

# General Manager

## Job Description

### **Background:**

Protein has been based in London since 1997. Until now, the company has been managed by freelancer Sarah Trist, working closely with artistic director Luca Silvestrini in the mounting, touring and development of its popular and award winning programme of work.

From April 2012, Protein will become a National Portfolio Organisation, funded by Arts Council England.

### **Mission:**

Working throughout England and further afield, Protein works with a distinctive blend of original choreography, text, humour and music to produce socially relevant and entertaining high quality dance theatre. The work is strongly connected physically, mentally and emotionally with the real life experiences of performers and audiences. The company's artistic platform encompasses professional, non-professional and learning arenas in theatrical and non-theatrical settings, and these provide innovative contexts in which to enrich the dance experience of participants and audiences, including those new to the artform.

### **Purpose of post:**

This is a new post to manage the company on a full-time basis. The primary purpose of the post is to lead the company financially and managerially according to the artistic director's vision and the company's business plan.

### **Employer:**

Protein Dance Ltd.

### **Responsible to:**

The Board of Directors.

### **Responsible for the management of:**

The project coordinator; the performing company under contract; production, project and technical staff; freelance collaborating artists and professionals; office-based placements and volunteers.

### **Location:**

Protein is based in London. The post holder will be office based at Greenwich Dance Agency, Borough Hall, London SE10, working closely with the Artistic Director as well as the Development Director (part-time), both of whom are London based.

**Hours:** 40 hours per week

**Overtime:** Time off in lieu is provided.

**Expenses:** Post related travel and accommodation outside Greater London covered.

**Probationary period:** 4 months.

**Notice period:** 2 months

### **Salary:**

In the region of £33 - 37k per annum.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To take overall responsibility for the company's administrative functions, enabling Protein to fulfil the aims, policies and intentions of its Business Plan.
- To take responsibility for the financial efficiency of the company.
- To take responsibility for the company's day to day HR function.
- To take responsibility for ensuring that Protein conforms to all financial, legal, statutory and contractual requirements.
- To deliver and maintain the company's agreed communications and audience development plans.
- To support the generation of income for all aspects of the company's programme as outlined in its Business Plan.
- To support the shaping of the Business Plan in collaboration with the Artistic Director, the Development Director and the Board of Directors.

## **FINANCIAL MANAGEMENT**

- To draw up, monitor and revise annual and project budgets with the Artistic Director and the Development Director.
- To monitor and regularly review the financial management of the company, keeping individual projects and overall activity within budget and on track.
- To ensure that Protein is financially sustainable.
- To produce regular financial reports for the Board of Directors.
- To liaise with, report to and produce financial reports for funders, as required.
- To provide all necessary financial information and oversee the preparation of management and year-end accounts by the Company's auditors.
- To operate company financial systems, including PAYE, VAT, bookkeeping, bank reconciliations and petty cash.
- To ensure the Company's compliance with its own financial and contractual procedures and policies.

## **ADMINISTRATION AND COMPANY MANAGEMENT**

- To lead the efficient administration of the company in all its business aspects, assuring its smooth running, promoting its work and reputation and supporting its representation in negotiations with relevant partners, funders and sponsors etc.
- To ensure the smooth and efficient running of the company office and its systems.
- With the Artistic Director and the Development Director, represent Protein as a member of relevant industry organisations, as appropriate and as may be required.

## **PROJECT MANAGEMENT**

- To manage all Protein artistic and participation programme activity nationally and internationally to ensure the successful development and smooth running of projects.
- To manage contracts with all venues, promoters, festivals, agencies, partners and commissioners.
- To maintain communications with venues, promoters, festivals, partners and commissioners and maintain communication with and between performing artists, freelancers, administrative and technical staff as necessary.
- To negotiate and issue contracts to all performing artists, freelance artists, designers, administrative, marketing, and technical staff.
- To manage arrangements for international performers including UK Foreign Entertainers Tax, Worker Registration Scheme and liaison with UK Border Agency.
- To manage visa applications for international touring.

## **STAFFING**

- To line manage the project coordinator, office-based staff, placements and volunteers.
- To ensure staff appraisals and informal reviews take place regularly and in the appropriate manner, with the involvement of the Artistic Director and the Board of Directors.
- To ensure regular training opportunities are identified and offered to all staff.

## **STRATEGIC DEVELOPMENT**

- With the Artistic Director and the Development Director to maintain a strategic overview of all Protein activity and ensure the company is sustainable.
- With the Artistic Director and the Development Director to support the development and delivery of the company's 2012/13 - 2014/15 Business Plan.
- To maintain and support existing and new relationships and commissions with venues and promoters at home and abroad.

## **MARKETING**

- To implement the company's marketing and audience development plans.
- To ensure that the company's electronic database systems, mailing lists and electronic mail systems are up to date.

## **FUNDRAISING AND FUNDERS**

- To manage funding agreements including Arts Council England.
- To support the Development Director in her devising of a company fundraising strategy.
- To support the company's fundraising.

## **BOARD OF DIRECTORS**

- To act as company secretary.
- To manage, service and coordinate all Board Meetings, including arrangements for any "away day" activities, preparing / collating all necessary papers for circulation.
- To present quarterly financials to the Board.
- To support any sub-groups of the Board (e.g. HR/Finance/Recruitment) that may be instigated from time to time, as appropriate.
- To cooperate with the Artistic Director to develop the company's Board of Directors.
- To ensure regular Board appraisals take place in the appropriate manner with the Artistic Director.
- To develop, with the Development Director, advocacy tools for Board members and circulate them regularly.

## **STATUTORY / LEGAL / POLICIES / INSURANCE**

- To manage the company's legal and statutory requirements and submissions.
- To ensure all returns to Arts Council England, HMRC, Companies House and the Charity Commission are submitted on time and in good order.
- To ensure compliance at all times with the company's Equal Opportunities, Health and Safety Policies, the Data Protection Act and all other relevant legislation.
- To review and renew all company policies annually, support the development of new policies as appropriate and ensure staff compliance with them.
- To ensure that there is adequate insurance cover for all areas of the company's activity including Public and Employers' Liability and Theatrical Combined including Contents/Equipment.

**EVALUATION**

- To contribute to the evaluation of all Protein productions and projects.

**ADVOCACY**

- To attend key dance events, conferences, meetings, performances, festivals and community projects and play an active role in raising the profile of Protein Dance, its mission and key aims and objectives.

**General Note:**

As this is a new post, the Board of Directors expects to monitor the development of this job description in collaboration with the post holder, the artistic director and the development director.