



Interim General Manager

6 month contract from April – October 2018

Can be worked as a freelance contract for services at £140 per day, 2 days per week for 22 weeks or through company payroll on a salary of £30,000 pro rata for 6 months. Due to the nature of the role and the work of The Play House, there is a certain amount of flexibility possible in delivery.

The Play House is undergoing a process of organisational review to look at its company structure and staffing and to ensure that the company is resilient and in a strong position to deliver our programme for the future. We are recruiting an Interim General Manager to oversee the operations of the company while this review takes place and until the revised structure is finalised.

The Play House is a highly respected theatre in education company, known for our unique approach that uses participatory theatre and drama to stimulate the learning of children and young people. Since 1989, we have built a reputation for delivering high quality, engaging work supported by comprehensive and practical resources for teachers. We are best known for our touring theatre in education (TIE) programmes for 3 – 11 year olds. We also deliver projects and workshops on specific issues such as bullying and preventing violent extremism, as well as professional development for teachers.

Job Description

To facilitate the artistic programme of the company by managing and overseeing its operations and the delivery of its work

Relationships

- The General Manager will report to the Board.
- The General manager will line manage the Administrator
- The General Manager will also liaise with relevant staff of the Birmingham Rep on aspects of the partnership between the two organisations.

Responsibilities

- Manage and oversee administrative and financial operations including budget control
- Oversee the delivery of the artistic programme
- Ensure compliance with all statutory, local authority, health and safety and other regulations and to obtain all necessary licences and insurances
- Act as designated member of staff for Safeguarding
- Represent the company to external bodies and organisations
- Monitor and evaluate company performance

Programme

- Work with the Head of Programmes and the Associate Directors to oversee the planning and production of a schedule of work taking into account available finances and staffing
- Work with the Administrator in planning the marketing and booking of the school touring programme and other activities
- Negotiate all contracts and service level agreements relating to the programme
- Ensure effective monitoring and evaluation of the programme and budgets

Planning and development

- Implementation of the company's business plan
- Contribute to fundraising for specific projects
- Liaison and negotiation with project partners

The Play House Board

- Service the Board of Trustees
- Produce financial and operational reports to enable the Board to consider with due care and attention their financial and legal obligations

Other Duties

Undertaking other such duties that forward the aims of the company

Person specification

Essential skills and experience

- At least 3 years management experience, working within an arts or education organisation
- Excellent organisational, business and administrative skills.
- Significant experience of financial management, budget control and day to day book keeping.
- Experience of planning, project management and operational delivery.
- Experience of evaluations and report writing.
- Experience of servicing a Board of Trustees.
- Knowledge of Charity and Company legislation.
- Commitment to team working and a flexible approach to working practices.

Desirable skills and experience

- Ability to keep calm under pressure and manage a portfolio of responsibilities.
- Experience of income generation and fundraising
- Experience of Strategic Development, Business Planning and developing Company policies.
- Understanding contract law and legal responsibilities.
- Knowledge of ITC/Theatre UK/Equity contracts and terms and conditions.
- Familiarity with accounting packages ideally Sage.
- Experience of marketing and audience development

To apply, please submit a CV and a letter outlining how your experience meets the requirements of the role to Sarah-Jane Watkinson, General Manager on sj.watkinson@theplayhouse.org.uk

Closing date: 5pm Friday 9th March 2018

Interviews: Thursday 15th or Friday 16th March 2018.