

MUSIC. THEATRE. WALES.

needs a General Manager

Based in Cardiff, Music Theatre Wales is one of Europe's leading contemporary opera companies, recognised since its formation in 1988 as a vital force in opera, presenting bold new work that is characterised by the powerful impact it makes on audiences and artists alike. Supported by the Arts Council of Wales and Arts Council England, and an associate company of the Royal Opera House, we normally produce one major UK tour every year, plus smaller scale projects and outreach work, and occasional international touring.

Small and fleet-footed, we are able to focus on the work we make and not on running an unwieldy organisational machine. We thrive on a collective willingness to test ourselves and the art form in which we work. We encourage an open, questioning and learning culture and offer people the chance to thrive and excel within a supportive team environment in which there's a shared commitment to the type of work we do – the new, the challenging, the forward thinking.

From 2018, Music Theatre Wales will be expanding to support new ways of making work, and building relationships with partner organisations including the Royal Opera House and London Sinfonietta.

General Manager: a new post

This new post will support and report to the Chief Executive and will help to shape and develop the company, leading on all aspects of the operational management, including administration, financial management and policy compliance. The post holder will be part of a Senior Management Team comprising the Chief Executive, Artistic Director and General Manager. It's an exciting opportunity to play a key role in a small organisation where the artistic and administrative functions are fully integrated.

Beyond the team shown on the Organigram on page 5, freelance marketing and press consultants support the company's work throughout the year, while the book-keeping function is undertaken by our accountants. During production and touring phases, the company personnel expands to up to forty people, including creative teams, singers, musicians and production staff.

The successful applicant will have significant relevant experience in a similar senior role, preferably within the arts. We're looking for someone who will demonstrate genuine commitment to the type of work we do and who is happy to work in a small and fast-paced environment.

Main purpose of the job

- To manage all day-to-day operations of the Music Theatre Wales office.
- To play an active role in shaping the growth and sustainability of Music Theatre Wales and take responsibility for areas of the organisation's activity, including the implementation and monitoring of those areas.

- To support the development and implementation of Music Theatre Wales's Business Plan, including action plans, risk management and the development of a range of compliance policies (e.g. Equal Opportunities and Child Protection).
- To deputise for the Chief Executive where appropriate.
- To ensure that the company acts in accordance with all statutory and legal requirements, including Charity Commission and Companies House

Job Description

This is a new role and the list that follows is indicative and will develop as the company's new operating model further develops over the next eighteen months. We're therefore looking for someone who will adapt to change and be prepared to take on a wide range of responsibilities to ensure the successful development of projects and the smooth running of this small and ambitious organisation.

1. Operations and Human Resources

- Ensure that all day to day administrative and office management functions are undertaken so that the office is an efficient and comfortable environment in which to work
- Issue contracts for freelance, full-time and part-time staff
- Devise and deliver suitable induction and support programmes for all staff, ensuring that development and training needs are identified and delivered to further the company's requirements
- Ensure that the company complies with all statutory obligations regarding employment, insurance, pension, health and safety, and company law, and update the Company Handbook as necessary and on a regular basis
- Manage the company's relationships with external suppliers including utilities and IT
- Ensure that company policies are kept up-to-date and comply with current legislation and best practice
- Lead on the collecting and collating of monitoring statistics, feedback and other evaluation materials across all company activities

2. Finance

- Support the Chief Executive in the efficient financial management of the company and its activities
- Devise budgets for projects/specific areas of activity as requested by the Chief Executive
- Raise invoices for income due from venues, presenters and partners
- Control and monitor expenditure and produce financial reports for the board and ACW
- Manage on-line banking, including setting up company personnel and suppliers and making payments as required
- Manage petty cash
- Ensure payroll and pension schemes are operated properly by our accountants, and ensure that company personnel and suppliers are paid on time
- Prepare Theatre Tax Relief claims in liaison with our accountants
- Oversee and monitor the company's cash flow on a timely basis

3. Project Management

- Lead on venue liaison including contractual arrangements

- Contract all technical staff and creative teams following their recruitment by the Chief Executive, Artistic Director and Production Manager
- Issue and manage commission, co-commission and co-production contracts in liaison with the Chief Executive
- Negotiate performing rights with publishers
- Work with London Sinfonietta and other partners
- Set up and manage recordings/broadcasts and streamings as necessary

Note: The Artistic Administrator is responsible for short- and medium-term artistic planning and project management and though s/he reports to the Chief Executive, the General Manager will work closely with the Artistic Administrator on many aspects of project management.

4. Governance

- Organise and service Board and sub-committee meetings, attending meetings and taking minutes
- Administer the recruitment of new board members and support the Chief Executive in arranging their training and induction

5. Fundraising

- Contribute to the company's fundraising activities by undertaking research into prospects and manage fundraising records relating to prospects and donors
- Manage forward planning re application deadlines, meetings, re-submissions, keeping track of trusts who have a time delay to further applications
- Support on hospitality and cultivation events including planning and on the day

6. General

- Undertake any other duties as may be reasonably required by the Chief Executive. Represent the company at meetings, seminars, conferences and other public events for networking on behalf of Music Theatre Wales
- Willingness to work occasional evenings and weekends as required

Person specification

Essential:

- Experience in a senior management role in the subsidised arts or cultural sector, including proven success at team management
- Outstanding organisational and problem-solving skills, the ability to work under pressure and manage multiple priorities
- High level of literacy and numeracy
- Excellent interpersonal and communication skills that demonstrate a high level of confidence and competence across a range of modes and contexts
- Demonstrable experience in the understanding and interrogation of management accounts, setting of budgets, budgetary management and control
- Experience of devising, implementing and monitoring of strategic policies and plans
- A high level of ICT competence
- Commitment to the artistic aims of Music Theatre Wales

- Commitment to MTW's role in championing the Welsh language both in Wales and internationally

Desirable:

- Knowledge of national arts policies, networks and trends
- An interest in contemporary arts, especially opera
- Experience of working with artists

Terms and conditions

Salary: £32,00-£35,000 per annum

Office hours are flexible, but are largely 9am-5pm Monday to Friday, though it may sometimes be necessary to work beyond these hours. Where occasional weekend or bank holiday work is required, time off in lieu will be given.

Holidays: 25 days per year plus 8 bank holidays

Line Management: The post is managed by the Chief Executive

How to apply

Please send your CV and cover letter detailing how you meet the person specification and what you will bring to the post to carole@musictheatre.wales

Closing date for completed applications is: Thursday 14 December at 5pm

First interviews will take place in Cardiff on: Thursday 4 January

Second interviews for shortlisted candidates tbc

21.11.2017

