

BLind SumMiT

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GENERAL MANAGER **Blind Summit Theatre**

About Blind Summit and the role

Overview

We have an exciting opportunity for the position of General Manager with Blind Summit. Our ideal candidate will be a self starter who will have responsibility for ensuring the efficient running of the office, general finances, administration, reporting, governance and marketing. We are looking for a highly motivated and organised person who has strong initiative to provide administrative management at the core of our organisation. This role is a key position with lots of opportunity to experiment and grow.

You will be based in our studio in North London where we have an office, a workshop and a rehearsal room. You will single-handedly be running the studio with the support of our Artistic Director, part time Senior Producer and very proactive Board of Trustee's. The successful applicant will be able to think strategically about the future of the company. This role provides a great opportunity for someone wishing to develop their skills as the manager of an ambitious dynamic theatre company.

Blind Summit is one of the world's most adventurous and subversive makers of puppet based theatre, led by the vision of Artistic Director Mark Down.

Over twenty years we have created 10 original productions which have toured nationally and internationally, made puppetry in 36 collaborations with some of the world's best theatres, opera houses and artists, including Complicite, Anthony Minghella, The Metropolitan Opera and the London Olympics 2012.

Our productions are a platform for achieving a wide range of other activities through 4 strands: Generator - making new work, Incubator - training artists, Travelator - touring, and Collaborator - building partnerships.

In the next 5 years we have plans for a variety of international collaborations, co-productions and international tours which you will help to deliver.

For more information about Blind Summit you can visit the website
www.blindsummit.com

The Role

Job Title:	General Manager
Reporting to:	Producer
Based in:	Finsbury Park, London
Salary:	£24 -28,000 per annum depending on experience
Term:	Permanent, full time
Responsible for:	Freelancers
Purpose:	Deliver the organisations programme of work Ensure the effective day-to-day running of the organisation and the Studio

Programme Delivery

- Manage programme delivery across Generator, Incubator, Travelator and Collaborator
- Support the Producer as required in any aspects of producing as required including contractual negotiations and liaison with collaborators
- Lead on tour booking and arrangements within parameters agreed with the Producer
- Prepare, monitor and update project budgets across the programme in liaison with the Producer
- Engage freelance staff (performers, designers, makers etc) as necessary for projects, and act as the first point of contact
- Prepare and issue contracts for the programme including staffing, touring, educational work and partnership
- Manage all programme logistics including booking rehearsal space, arranging transport and accommodation, completing VISA requirements
- Where necessary provide support on location for example setting up for rehearsals or representing the company on tour

Finance

- Be responsible for the day-to-day financial management of the organisation ensuring strict financial controls
- Report to the Producer, Artistic Director and the Board as necessary to ensure the financial viability of the company
- Prepare and monitor the annual organisation budget
- Prepare budgets for funding applications and draft the financial management sections of applications and reports (particularly Arts Council NPO funding)
- Carry out all bookkeeping on the company's accounting software Quickbooks
- Prepare quarterly management accounts and cashflow projections
- Be responsible for invoicing on behalf of the organisation, and collating payments due and administering the weekly payment run
- Submit all required HMRC reporting including payroll, VAT, EC Sales VAT

- Liaise with the company accountants to ensure the timely preparation of the annual statutory accounts
- Keep records for the purposes of claiming theatre tax relief, including liaising with the accountants to make an annual tax submission

Operations

- Ensure the smooth day-to-day running of the Blind Summit studio (office, workshop and rehearsal room)
- Ensure that the company operation is fit for purpose, conforms to current good practice and legal requirements (e.g. maintaining adequate insurance)
- Ensure all company spaces are kept clean, tidy and suitable for use including organising maintenance or refurbishment where required
- Organise and lead a weekly company meeting with the Artistic Director and Producer to review company activity
- Undertake day-to-day administration including implementing and maintaining systems of office management
- Maintain the inventories of Blind Summit puppets, equipment, tools and consumables
- Source and order supplies of consumables for the office and workshop
- Ensure safe storage of Blind Summit puppets and other properties in the workshop, external storage and in transit

Marketing Responsibilities

- Maintain the organisation's blog, social media accounts, monthly e-newsletter, and website, ensuring the company's messaging is consistent with the vision document
- Implement marketing strategies for individual projects within the artistic programme
- Liaise with collaborators to ensure Blind Summit marketing strategies and contractual terms are implemented (e.g. crediting)
- Ensure the capture and archiving of all marketing assets such as production photographs, press coverage, and video footage
- Maintain the company contacts database and oversee any widespread communication such as Christmas cards or guest night invites
- Ensure the effective collection of audience data for all projects

Governance

- Act as Company Secretary for the organisation with Companies House
- Manage the preparation and distribution of papers for the Board ahead of quarterly meetings
- Attend Board meeting and take minutes

- Assist the Chair of the Board to organise meetings and any other Board activity such as recruitment
- Be responsible for filing all paperwork relating to the Board with Companies House and the Charity Commission e.g. upon the appointment of a Trustee
- Submit required quarterly governance paperwork to Arts Council England and complete the Arts Council Annual Submission in May/June
- Oversee annual reviews of the company policies with the Board including equal opportunities, health & safety, environmental

Other

- Be fully aware of the organisation's vision and strategic direction, contributing to conversations and business planning where appropriate
- Keep up to date with developments in theatre policy and practice
- At all times act as an advocate for Blind Summit and its work

Person Specification

- At least 4 years experience in an administrative role within the arts
- Knowledge of Blind Summit and the wider puppetry and theatre sector
- Direct experience of public funding - in particular Arts Council England
- In depth understanding of financial planning, reporting and modelling
- Knowledge of the responsibilities of a Company Secretary
- At ease with legal, contractual and regulatory matters, with the ability to seek and take professional advice when appropriate
- Experience of helping deliver an organisation's vision and strategy
- Excellent negotiation skills, with the proven ability to maintain positive relationships with a range of funders, commissioners and partner organisations
- Rigorous attention to accuracy and detail with ability to spot inconsistencies
- Ability to think creatively in solving problems, as well as implementing timely solutions
- Excellent communicator, able to instil trust and demonstrate authority
- Mature, confident, well-presented and trustworthy
- Willing to work unsociable hours, including evenings and weekends on occasion
- Flexibility to travel: domestically and internationally

Terms and Conditions

Salary: £24,000 - £28,000 per annum

Hours: This is a full-time role. Normal office hours are 10am - 6pm, Monday to Friday, but regular evenings and weekends will be required. The organisation operates an informal TOIL policy (Time off in Lieu).

Probation period: Six Months

Place of work: Normally based at the Blind Summit office at 10 Grenville Workshops, 2A Grenville Road, London N19 4EH. Travel will occasionally be required, nationally and internationally.

Holiday: 20 days plus statutory bank holidays

Pension Employees are automatically enrolled onto Blind Summit's Workplace Pension (People's Pension)

To apply for the position please send a completed application form and equal opportunities monitoring form by email to info@blindsummit.com

Deadline for applications Friday 21st July 5pm

Short-listed candidates must be available to attend an interview at the Blind Summit office during the week of 31st July.

Please note you must complete an application form to be considered for this position, we do not accept CVs as a form of application