

PROTEIN

General Manager

Person Specification

The **General Manager** is the most senior management and administrative position in the organisation.

ESSENTIAL

- At least 5 years experience of working in a managerial or administrative capacity for a professional arts organisation or organisations.
- Solid understanding of the key issues facing the arts in the UK, including knowledge of the current funding system, and preferably an understanding of dance and theatre in a national and international context.
- Experience of detailed financial management.
- Numerate, with an aptitude for all aspects of company finance.
- Demonstrable experience of detailed planning and project management.
- Experience developing and implementing budgets, business plans and company policies.
- Sound understanding of the legal, fiscal and public engagement frameworks within which a publicly funded charitable company operates.
- A commitment to Equal Opportunities.
- Experience of leading and managing staff.
- Experience of negotiating national and international contracts.
- Computer literacy, using word processing packages, spread sheets, database packages, email, internet and digital imaging packages.
- Ability to work quickly and accurately, with an eye for detail.
- An excellent communicator, a skilled negotiator and project manager, and capable of thinking and working strategically.
- A motivated self-starter, capable of both working in a team as well as alone.
- Good self-motivation, time management and personal target-setting skills.
- Ability to multi-task under pressure.
- Ability to set and meet deadlines.
- Ability to articulate artistic practice.
- Ability to communicate and listen well in a variety of formal and informal settings, with a range of people.
- Ability and willingness to travel to liaise with Artistic Director and work some hours outside of usual office times especially during touring periods.

DESIRABLE

- Experience of coordinating national and international touring.
- Experience of working with a Board or Management Committee.
- Experience of developing marketing campaigns and working with a content managed website, social networking and basic desk top publishing.
- A passion for dance theatre, experimental theatre practice and the arts.
- An interest in and commitment to community engagement through the arts.
- Experience of fundraising.
- Understanding of contract law.

TRAINING

- Interest in further training related to the post.

DISPOSITION AND ATTITUDES

- Flexible approach.
- Strategic thinker.
- Confident.
- Committed.
- Articulate.
- Reliable.
- Trustworthy.
- Good negotiator.
- Able to handle confidential information.
- Good sense of humour.