



General Manager

Position Overview

We seek a talented arts professional to play a pivotal role in the company and complete our dedicated management team. You will work in partnership with our Producer and Artistic Director in the management of our current artistic vision including our national and international touring and 'Satellites' programme. You will support the Executive Director by proactively and strategically fundraising towards core/project costs as well as supporting the delivery of our outreach programme. You will also be responsible for all administrative tasks relating to the day-to-day operation of the company and alongside dealing with post, answering email and phone enquiries you will maintain all financial systems including payroll. A full handover will be given and training provided where needed. This is a dynamic and valued position and offers the right candidate a great opportunity for professional development and involvement in the growth of an innovative and excelling national theatre company.

The post is part time based on 16 hours per week and is based in Leeds. We anticipate the successful candidate starting in August 2008. The contract is for 12 months maternity cover in the first instance. All applications will be considered on merit and in accordance with our equal opportunities policy.

Hours & Salary

- Part-time 16 hours per week
- £26,000 per annum pro rata

Holiday & Pension

- 24 days per annum pro rata plus statutory bank holidays with 1 day increase for each full year completed.
- A company run Stakeholder pension scheme operating at a 3% matched contribution.
- Access to childcare voucher provision through Busy Bees

Responsible to:

- Executive Director

Works with

- Executive Director, Artistic Director, Producer, Core Creative Team, The Board
- Funding bodies, Venues, Marketing and Press Agents, Actors, Designers, Artistic Collaborators.

Notice

- The post carries a probationary period of three months, during which time the notice period required by either party is one month. Subsequent to a satisfactory review the notice period becomes three months.

The Company

“The excellent Unlimited Theatre” Guardian
“The gifted Unlimited Theatre” Scotsman
“A force to be reckoned with” Independent

The Core Creative Team of Unlimited Theatre is Clare Duffy, Liz Margree, Jon Spooner and Chris Thorpe. Based in Leeds and working together since 1997, we make work through collaborative writing and devising processes that tours extensively throughout the UK and increasingly overseas.

Although constantly developing, the principles of our work remain rooted in a commitment to pushing marginalized ideas and voices centre stage, to explore how personal experience can illuminate a wider political debate and ultimately to present a theatrical experience that excites and entertains our audiences. It's often quite funny.

"Their work is characterised by a rare ability to make connections with their audiences and unexpected situations." The Guardian

Now in its twelfth year of operation, the Company is regularly funded by the Arts Council of England and Leeds City Council, produces work with and in some of the UK's premier theatres and tours extensively throughout the UK and increasingly overseas.

Unlimited has been invited to and presented work at theatres and international festivals in the Republic of Ireland, Germany, Zimbabwe, The Philippines, Papua New Guinea, the Ukraine and the USA. It has also been recorded for and broadcast on BBC Radio 4 and Chinese State television.

Find out more about us at www.unlimited.org.uk

Specific Responsibilities

Essential:

Financial management:

- Cashflow projections
- Annual and project budgets
- Bank reconciliations
- Book keeping
- Payroll

Fundraising:

- Assist the Executive Director in delivering the company's current fundraising strategy to 2011
- Research and source potential grant giving bodies and opportunities

- Co-write grant applications
- Maintain regular contact with the Lead Officers of our Regular Funding Bodies

Project Management:

- Recruitment of freelance artistic and production staff
- Contract issue
- Project scheduling including all travel and accommodation details
- Budget management
- Venue and creative team liaison
- Collation and completion of evaluation reports

Routine office/company management:

- Office post
- Email and phone enquiries

Desirable:

Financial management:

- Arranging annual and project insurance
- Presenting quarterly reports
- Liaising with company accountants

Company Compliance:

- Filing annual returns and accounts to Companies House and Charities Commission
- Preparing quarterly Board papers
- Organisation of Board Meetings

Routine office

- Maintain stationery stock
- Manage work experience staff
- Attendance at public meetings, conferences and training sessions

Outreach:

- Co-ordinate and manage activities
- Schools/organisations liaison
- Recruitment of freelance practitioners
- Project evaluation
- Willingness and ability to deliver up to occasionally deliver educational or corporate training. Training provided but good presentation skills a must.

Marketing:

- Print and front of house materials distribution
- Liaison with marketing departments at venues
- Liaison with Press and Marketing Agents

Person Specification

Please demonstrate your ability to undertake this role by providing evidence against the key competencies detailed below.

(Essential) Experience of:

- Co-coordinating tasks and people
- Writing and monitoring budgets
- Fundraising
- Working creatively and flexibly under tight deadlines and in pressure situations
- Managing multiple priorities
- Working as part of a team.
- A good level of computer literacy

Knowledge of:

- Understanding and appreciation of contemporary theatre and the creative industries

Skills/Ability to:

- Work effectively and personably with colleagues, artists and collaborators
- Remain organised and on-schedule while managing several different workflows
- Work on own initiative and as part of a team
- Respond to and learn from new developments and initiatives
- Work effectively and fast under pressure
- Work to budget and timetable
- Communicate effectively both internally and externally, with good telephone and email etiquette
- (and willingness to) share and communicate information and materials with team members.
- Remain calm and friendly when under pressure

Interests:

- An enthusiasm for and commitment to the arts, in particular theatre
- An interest in learning and developing personal skills and sharing those with colleagues for the benefit of the organisation

Questions Regarding the Post

If you'd like to discuss the role further or have any specific questions regarding the remit of the role please contact Alex Smith at alex@unlimited.org.uk or 0113 234 5400.

Response Instructions

- To apply for this position please send your CV with covering letter, stating your suitability and availability

Alex Smith
Unlimited Theatre
Studio 11 Aire Street Workshops
30-34 Aire Street
Leeds LS1 4HT

or email to alex@unlimited.org.uk

Please make sure you have included the names and contact details of at least two referees. We may contact them prior to interview unless you request otherwise.

Closing Date for applications 5pm Weds 14th May

Interviews will be held in Leeds on Thursday 22nd May.