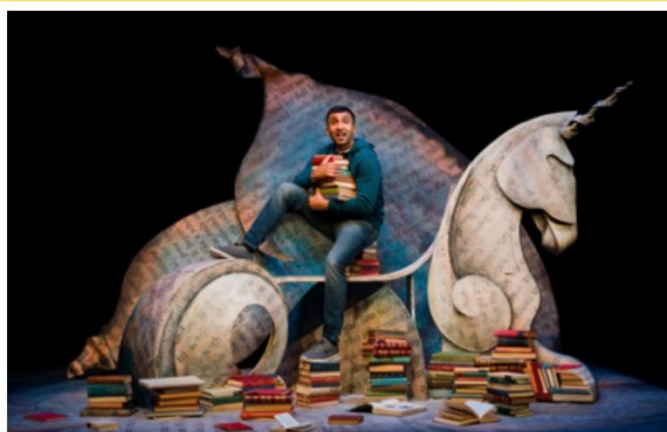


GENERAL MANAGER (MATERNITY COVER)

JOB PACK



GENERAL MANAGER (Maternity Cover)

£29,000 pro rata

32 hours per week (0.8 FTE) / 12 month contract

Theatre Alibi is seeking a General Manager to cover a 12 month maternity leave. This is a key role within the company structure. We are looking for an experienced and organised individual who is happy working as part of a small and busy team. The General Manager will work closely with the Company Directors to ensure the efficient and smooth running of the organisation with a particular focus on the areas of Finance, HR and Governance.

This role is initially being offered on a 12 month basis.

Further opportunities may arise during this time. Experience of working within the Arts sector is not essential for this role.

This is a particularly exciting time to be joining Theatre Alibi. We are proud to have continued producing work throughout the pandemic – taking specially created shows into South West primary schools both in person and digitally, as well as making performances which took place on the streets in our local neighbourhood of St Thomas, Exeter. The next 12 months will be a period of change artistically, as we draw on some of the discoveries made over the last couple of years, and organisationally, as we look carefully at our Governance and working structures. The General Manager will be key to effectively supporting the Senior Leadership Team through these decision making processes.

The first few months of this contract coincide with the organisation re-applying for its National Portfolio Organisation status. The General Manager will play an important role in this process, particularly in relation to the budgets which will have been drawn up, initially, by the outgoing General Manager.

Please note that it is not necessary for the successful candidate to have previously worked in theatre. This is an exciting opportunity for someone with the relevant skills to get experience of working within the creative industries for a producing theatre company.

ABOUT US

Theatre Alibi creates outstanding theatre for audiences of all ages. Over the years we've toured to a vast range of venues from the tiniest of village schools to the West End stage. At our core is the belief that a story of absolute relevance, told with the wealth of means that live theatre has to offer, has the power to reveal a particular aspect of our world with startling clarity.

Our intention is to create theatre that is accessible to a wide range of people, particularly those who might not consider themselves conventional theatre goers. We place enormous emphasis on how well we engage with others. This fundamentally affects the nature of the theatre we produce, the way we communicate with our communities, where we choose to perform, our management structure, how we relate to staff, sell to venues, build partnerships with other arts organisations and support emerging artists.

We are widely known and respected for our theatre work for young audiences. In most years we reach around 12,000 children in their school halls, as well as performing on the stages of established theatres nationwide. There is no better way to make high quality theatre accessible to all children than to take it directly to them.

Our determination to reach a diverse audience has, more recently, led us away from traditional theatre spaces and towards creating work that draws on and is inspired by the stories of our audiences. This is particularly the case for the work we are doing in our own local community.

If you would like to find out more about our work please visit our website www.theatrealibi.co.uk. If you would like to see an archive recording of one of our shows please get in touch with our Marketing Officer, Hattie Collins – Hattie@theatrealibi.co.uk

We're based at Emmanuel Hall in Exeter where we have rehearsal, office and workshop space. A wonderful regional resource, Emmanuel Hall also offers much-needed rehearsal and making space to other artists and arts organisations.

DIVERSITY AND INCLUSION

We want Theatre Alibi to be a rewarding and enjoyable place to work where people are treated with respect, valued for who they are and the contribution they make irrespective of age, disability, race, gender, religion or belief, responsibilities or sexual orientation.

We are proud to be a female-led organisation, however as a team we are predominantly white, cisgender and non-disabled. We believe our organisation and collaborative way of working will be strengthened by diversity. We especially welcome applications from those who bring difference. Theatre Alibi is a company made up of individuals, each with their own lives and experiences – supporting our staff means they are not appointed to represent specific groups or organisations.

FUNDING & STATUS

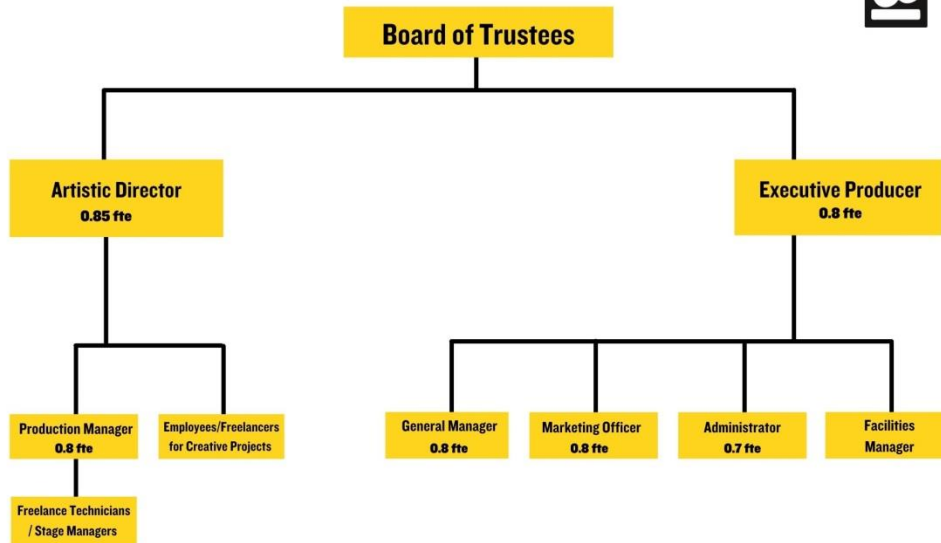
Theatre Alibi is an Arts Council England National Portfolio Organisation. We're also funded by Exeter City Council and rely on project funding from various Trusts and Foundations. Our annual turnover is around £400,000.

Theatre Alibi is a registered charity and a company limited by guarantee and has Ethical Manager Status from the Independent Theatre Council.

COMPANY STRUCTURE

The company is jointly run by the Artistic Director and the Executive Producer who are responsible to our Board. The two Directors work in parallel but are led, within practical boundaries, by artistic considerations. Each year we employ up to 20 project related personnel.

Theatre Alibi Team Structure



HOW TO APPLY

The purpose and main responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for are listed in the person specification.

Please send the following to ruth@theatrealibi.co.uk by **9am on Monday 6th of December**:

- your CV
- a cover letter of no more than two sides of A4, which refers specifically to the job description and person specification
- a completed Equal Opportunities Monitoring Form (optional)

In order to ensure this application process is as open as possible, if there are any barriers you feel may stop you from applying for this post please get in touch for an informal chat – debbie@theatrealibi.co.uk

If you have any queries or would like an informal chat about the role please phone 01392 217315 or email Ruth Weyman - ruth@theatrealibi.co.uk

Shortlisting and Interviews

We will reply to all applications.

Candidates selected for interview will be informed by Friday 10th of December.

COVID restrictions allowing, interviews will be held at Emmanuel Hall on the **14th and 15th of December**. Please let us know within your cover letter if for any reason you would NOT be able to make these dates.

There may be a second round of interviews on **Friday 17th of December**.

Offers

The successful candidate will take up post in early February 2022.

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK.

JOB DESCRIPTION:

GENERAL MANAGER (maternity cover) – 12 months contract

- 32 hours per week (0.8 FTE)

Main Purpose of the Job

Working closely with the two Directors and the rest of the office team, the General Manager role is pivotal within the company structure. The General Manager role focuses primarily on the areas of HR, Governance, Finance and Health & Safety. Further responsibilities include administering office & project employment contracts, and other general duties that will ensure the company runs efficiently and meets its legal responsibilities. It is a mixed and varied role, with both a high level of autonomy and responsibility.

Reports to

Theatre Alibi's Executive Producer

Line Management Responsibilities

Management of contractors, other staff and volunteers, as appropriate.

Finance

- Maintain all financial systems and records for the organisation, returns and payments to HMRC (incl.VAT)
- Ensure all statutory records and obligations are kept relating to insurance, pension, provisions, audit requirements and annual reporting
- Prepare financial management information including regular cash flow forecasts, reports, budgets, grant claims and management accounts for project managers, Directors, Board of Trustees and funders
- Prepare, with guidance from the Directors, project and annual budgets liaising with relevant staff
- Overall contract management including venues and third parties

Planning and Operations

- Input into company planning and project scheduling
- Contribute to the company's Business Plan

Governance

- Provide an effective Company Secretary function
- Organise Board and sub-committee meetings, co-ordinating, minuting and drafting reports as required

Human Resources

- Provide effective and efficient human resource systems to support the delivery of the organisation's objectives, including administering payroll, managing pension schemes and monitoring hours and absence etc
- Assist with recruitment and issue contracts for all project staff, in liaison with the Directors
- Keep up to date with all relevant employment legislation
- Act as Deputy Safeguarding Officer
- Be responsible for personnel related paperwork, including timesheets, and for project staff calculating allowances, holiday pay, and preparing payslips

General – work for the benefit of the whole organisation:

- Keep up to date with developments in areas related to the role as appropriate to the company
- Support inclusivity in all areas of work
- Ensure environmental sustainability is considered as part of all activity and ensure relevant targets are met
- Deliver work within budget and to agreed targets
- Operate in accordance with the organisation's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures
- Always act in the best interests of Theatre Alibi
- Undertake other duties as appropriate and agreed

PERSON SPECIFICATION

Experience

- Extensive experience of budget setting and reporting
- Extensive experience of financial processes
- Experience of HR
- Experience of SAGE or equivalent financial accounting package
- Experience of drawing up contracts

Knowledge and Skills

- Excellent organisational and administrative skills
- Excellent spoken and written communication skills

Personal Attributes

- Is happy and effective working as part of a close knit team
- Has a strong understanding and commitment to diversity and access
- Is approachable and supportive

Desirable

- Project Management skills
- Knowledge of Charity Commission and Company House Requirements
- Experience of payroll
- Experience of working with an Arts Organisation

TERMS & CONDITIONS

Employer	Theatre Alibi's Board of Trustees
Salary	<p>£29,000 pro rata</p> <p>There will be an inflationary increase applied to all salaries on April 1st. This is based on the inflation figure used for the NJC pay scales</p>
Hours	32 hours per week (excluding lunch breaks), usually during normal office hours. Occasional evening and weekend work is required. Flexible working will be considered
Annual leave	Full-time annual entitlement of 28 days, plus all public Holidays
Place of Work	<p>The post is based in Exeter in Theatre Alibi's first floor Office in a heritage building which not currently fully accessible. Please contact us if you would like to discuss this in more detail.</p> <p>Since the pandemic we have been operating a flexible working system which allows people to work from home on a regular basis.</p>
Pension	Stakeholder pension scheme – Employer's contribution 4% after qualifying period
Probationary period	The post is subject to a four month probationary period

Relocation expenses

We are unable to offer any relocation expenses