

Job Advertisement

Employer: Wired Aerial Theatre

Job Title: Company Manager

Contract Type: 1 year fixed term with a probability of renewal

Salary: £28,000 - £30,000 depending on experience

Location: The Higher Space, 10 Cotton Street, Liverpool, L3 7DY

Hours: Full time, 40hrs/week - office hours are 9am – 5pm. The responsibilities of the post may include some evening and weekend work from time to time (TOIL is offered)

Probation period 3 months

Notice Period 2 months

Responsible to: Company Directors and Board of Directors

Applications: To apply please send your CV with a covering letter (no longer than 2 pages) explaining how you meet the requirements of this role to admin@wiredaerialtheatre.com

Deadline: 17th March 2017

Shortlisting: Candidates will be shortlisted and invited to interview by 24th March

Interviews: Candidates will be invited to the Higher Space on 30th or 31st March

About the Role:

The Company: Wired Aerial Theatre creates and delivers inspirational aerial performance. Based in Liverpool at its centre for aerial excellence (The Higher Space) and touring nationally and internationally, the company delivers a varied programme of work including indoor and outdoor performance, education, training, workshops and consultancy. Wired Aerial Theatre is supported by Arts Council England and has been a National Portfolio Organisation since April 2015. We are currently making plans for the next 5 years and we are planning to expand our team to help us deliver our vision.

The Candidate: We're looking for an ambitious candidate with excellent organisational and leadership skills who is keen to take on a challenge and to make an impact within a dynamic and entrepreneurial organisation. The ideal post-holder will have at least 5-years of experience in the arts; experience of managing people; an interest in the dance and performance sector; be confident with budgets and financial management; and have an eye for developing creative opportunities. Excellent communication, organisation and time management skills are also a necessity in this fast-paced office environment.

Background: Wired Aerial Theatre is a company limited by guarantee with a small board of directors, who constitute our employers. The company is led by its two founders and Directors, Artistic Director Wendy Ogilvie, and Technical Director Jamie Ogilvie. The post holder will work closely with the Directors, management team, and other staff members on all aspects of the management of projects, ensuring successful delivery and providing the managerial backbone of the company. The role will be based at the company's office in Liverpool with some travel required.

Wired has a contract with XTRAX, based in Manchester, for provision of producer and management services. As Wired's work is growing this post is being created to complement the services provided by XTRAX and to increase the capacity of the company.

Access: Our office has level access to the ground floor area and toilets. The office and kitchen area is on the first floor accessed by stairs. We welcome applications from disabled people but please note there are access restrictions in our building.

This is a new role in a developing company. We are looking for a candidate with lots of ideas, drive and determination, who is keen to make their mark on an exciting organisation.

Key projects for 2017 and beyond:

We are developing a range of exciting indoor and outdoor performance projects for the coming years, including

- Touring of our large scale outdoor show, As the World Tipped
- Pioneering Education work Edge Hill and Liverpool Institute for the Performing Arts (LIPA) – Wired delivers aerial performance modules to students at these prestigious education centres
- The Higher Space – Continuous development and programming of Wired’s centre of aerial excellence
- Small /Middle scale outdoor work: development of new productions for touring to outdoor festivals
- Bregenz Opera – A 2-year contract in which Wired will supply an aerial team and offer consultancy for the aerial aspects of a new production for this internationally renowned Opera festival in Austria
- New large-scale work – Development of a new large-scale outdoor and Indoor show
- General company development
- Other consultancy, events and contracted projects

Roles and Responsibilities of the Company Manager

The Company Manager will provide the managerial backbone for Wired in the delivery of all its work, ensuring that these projects are delivered effectively whilst developing the organization and keeping an eye on future opportunities.

Specific Responsibilities include

1. Financial Management

The post holder will lead on all aspects of financial management for the company including

- Developing and managing company and project budgets;
- Developing cashflow forecasts;
- Supervising the Company Administrator in all bookkeeping activity including; reviewing all coding of receipts and payments, and sending out remittance notices, sales invoices etc;
- Monitoring credit control, ensuring that all outstanding sales invoices are chased up;
- Providing external accountants with up to date staff information to ensure accurate payroll and associated calculations are made.
- Working with external accountants to ensure that VAT returns are filed as needed;
- Producing quarterly management accounts for our stakeholders including the Board of Directors, Arts Council England and other funders
- Liaising with external accountants on the production of the annual report and accounts
- Be responsible for ensuring staff fees and invoices are paid.

Note; *The turnover of Wired Aerial Theatre is between £350-500k PA.*

2. Staff Management

The post holder will ensure excellent staff management, support and record keeping, including the following;

- Maintaining and developing HR systems, policies, and procedures within the framework of employment legislation and good practice;
- Reviewing and updating all staff and freelance contracts as required;
- Maintaining staff personnel records, ensuring information is kept confidential;
- Developing and updating a company handbook for staff;
- Managing all recruitment and appraisal processes;
- Supervising the work of the Company Administrator;
- Supervise other contracted and freelance staff as required;
- Overseeing staff training and professional development;
- Liaising with staff on holiday, TOIL, sick leave and other contractual matters
- Managing and developing work experience placements.

3. Contract Management

The postholder will be responsible for supervision of all contracts including:

- Negotiating, preparing and managing all project contracts including, freelance performers, suppliers and visiting companies;
- Ensuring that all international touring contracts are thoroughly negotiated, that all relevant tax forms are completed, and currency fluctuations are considered;
- Negotiating service delivery contracts with all clients and partners, including the agreement of payment schedules and terms;
- Supervising the key delivery requirements for all our contracted work and funding agreements, ensuring that we meet the requirements laid out in the schedule or grant offer;
- Liaison with insurance company to ensure adequate insurance cover is in place and is specific to Wired Aerial Theatre's work.

4. Reporting, Evaluation and Monitoring

The post holder will ensure that we meet our responsibilities to our funders, stake holders, and board members in terms of reporting, including:

- Preparing management and financial reports for the Board of Directors, funders, contractors and partners as required to comply with contractual or funding obligations and client requirements.
- Devising and supervising appropriate evaluation processes for all projects as required;
- Ensuring that all relevant policies and systems are in place to comply with expectations of funders and stakeholders;
- Ensure that data gathering systems are in place for reporting to key funders, such as Arts Council;

5. Strategic Planning, and Fundraising

- Setting goals and targets for the staff, venue and organisation;
- Taking an overview of the activity plan and calendar of the company, supervising all aspects of the organisation's administrative and resource function.
- Exploring opportunities for fundraising, sponsorship and revenue development;
- Contributing to the preparation of funding applications as required

6. General

- The post holder will represent Wired Aerial Theatre at external meetings and events as required
- Liaise with XTRAX on Wired's work on a regular basis;
- Create agendas for and lead regular company meetings;
- Manage staff planner
- Work with the Directors to ensure specific press and marketing strategies and targets are both created and achieved;
- Oversee the company's IT requirements.

7. The Higher Space

- Liaise with the Directors to create a realistic commercial plan for THS;
- Work with Education Co-ordinator and other staff to ensure the efficient co-ordination of the artistic education programme being developed at The Higher Space;
- Manage the Artist in Residence scheme;
- Work with the Technical Manager to ensure that the space is ready and prepared for the necessary programme of work;
- Work closely with Directors and Education Coordinator to ensure EAS scheme is operating efficiently;
- Oversee running costs of the space including all public utilities, and where necessary, renegotiating service contracts;
- Working closely with the Directors and Education Coordinator ensure budgets are created and managed accordingly.

*This job description is not exhaustive and the post holder may be required to undertake other duties from time to time within the general scope of the post.
We recognise that this is an extensive Job Description; support and/or training will be given if required.*

Person Specification

Essential

- Minimum 2-years experience of organisational financial management including understanding of cash flow, management accounts and supervision of budgets in excess of £250k preferably in an arts organisation
- Excellent verbal and written presentation skills
- Experience of staff management
- Broad experience of preparing contracts for staff, suppliers and freelance contractors
- Demonstrable interest in dance, the performing arts and aerial work
- Understanding of the arts funding system in the UK
- Willingness to work some evenings and weekends as required
- Willingness to travel in the UK and potentially internationally

Desirable

- Experience of financial management in an arts organization
- Experience of book keeping
- Experience of UK and international touring
- Experience of festival and event management
- Experience of servicing a voluntary board of directors
- Fundraising experience
- Fluency in German, French or Spanish