

GENERAL MANAGER

Montage Theatre Arts (MTA) is a charity based in Deptford, South East London and was founded and is run by Artistic Director, Judy Gordon. The organisation needs to recruit a motivated, forward-thinking and creative full-time, fixed-term General Manager to help the company develop its work further and to play a significant role in its future success, assisting in all aspects of delivering its community performing arts courses for children and adults.

If you are ready to take the next step in your career, this is a superb opportunity for you to develop the operations of an organisation with an exciting future. You will be able to innovate in areas such as marketing and event management, community participatory arts activities and specifically develop our thriving youth arts and older people's programmes.

MTA runs up to 33 weekly classes plus holiday courses for the local community, 3 – 91 years, in the performing arts with a respected track record for offering excellent and vital opportunities, helping people from a highly deprived area to acquire techniques and skills, develop confidence and social ability, whilst breaking down barriers between cultural groups and the generations. Students of all ages take part in local and national platforms throughout the year. An extensive volunteer programme trains local people in all aspects of community arts.

Our website has details of all the work we do: www.montagetheatre.com

The company is entering an exciting phase in its development following a highly successful year which included students performing in National Theatre's *NT Connections* programme at Greenwich Theatre, Southbank Centre's *Urban Dance Weekend*, *Sagacity* as part of the Capital Age Festival and various location on the Big Dance bus over the Summer period.

Next year includes:

- taking part in the National Theatre's Connections scheme with Youth Drama Company.
- taking part in UDance with Montage's new Youth Dance Company
- *Shed*, an Arts Council Funded project, touring at various locations across London

MTA's office is based at the Albany in Deptford, a lively community building housing many small arts and charitable organisations, as well as its own notable theatre. All weekly classes are based in Brockley: Prendergast-Hilly Fields College. Courses take place on Mondays, Tuesdays and Fridays after school and from 9am till 4:30pm on Saturdays.

Application process

The job description is attached. If you wish to apply for the position please submit a CV and a supporting letter outlining reasons for applying for the post and providing information demonstrating your suitability in meeting the job specification.

Applications may be submitted by post or email to:
Judy Gordon, Artistic Director, The Albany, Douglas Way, London SE8 4AG
office@montagetheatre.com

Closing date: Monday 15th September @ 5pm

Interviews: Week Commencing 22nd September

Applicants who are short listed for interview will be contacted by phone to confirm arrangements by 17th September 2014.

Job Description - General Manager

Contract – 2 year Fixed-Term contract, starting September/October 2014

Salary - £28,000 per annum

Hours – 35 hours a week 9:30am - 5:30pm. Some evening work may be necessary, where this arises TOIL will be granted retrospectively

Holiday – 25 days per year plus bank holidays

Probation Period – 3 months

Other Benefits - Each staff member is entitled to one concessionary place for child or adult on any of Montage's courses.

Reporting to: Artistic Director

The General Manager post is a Senior Management Team appointment.

Main Purpose of the post:

- Responsible for the effective and efficient management and administration of the company and its projects.
- Work closely with the Artistic Director to support the delivery of the company's vision as detailed in the company Business Plan

Principal duties and responsibilities:

- Ensure MTA complies with legal requirements including Companies House, Charity Commission and insurance; meets grant criteria set by funding bodies and ITC best practice.
- Maintain maximum capacity for classes and develop waiting lists for students
- Take lead responsibility for the delivery of the MTA programme.
- To manage the day to day finances of the Company, including payment processing and managing budgets
- Ensure delivery of MTA's core programme and activities are delivered to a high standard.
- To ensure the effective marketing of workshops, events and productions.
- Responsible for producing relevant papers for MTA Board of Directors including minutes, agenda and termly statistical reports.
- Manage part-time administrators, apprentices and courses managers.

Strategic Planning:

- Co-ordinate MTA's participation in external events.
- Reviewing marketing plan to ensure that activities are busy across the programme.

- In liaison with the Artistic Director, to create and maintain company project plans through regular Development and Planning sessions.

Company and Financial Management:

- Responsible for day to day financial management including issuing and processing all invoices, maintaining accurate and up-to-date financial systems and records, including daily/weekly book-keeping on an income and expenditure basis.
- To prepare annual accounts and liaise with company accountant to ensure all legal requirements are met.
- To prepare annual company budgets and cashflow forecasts for the management committee's approval in consultation with the Artistic Director and the accountant.
- To prepare quarterly management accounts for the management committee and revenue funders with the Artistic Director and the accountant.
- To ensure that budgets are managed appropriately with the Artistic Director.
- In liaison with the Artistic Director, to agree regular work plans and targets in relation to the Company's agreed objectives.
- Responsible with the Artistic Director, for personnel matters including recruitment, issuing contracts and management of all administrative staff and freelance tutors.
- Oversee administration of large volunteer programme.
- Maintain overall responsibility for ensuring that all information held on classes and participants is accurate and up to date, complying with the data protection act.
- With the Administrator, oversee the collecting and collating of statistics and other evaluation materials across all Company activities.

Programme Management

- Lead on the day-to-day management of the company's programmes of work including core programme of classes, annual events and one-off projects.
- Regularly review, monitor and develop capacity of class registers and waiting lists as key income source
- Ensure health and safety procedures are adhered to by all volunteers whether off-site or in the office and best practice is adhered to in relation to working with vulnerable adults and children.
- Organise necessary additional volunteers or staff for all community events including class assistants, backstage assistants, stewards, chaperones and first aid.
- Take lead responsibility for marketing and promoting the company's work to third parties, including local, London and national events and programmes.
- Research and contact local performance spaces and venues for development of programme and events.

- Liaise with the venues where the MTA classes and other activities take place, dealing with any issues arising.
- Support staff, students and volunteers at public events.

Marketing and Communications

- Manage the marketing with administration officers to ensure that the company and its activities are effectively marketed and the Artistic Director receives appropriate support in undertaking advocacy and fundraising work for the company.
- Ensure information on website and social media is up-to-date and to a high standard.
- Ensure effective communication with all those engaged with MTA including tutors and volunteers.

General responsibilities:

- At all times to carry out duties and responsibilities with regard to the company's policies e.g. Equal Opportunities, Health and Safety, Child Protection and ensure they are held at all times.
- Be a committed member of the company willing to take on a wide range of responsibilities as necessary to ensure the successful development of projects and the smooth running of the organisation.
- Represent MTA at public events and meetings, networking on behalf of the company.
- To undertake any other duties as may be reasonably required.
- This job description will be subject to review to ensure the company's needs are being met.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE GENERAL MANAGER. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

Person specification – General Manager

Essential:

- At least two years professional experience in arts management.
- A working knowledge of current employment and company law.
- Proven experience of project management, co-ordinating events, workshops and performances.
- Excellent working knowledge of IT, particularly Word and Excel, and databases.
- Excellent office skills and experience, including ability to draft correspondence to suit a variety of audiences.
- Experience of working towards targets and monitoring statistics
- Excellent communication and interpersonal skills, both written and spoken (for example, able to deal with enquiries from parents with tact and confidence).
- Demonstrate strong numerate skills – proven experience in familiarity with financial procedures and managing budgets.
- Experience of recruiting and working with volunteers.
- Flexible and pro-active attitude to work and willingness to undertake a wide range of tasks, both office based and practical.
- Experience of working in a small team, self-motivated and able to work without supervision with ability to set and achieve targets, work under pressure, prioritise and work to deadlines.
- Willing and able to work outside normal office hours occasionally including Saturdays and occasional evenings, agreed in advance.
- Ability to demonstrate an understanding of how equalities and diversity can be promoted within an arts setting with experience of working with people from a broad range of backgrounds and communities.
- As MTA works with young people and vulnerable adults, the General Manager must complete an CRB enhanced disclosure.

Desirable:

- Have enthusiasm, energy and passion for participatory and community arts.
- Knowledge of intergenerational participatory arts for people with learning differences, older people and under-5's.
- Experience of working for a subsidised arts organisation.
- Knowledge of current trends in arts funding and social policy.
- Lives locally.

Funders include:

Lewisham RFO, Arts Council, Local Assemblies Funds, NT Connections, City Bridge Trust, Merchant Taylors, Inman Trust, Hilden, Deptford Challenge Trust and Lewisham Mayors Office.



Artistic Director: Judy Gordon BA (Hons), ARAD
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