



Job Title: General Manager

Reports to: Chief Executive

Responsible for: Heads of Department and Box Office & Sales Coordinator

Working with: Heads of Department, freelance staff, casual staff

Job Context

Southwark Playhouse exists to be a platform for new and emerging theatre companies and practitioners to showcase their work in London.

In doing so it presents a varied programme of theatre from new writing to reimagined revivals in uniquely flexible and dynamic theatre spaces.

It also exists to engage its local community by offering a range of drama related activities that promote learning and social cohesion.

Over the next few years Southwark Playhouse will be initiating a capital campaign and relocating to a new purpose built venue which will expand the scope of the theatre's operations.

The Role

1. to support the CEO and management team in the scheduling and resourcing of productions (in-house, co-pro & visiting)
2. to take lead responsibility for theatre personnel management and systems
3. to play a key role in the financial management of the charity and its trading subsidiary
4. to have overall responsibility for the general administrative and operational management of the theatre, ensuring its smooth running
5. to be the key contact for the theatre as a building resource

Detailed Responsibilities

Production:

- to have an overview of all productions and support on the most effective means of getting the show to stage and running
- to collaborate with the Production Manager in overseeing H&S backstage and on-stage – and ensure proper risk assessments, supervision and records are kept
- to negotiate (fixed term and services) contracts with freelance creative team and artists
- To be responsible for the contracting of Visiting Companies and co-productions and ensure that all requirements of the contract are met
- to be key contact for any budgetary or major practical problems in developing productions

Personnel:

- to be primary point of contact for all personnel matters within theatre staff team
- to oversee the maintenance and development of the theatre's HR systems and policies and consistent application of same
- to take full responsibility for the theatre's recruitment and review processes, as well as any grievance or disciplinary procedures
- to take responsibility for the organisation's payroll
- to liaise with the organisation's bookkeeper to ensure accurate payroll and associated calculations
- to maintain good working conditions which attract, retain and motivate all employees to produce work of the highest quality. Co-ordinating and ensuring the effectiveness of staff meetings and

ensuring good communication with staff representatives and the engendering of positive staff relations.

Funding and Financial:

- in collaboration with the Chief Executive and project managers/producers, ensuring solid budgeting, financial management and monitoring of project activity (including future capital projects).
- to maximise earned and grant income and ensure that financial resources are managed responsibly and effectively to further the aims of the company and its charitable objects
- to line manage the freelance bookkeeper and ensure that all financial records are accurate, accessible and up-to-date; and to appoint and manage communications with the accountants and auditors to ensure timely and accurate annual returns
- to support the team (in particular the Youth and Community Director) in funding applications and collation of information required by funders in line with the conditions attached to their grants and the drafting of funding returns, including the development and maintenance of systems for capturing statistical information
- with the Chief Executive take a lead in overall financial management and budgeting and to provide financial analyses to inform future strategies
- to have overall control for certain expenditure budgets – i.e. building, admin
- to oversee departmental budgets and spending in collaboration with department heads
- to be a financial signatory – for cheques, BACs payments and the payroll

Legal:

- supporting the Chief Executive and department heads with the issuing of contracts to artists, creative teams, technical and other project personnel
- to be the primary contact for the theatre's insurers, ensuring that the company's insurance policies and levels of cover are appropriate and up-to-date
- in conjunction with the Front of House team, Technical Manager and Production Manager/s, ensuring that the theatre and any other premises that the company uses comply with Health & Safety and licensing requirements and that all relevant documentation is in place
- to be designated premises supervisor and a named licensee for licence to sell alcohol
- to be primary contact for the board of trustees responsible for organising meetings, taking minutes, and distributing papers and information as necessary.
- keeping company secretarial records up-to-date in respect of the theatre companies and ensuring timely returns to Companies House and the Charities Commission

Other:

- assisting, and where appropriate deputising for, the Chief Executive in the overall sound management of the Company and all its associated activities
- other tasks as required, commensurate with the overall purpose of the post

Person Specification

Essential skills, attributes and experience:

- experience of personnel management
- up-to-date knowledge of employment legislation and best practice
- experience of negotiating and issuing contracts
- experience of managing significant project budgets
- evidence of excellent written and verbal communication skills
- proven strong administrative skills and attention to detail
- High standard of computer literacy and knowledge of a wide range of relevant software
- ability to juggle multiple priorities effectively
- commitment to equality of opportunity
- interest in the work of the theatre

Desirable skills, attributes and experience:

- experience in dealing with all aspects of recruitment administration and processes
- experience in delivering training to staff
- Chartered Institute of Personnel and Development qualification
- experience of Health & Safety in a theatre environment
- experience of budgeting substantial projects
- experience of youth arts & education project management
- experience of working with funding bodies
- experience in a producing theatre environment

Terms and Conditions:

Key Terms of Employment:

This is a permanent, full time contract, subject to a six-month probationary period. After the probationary period, the notice period is three months.

Salary: £30,000 per annum
Hours: 40 hours per week includes some evening and weekend work.
Holiday entitlement: 20 days per year, plus 8 days for statutory holidays.

Staff benefits include:

- Pension scheme
- Complimentary tickets for Southwark Playhouse productions
- Bicycle and/or season ticket loan scheme
- Training and development opportunities
- Staff discount at the Southwark Playhouse bar/cafe

To Apply

[Click here to complete the Employment Application Form](#)

Closing date for applications: Wednesday 7th June 2017

Interviews will be held during the week commencing: Monday 12th June 2017

Southwark Playhouse is committed to being an Equal Opportunities Employer. Southwark Playhouse Theatre Company is a registered charity no 1042870.