislation.
- Experience of dealing with Green issues in an organisation.