

General Manager (P/T) Job Description

The General Manager will support and manage our visiting companies and our day-to-day operations, including the artistic programme (produced and curated), events/hires, projects and company administration. The General Manager will lead on HR management across the whole organisation. The post holder will recognise and value all that makes The Other Room one of the most ambitious and exciting small-scale producing houses in the UK.

This is not a job for the faint-hearted. The Other Room is still very much establishing itself. This General Manager role will suit an early career artist with the ambition to run a building as part of a dedicated, committed and entrepreneurial team. The Other Room is about to go through another burst of growth; we want someone who has the capacity to hit the ground running and who can grow with us through our next phase.

Reporting to:	Executive Director
Line Managing:	Company / Visiting Company Stage Managers, Company / Visiting Company Production Managers, Visiting Company Producers
Supporting:	TOR Executive team
Hours of work:	Up to 21 hours per week (flexible according to demands of the job)
Contract:	Freelance Worker Contract
Fee:	£17,190 pro-rata
Start date:	Beginning March 2018

Specific duties:

Planning and Programming - In-House and Visiting Productions

- With the Executive Director, produce TOR 'flagship' production and co productions and produce productions in TOR autumn/winter season, providing support across the life cycle of the projects as agreed on a company by company basis:
 - With the Artistic and Executive Directors plan how all The Other Room productions are mounted and scheduled in alignment with The Other Room's artistic and financial goals.
 - With the Artistic and Executive Directors administrate and schedule the programming and oversee the management of the company calendar.
 - Deliver the artistic programme at The Other Room, and if applicable on tour, both nationally and internationally.
 - With the Artistic and Executive Directors explore and manage further exploitation of The Other Room productions, including transfers and tours and possible digital exploitation (filming, recording and/or live broadcasts).
 - Liaise and negotiate with agents as applicable and contract actors and creatives for in-house productions.
 - With the Executive Director, negotiate with and contract visiting companies.
 - Manage and support all in-house and visiting company productions (at The Other Room and on tour where applicable).
 - Host 'Meet and Greets' with in-house and visiting companies.
 - Support the development of The Other Room's work in championing diversity within the sector – including developing its work with Black, Asian, Minority Ethnic and Refugee (BAMER) artists including through the Professional Pathways Programme.
 - Attend production meetings with in-house productions and visiting companies as necessary.
 - Whenever possible attend press nights and previews of all The Other Room shows and regularly visit shows and companies during the course of their runs.
 - Work with Equity, the Writers Guild of Great Britain and any other relevant agency or regulatory body on contracting and maintaining high standards of practice and working conditions at the venue both on behalf of The Other Room and visiting companies.
 - Keep abreast of relevant industry practice guidelines, responsibilities and duties and represent the theatre to Equity/BECTU/MU/UK THEATRE as appropriate.
- With the Executive Director, ensure the viability and safe delivery of any TOR off site work.

Marketing and audience development

- Develop and implement TOR's audience development, press and marketing strategies including managing TOR's communications systems, managing creation, delivery and distribution of marketing materials, maximising data collection and management, and ensuring a welcoming and effective front of house operation.

Operations and Human Resources

- Manage hires and events.
- Manage the theatre calendar.
- Ensure that all staff collaborate together to maintain efficient operational systems
- With the Executive Director, develop, update and monitor TOR's key policy documents including equal opportunities, grievance procedures, diversity action plan, public and employers' liability and insurance policies, and ensure their implementation.
- With the Executive Director, take responsibility for health and safety, improvements to the Theatre, and complaints procedures.
- Ensure there is a designated premises supervisor (usually the Company Stage Manager) or Duty Manager for the theatre at all times.
- Line manage the designated premises supervisor and provide a point of contact between them and Porters Proprietors.
- Chair, minute and distribute minutes for Monday team meetings.
- Maintain employment records for staff.

Financial and Budgeting

- Run and reconcile production budgets.
- Upload production invoices, petty cash expenditure and royalty payments.

Front of House

- Line manage TOR volunteer ushers and duty managers.
- Run and manage FOH operations including managing the rota and training new volunteers.
- Duty Manage a proportion of shows.

Theatre & Facilities Operations

- Line manage and oversee Company / Visiting Company Stage Managers, Company / Visiting Company Production Managers, Visiting Company Producers with the smooth running of the theatre from a technical perspective.

General

- Work with the Executive team on business planning and operational work plans
- Be able to speak knowledgeably about all aspects of the work of The Other Room and to support the organisation's principal aims and objectives.
- Communicate regularly and effectively with the Executive Director about activities and to seek support from appropriate staff at the earliest opportunity should problems arise
- Support in maintaining relationships with and reporting to The Other Room's key funders and supporters (incl. Arts Council of Wales)
- Support and promote the aims and objectives of The Other Room both internally and externally.
- Deputise for the Executive team in their absence as directed, and address issues as they arise, including representing or speaking on behalf of the Executive team as required.
- Undertake any other duties as may be reasonably required.

PERSON SPECIFICATION

- Experience in theatre production, general and/or project management.
- Knowledge of Health and Safety and its practical application in theatre.
- Knowledge of artist/creative contractual agreements and practical knowledge of union agreements (Equity/MU/BECTU/UK THEATRE/ITC).
- Understanding of planning and scheduling Theatre.
- Understanding of company and project finance.
- A motivated self-starter who enjoys working with managers and artists with diplomacy, discretion, professionalism, pragmatism and a can-do approach.
- Excellent people management skills including building and leading teams.
- Ability to prioritise a complex workload with excellent organisational skills.
- Calm and reassuring manner.
- To be a team player with the ability to work independently.
- Flexibility and the ability to adapt to changing circumstances.
- Ability to engage confidently and pleasantly with a wide range of people.
- Highly organised with excellent administrative skills.
- Able to take responsibility and make quick, informed, operational decisions when necessary.
- Excellent written and verbal communication skills.
- Highly computer literate with experience of using IT to streamline operations.
- A passionate interest in theatre, with a good knowledge of the sector.
- Progressive, positive and forward-thinking attitude.