

Wired Aerial Theatre
The Higher Space
10 Cotton Street
Liverpool
L3 7DY
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July 2018

GENERAL MANAGER RECRUITMENT

Dear Applicant

Thank you for your interest in the position of General Manager at Wired Aerial Theatre. We enclose some background information about the company and its activities, along with the Job Description and Person Specification for this role. To apply for this role we would like you to send us your C.V., along with a covering letter (no longer than 2 sides of A4), explaining how you feel you would be able to undertake the key tasks outlined; also addressing the essential and desirable criteria in the personal specification as appropriate. Please note, that a C.V. arriving without a cover letter will not be considered. Please also complete and attach the Equal Opportunities monitoring form.

We are excited to find a dynamic individual with as much passion as we have. We are aware that this is a large job description, and so want to assure candidates thinking of applying, that we do not necessarily expect you to have all of the skills listed, and are interested in hearing from candidates from a range of backgrounds; we are also willing to shape the role to suit the individual. The successful candidate will also be supported by the two company directors, an existing team of 3 full-time staff and our Manchester based Producers XTRAX, as well as being offered any training and development that is deemed appropriate.

If you need any more information about the role, or would just like to discuss your application then candidates are welcome to contact our Office Manager, Meera Bala-Lane, admin@wiredaerialtheatre.com

Please read through the enclosed information carefully and return your completed application to admin@wiredaerialtheatre.com. Please enter in the subject line – ‘**General Manager - Private & Confidential**’.

The closing date for completed applications is:

Friday 10th August at 4pm.

Notifications:

The shortlisted candidates will be notified by the 15th August 2018.

Interviews:

The interviews will take place on 20th August 2018 between 10am-4pm.

Start Date:

The proposed start dates will be 17th September 2018. The start date is variable depending on the availability of the successful candidate.

Good luck with your application, and thanks for your interest in Wired Aerial Theatre.

Wendy and Jamie Ogilvie
(Co-Directors)

General Information for Candidates

Terms of Employment

Employer:	Wired Aerial Theatre
Job Title:	General Manager
Contract Type:	Permanent, subject to the successful completion of a 6-month probationary period and review
Salary:	£30,000 per Annum
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)
Notice Period:	3 months
Responsible to:	Company Directors and Board of Directors
Responsible for:	Office Manager, Creative Coordinator, Aerial Dance Developer and Communications Officer

Company Background:

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.

Wired Aerial Theatre is a company limited by guarantee with a small Board of Directors. The company is led by its two founders and Directors, Artistic Director Wendy Hesketh-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 Services.

For more information on Wired Aerial Theatre please visit: www.wiredaerialtheatre.com

The Candidate:

We're looking for an ambitious candidate with excellent organisational and leadership skills who is keen to make an impact within a dynamic and entrepreneurial organisation. The ideal post-holder will have at least 2-years of experience in a similar role; experience in the arts 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. This is a key role in our developing company and we are looking for a candidate with lots of ideas, drive and determination, who is keen to make their mark on Wired Aerial Theatre.



Key projects for 2018 and beyond:

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

- Continued touring of our large scale outdoor show, *As the World Tipped*
- Pioneering Education work at Edge Hill and Liverpool Institute for the Performing Arts (LIPA) – Wired delivers aerial performance modules to students at these prestigious education centers
- The Higher Space – Continuous development and programming of Wired's center of aerial excellence
- Small/Middle scale outdoor work: touring of our new mid-scale outdoor show, *'To Me, To You...'*
- Bregenz Opera – A 2-year contract (2019/20) 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/Indoor show
- General company development
- Other consultancy, events and contracted projects

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.

Job Description

The General Manager will provide the managerial backbone for Wired Aerial Theatre in the delivery of all its work, keeping an organisational overview whilst also ensuring that all projects are delivered effectively.

1. Business Development

- Alongside Directors, manage and develop the company's 2018-22 Business Plan
- Alongside an external Consultant, explore opportunities for fundraising and revenue development
- Ensure that the company's Business Plan objectives are being met through regular monitoring and strategic reviewing
- Act as champion for the company, proactively engaging in regional and national networks
- Alongside Directors, manage the Board of Directors
- Supervise the communication methods with the Board of Directors

2. Financial

- Alongside Directors and senior staff members develop and manage company and project budgets
- Manage the company's Cashflow
- Alongside the Office Manager, supervise all invoicing, payments and PAYE
- Produce quarterly management accounts for the Board of Directors and funders
- Work with external accountants on annual report and accounts

3. HR and Staff

- Maintain and develop HR systems, policies, and procedures
- Review and update all staff personnel records and freelance contracts
- Alongside the Directors manage recruitment and appraisal processes
- Oversee staff training and professional development
- Alongside the Directors manage Staff Holiday and TOIL
- Take an overview of the company calendar

4. Contracting and Reporting

- Ensure the company meets its National Portfolio Organisation reporting obligations to Arts Council England.
- Alongside Directors prepare and manage project, touring and service contracts
- Prepare management reports for the Board of Directors and funders
- Ensure that data gathering systems are in place for reporting to key funders
- Supervise appropriate evaluation processes for projects

5. General

- Represent Wired at external meetings and events
- Create agendas and lead company meetings as required
- Oversee specific press and marketing strategies outlined by Directors

6. The Higher Space

- Alongside the Directors create and implement a commercial plan for THS
- Work closely with Directors, Creative Coordinator and Aerial Dance Developer to ensure that all activity taking place at The Higher Space is operating well
- Oversee running costs of the space

We recognise that this is an extensive Job Description, covering all areas of the organisation, but support and/or training will be given if required.

Person Specification

Essential:

- At least 2-years' experience working in a similar role
- Have a keen interest in the arts
- An understanding of the arts funding system in the UK
- Experience of financial management, budget development and cashflow forecasting
- Excellent administrative, organizational, and time management skills
- Excellent verbal and written communication skills
- Experience of contract management
- A problem solving, can-do attitude
- Ability to use standard Microsoft IT packages,
- High levels of attention to detail
- Ability to work under pressure
- Ability to handle multiple projects, priorities and deadlines simultaneously
- Ability to work independently, unsupervised or in a team, to meet targets and deadlines
- Willingness to work some evenings and weekends as required
- Willingness to travel in the UK and potentially internationally

Desirable:

- Experience of staff management
- Experience of UK and international touring
- Experience of festival and event management
- Experience of servicing a Board of Directors
- Experience of working with artists
- Experience of Fundraising
- Hold a valid driver's licence
- A spoken second language