**MUSIC. THEATRE. WALES.**

**needs a General & Projects Manager**

This post is part time, with the post-holder working 28 hours per week

Salary: £36,000 pro-rata

**Who we are**

Based in Cardiff, Music Theatre Wales is a portfolio company of the Arts Council of Wales and is a charity and a company limited by guarantee which is governed by a board of trustees who support the company in a voluntary capacity.

Co-founded in 1988 by our Director, Michael McCarthy, Music Theatre Wales (MTW) has been a driving force for change in opera in Wales, the UK and internationally. Making new opera that has toured to venues far and wide, using small scale forces to pack a big punch and frequently working in collaboration, we have commissioned new work and produced the contemporary classics from a wide range of musical and theatrical styles. MTW’s work has been widely and consistently acclaimed and has won major awards. But the world is changing and so must we. As a creative organisation we cannot stand still, and as a company committed to contemporary work, we must reflect contemporary society.

**Vision and Mission**

Our Vision is to be an opera company which sees the opportunity to engage with new and different artists and audiences as the way to develop the artform.

Our aim is to create a stronger and healthier future for the performance of new opera and music theatre.

Our Mission is to work with the most exciting artists from the widest possible backgrounds, who want to explore what opera can offer them and who have the vision to re-imagine and re-make opera. We will reach out to and support the development of new talent, and work with young people across Wales to break down the barriers that exist around opera. To achieve this, we are developing the diversity of the company, the artists we work with and the audiences we aim to reach. We are asking what opera can be, who makes it, and who is it for?

Our new vision for MTW has been created in direct response to the changing cultural climate and the problems that MTW and the wider operatic sector need to face, especially with regard to equality, diversity and inclusion across the creative artists, the workforce and the audience. This is how MTW will continue to be a force for change and development for opera in Wales and the wider world.

Through this new activity, we aim to create new performance work that is grounded in the communities from which it emerges, and which speaks directly to new and increasingly diverse audiences. We already have two new programmes in place: New Directions, led by Artistic Associate, Elayce Ismail <http://musictheatre.wales/news/new-directions>, and a programme for young people in Wales called Future Directions <https://musictheatre.wales/productions/future-directions.html>

Since 2020 we have created a new structure, reducing overheads and driving as much resource as possible towards our creative and development work. Michael McCarthy is Director and will line manage the post of General & Projects Manager. We also work with a part time Digital Marketing and Audiences Manager. These posts work from the MTW office at Chapter Arts Centre in Cardiff. Their work is supported by freelance staff, include Elayce Ismail who is Artistic Associate working specifically on New Directions, and artists working on Future Directions.

Our IT support is contracted from Chapter.

[www.musictheatre.wales](http://www.musictheatre.wales)

**Equality and Inclusion**

We recognise that Music Theatre Wales has much ground to cover to achieve equality across our work: The people who make up the company, the artists we work with and the audiences we reach.

We are working to bring about real change within the company and the work we produce. The changes we make will be for the benefit of audiences, including those who do not yet know us; for the benefit of the artists we will work with; and for Music Theatre Wales and the wider opera sector.

We want to work with people from all cultural and social backgrounds and we will work with the successful applicant to ensure they are connected and supported. We will assess all applications against the Essential Criteria laid out in the Person Specification. In supporting our employees to achieve a balance between their work and their personal lives, we will also consider proposals for flexible working or job share arrangements.

We are keen to see our workforce reflect the values and programmes we are running and welcome applications from all backgrounds and experience. Please also see How to Apply below if you wish to submit an application in a different format.

**Purpose of the job**

The General & Projects Manager is the chief financial and administrative officer for Music Theatre Wales, and Project Manager.

The General & Projects Manager will have responsibility for the financial, legal and operational work of MTW, and will work in close collaboration with the Director on the planning and management of all MTW’s artistic work. As Projects Manager they will be key to the delivery of all our work. The General & Projects Manager will also support the relationship with the MTW Board of trustees, our core funders Arts Council Wales, and other key funders and stakeholders.

This is a wide-ranging role, requiring broad interests and skills. The primary responsibility will be to manage all the core operational functions of the company, but you will also play an important role in the development of the company’s strategy and future evolution. If you believe you are the right candidate for this post from a General Manager and Project Manager point of view, but are unsure about taking full responsibility for managing the finances, we are willing to look at supporting you with training at the start of your employment.

The General & Projects Manager will be line managed by the Director.

The turnover of the company will typically be around £250,000 - £350,000.

We are looking for someone who shares our vision and can help make it a reality, who has a passion for the creative arts and music in particular, who wants to support and facilitate our search into what making new opera means in the 2020s, who wants more people to enjoy and participate in the creation of new opera and music theatre as storytelling in music, and who believes MTW has an important role to play as an agency for change and development in opera.

**Key Responsibilities**

The General & Projects Manager will:

* manage the budget and cashflow and report to the Board and all funders
* manage the financial systems and transactions of MTW, including managing month end financial close down procedures, production of month end management accounts, online banking and payments, payroll and pensions, annual accounts and theatre tax relief claims
* work with the Director on the shaping, implementation and management of all artistic projects
* work in collaboration with the Director on the creation of budgets and cashflow
* project management of specific projects as they arise, for example Future Directions (MTW’s young people’s programme), which involves contacting youth organisations to arrange creative workshops, contracting artists and facilitators, recruiting young people for creative residencies and organising the logistics of the residencies
* work with the Director and Board on drawing up and reviewing all social, legal, and internal policies of the company and on their full implementation
* have responsibility for ensuring that all aspects of compliance in relation to ACW support will be fulfilled, including provision of budgets, quarterly accounts, and other financial information as required, statistical data for all ACW reports and surveys
* submit returns and updates to Companies House and Charity Commission, and ensure Data Protection registration and other similar requirements are in order
* ensure that all grants and fundraising activities are serviced and complied with, make Gift Aid claims and keep up-to-date records of fundraising activity and outcomes
* issue and manage the contracts of freelance staff required to undertake project work for MTW, including: Artistic Associate leading on New Directions; Creative and Administrative Leadership for Future Directions; commissions for artists; Producer, Artistic Administrator, Company Manager and Marketing Officer for productions and all other additional freelance staff as required
* arrange Board meetings and work with the Director on drawing up Board papers and agendas, present the financial and organisational aspects of MTW to the Board, and take the minutes of Board meetings
* maintain a risk register, staff handbook etc
* manage MTW insurances; IT, phones, and other equipment; company archive

The General & Projects Manager will work part time, for four days per week or equivalent (28 hours). We will review this contract on a regular basis, with the possibility of increasing the time if it is deemed necessary for the good management of the company.

**Location**

MTW is based at Chapter Arts Centre in Cardiff. We expect the General & Projects Manager to work from the office on a regular basis (no less than 50%), meeting regularly with the Director, however it is not a requirement that the General & Projects Manager should live in Wales, although we will not be able to cover travel costs from your home to the office.

**Person specification**

Please ensure your application directly addresses these Essential Criteria as our shortlisting panel will assess against these.

**Essential Criteria**

**Experience**

* Experience of financial management and finance reporting skills
* Excellent written skills
* Experience in project management
* Experience of writing reports (non-financial)
* Experience of contracting and managing freelance workers

**Knowledge and Skills**

* Must be highly organised with strong administrative skills
* Excellent IT skills and working knowledge of Microsoft software especially Excel
* Experience of using financial packages
* Understanding of Charity accounting
* Office management, including equipment, lease, insurance, etc

**Personal Attributes**

* Able to work alone and in collaboration
* Meticulous attention to detail and accuracy, able to check own work
* Able to deliver to deadlines and manage own time efficiently
* Ability to understand, implement, review, and develop (in collaboration with the Director) all relevant social and working policies required by law and by our core funders Arts Council Wales
* Able to work in Cardiff on a regular basis
* Proactive in taking on additional tasks
* Able to work flexibly, from home and/or office

**Desirable Criteria**

* An interest in the arts and music
* Knowledge of/familiarity with Welsh language

**Terms**

This post is part time, with the post-holder working the equivalent of 4 days per week (28 hours)

Holiday entitlement: 25 days per year in addition to 8 public and bank holidays (pro rata).

Salary: £36,000 pro rata (depending on experience).

**How to apply**

To apply, please send the following documents to [michael@musictheatre.wales](mailto:michael@musictheatre.wales), addressed to the Chair, Board of Trustees:

* An up-to-date CV
* A covering letter detailing your experience and suitability to the job post (no more than two pages)
* 2 x referees and their contact details
* A completed Equal Opportunities Monitoring Form

**Closing date: 10 am Friday 12th August 2022**

**Interviews**

We plan to conduct face-to-face interviews in Cardiff on Friday 19th August

Please do let us know if this is not possible due to holidayor other reasons.

**Access**

If you would like to submit your application in a different format, we would be happy to accommodate this. Please contact [caroline@musictheatre.wales](mailto:caroline@musictheatre.wales)

**Timescale of Appointment**

It is anticipated that the successful candidate will be ready to commence work on or before 14th November 2022. We would be happy to discuss starting earlier if this were possible.

**Data Protection**

Music Theatre Wales will collect and process personal data from you to manage the recruitment process. Any data MTW holds about you will be stored securely with access restricted to those involved in administering the recruitment process. MTW will hold your data on file for six months after the end of the recruitment process. In order to carry out the recruitment process MTW will share the personal data received from you amongst its administrative team, shortlisting, and interview panel. Access will be restricted to those involved in the recruitment process.

MTW is supported using public funding by Arts Council Wales.

MTW is committed to being an equal opportunities employer. We encourage applicants from the broadest range of backgrounds, with different skills and experiences to bring into our organisation. All candidates who identify as disabled and demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equalities Act 2010.