



14th February 2019

General Manager Job Pack

'Finger on the pulse producers' (Lyn Gardner, The Guardian)

China Plate Theatre is seeking to appoint a General Manager to join their dynamic team and help lead the company through an exciting period of growth and transformation. Please find below a job description, alongside a brief summary of China Plate, and a person specification to help you with your application.

The closing date for receipt of completed applications is **5pm 25 March 2019**. We regret that applications received after that time cannot be considered.

Please submit the following to info@chinaplatetheatre.com

- A cover letter (no longer than 2 pages) stating why you are applying for the position and how you meet the requirements set out in the person specification and job description
- A current CV (no longer than 2 pages), also detailing two referees (only contacted on the offer of a job) and relevant contact information
- An equal opportunities monitoring form

Please mark your email GENERAL MANAGER APPLICATION.

Shortlisted candidates will be contacted by phone or email.

Interviews will be held on the **8th and 9th April in Birmingham**. Second interviews TBC.

Please notify us within your application if you are unable to attend these dates.

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us within three weeks of the closing date, please assume that you have not been shortlisted in this instance.

Start date June, however, this will be discussed further following interviews.

China Plate welcomes applications from people of diverse backgrounds including BAMER, LGBTQI+ and D/deaf and disabled. We promote diversity and access across its activities. We are committed to equality of opportunity and encourage applications from individuals currently underrepresented in the arts. D/deaf and disabled candidates who meet the job criteria will be guaranteed an interview.

We hope that this document will help with any questions you might have about the application process and the advertised position. However, if you have any further queries or would like to discuss the opportunity further, please email info@chinaplatetheatre.com.

If you would like this information in an alternative format, please contact info@chinaplatetheatre.com

Thank you for your interest in this post – we look forward to hearing from you.

Yours sincerely,

Ed Collier and Paul Warwick
China Plate Theatre Artistic Directors



About China Plate

Established in 2006, China Plate is an independent producer of contemporary theatre. With a portfolio that crosses making, distribution, programming and development.

China Plate works with some of the UK's most talented artists, harnessing their ambition and skill to deliver high-quality work that reaches a broad and diverse audience. At the heart of our model is a suite of development programmes to nurture artistic practice, facilitate collaboration, commission work, increase access and widen diversity across scales.

China Plate has work currently touring or in development with Inspector Sands, Caroline Horton, Contender Charlie, Chris Thorpe, Rachel Chavkin, Rachel Bagshaw, David Edgar, Urielle Klein-Mekongo and Chris Haydon.

China Plate is currently Associate Producer at Warwick Arts Centre, with a focus on product and partnership development; Director of Pulse Festival (programming around 50 artists across 10 days every May/June) at New Wolsey Theatre; director of the First Bite / Bite Size Festivals in association with Warwick Arts Centre, mac Birmingham, Leicester's Attenborough Arts Centre and Derby Theatre / In Good Company (to commission and showcase new work); co curators and partners in the Rural Touring Dance Initiative (NRTF, The Place, Take Art) and Hopper (Take Art, Surrey Arts); part of The Royal and Derngate's Ambition for Excellence funded consortium for commissioning original musicals (MMD, MTN); and directors of the China Plate Optimists programme for emerging producers and theatre-makers.

In April 2018 China Plate joined Arts Council England's National Portfolio. This is a hugely exciting time for the organization as we roll out our 2018 – 2022 strategy to become a change maker across 3 main areas of activity:

- Catalyst for change on the middle scale
- Catalyst for continued development of the independent sector across the Midlands
- Catalyst for engaging hard to reach audiences

All 3 aims include an implicit focus on:

- Increased diversity
- Involvement of young people
- Creative, promotional and access-led digital opportunities
- Raising China Plate and partners' profiles internationally

Vision:

China Plate's vision is of a dynamic and diverse culture of performance that fires the imagination, celebrates live encounters and affects positive change.

Mission:

Challenging the way performance is made, who it's made by and who gets to experience it.

Values:

- Quality and expertise
- Collaboration and connectivity
- Integrity and courage
- Inclusivity and openness
- Diligence and generosity

For more information about the company, please visit www.chinaplatetheatre.com

China Plate is a Registered Charity Number: 1173766

Company Number: 09021628



General Manager Job Description

This is a senior role in the company working closely alongside the Artistic Directors. It would suit an experienced manager or arts professional looking for a new challenge in a fast moving environment.

JOB TITLE:	General Manager
LINE MANAGER(S):	Paul Warwick and Ed Collier
LINE MANAGES:	Administrator, PR Officer (contracted), freelance staff, Interns and Placements.
SALARY:	£31,000 per annum, full time permanent employed contract.
PENSION:	Auto-enrolment via NEST with 5% employer contribution
LOCATION:	This role will be based at the China Plate office in Birmingham, West Midlands. China Plate also operates an office in Aldgate, East London. Occasional travel between both bases will be required.
HOURS:	10am – 6pm Monday to Friday but some evenings and weekend work may be required. China Plate Theatre operates a Time Off In Lieu system.
HOLIDAY:	20 days per year plus bank holidays.
OFFICE TEAM:	2 Co-Artistic Directors, General Manager, 1 Senior Producer (p/t), 2 Producers, Engagement and Participation Producer, Administrator, Placement and Interns.
PURPOSE OF ROLE:	

- This position is a pivotal role within the organisation, responsible for the day-to-day operations of China Plate including financial management, HR, administration of the Company and, as a member of the SMT, to contribute to strategic and business planning including fundraising.

Main Duties and Responsibilities

- Ensure the sound management and financial stability of the Company.
- Maintain day-to-day financial operations.
- Work with the Artistic Directors on the day-to-day operations, governance, planning and administration of China Plate Theatre.
- Undertake management of all Company contractual arrangements, in collaboration with the company Producers as appropriate.
- Take an active role in the Company fundraising strategy.

Key responsibilities

Company management / General administration

- Taking overall responsibility for all administrative functions to ensure the efficient and effective delivery of the Company's administrative, business and financial plans.
- Providing support in the day-to-day running of the company, ensuring effective communication between members of the core team and freelance staff across both China Plate offices.
- Line managing, contracting and managing other freelance and short-term contract staff, as appropriate and in conjunction with the Producers.
- Schedule, lead and minute regular Company management and finance meetings
- Planning and managing schedules for staff and company activity alongside Senior Producer



- Managing/maintaining the Company's Birmingham office, storage and any other associated spaces as appropriate.
- Maintaining relations with London office landlords (in conjunction with London-based team).
- Maintaining and updating all Company administration and IT systems.
- Acting as the Company's Health and Safety officer.
- Attending key events, network meetings, productions and festivals to play an active role in raising the profile of the Company and its values.
- Maintaining effective relations with funders, artists, partners, venues commissioners and other related organisations.
- Manage and maintain highly efficient filing and office systems to ensure the smooth and successful running of the Company.
- Manage all Company and project/production based insurance.
- Managing ITC membership and compliance with appropriate guidelines.

Governance / Legal

To service the Board and Board meetings, ensuring that the Board is able to discharge its responsibilities under the Companies House Act 2006 and Charities Commission and to comply with all relevant legislation, including:

- Completing all necessary Companies House and Charity Commission submissions.
- Managing the relationship with Arts Council England including NPO reporting.
- Developing and updating appropriate company policies and procedures to promote best practice.
- Ensuring that all vehicles, equipment and premises are adequately insured.
- Liaising with the Board of Trustees and managing Board meetings and any relevant sub-groups.
- Preparing and circulating agendas and Board papers to the Board, in consultation with the Company Directors.
- Presenting verbal and written progress and financial reports to the Board.
- Monitor compliance with all other funding agreements.

Human resources

To take responsibility for devising and implementing strategies and policies relating to the management of individuals or employees, including:

- Recruitment and selection.
- Company policies and employment legislation.
- Company Equality Action Plan (alongside Board).
- Workforce/team planning.
- Remuneration.
- Training and development.
- Organizational development.
- Continuing Board development and on-going skills audit.
- Developing and circulating advocacy tools (staff handbook).

Finance management / Fundraising

- Maintaining an overview of the Company's current and projected financial position.
- Drafting annual budgets (with the Artistic Directors) for all Company activity.
- Generating and distributing quarterly management accounts.
- Ensuring necessary reporting is generated in line with ACE and other fundraising guidelines.
- Ensuring effective and timely reporting to statutory bodies including Companies House and Charity Commission.
- Maintaining QuickBooks accounts and fulfilling day-to-day book keeping duties - with Administrator support.
- Payroll and company pension management and delivery.
- Completing quarterly VAT returns.
- Maintaining an overview (with the Artistic Directors) of efficient management of all financial systems, including QuickBooks and Excel systems; Quarterly management accounts for presentation to the Board; cash-flow ensuring all income and expenditure is accurately projected; payroll and other financially related HR systems.



- Preparing annual accounts in conjunction with company accountant.
- Preparing a fundraising strategy (with the Artistic Directors); developing a Company fundraising database; writing and submitting funding applications to appropriate trusts and foundations for Company activity.

Strategic Development

- Contributing to evolution of the 2018 – 2022 business plan.
- To be instrumental in contributing to China Plate's strategies around the Creative Case for Diversity.

Other

- To manage the communications with China Plate's Press and PR representatives.
- To act and an ambassador for China Plate at meetings, seminars, conferences and network on behalf of the company.
- To keep up to date with current arts policy, particularly in the creative arts sector and to report developments to the Artistic Directors.
- To contribute to Company marketing strategies.
- To coordinate additional projects as appropriate.
- To undertake any other tasks as reasonably requested by the Artistic Directors.

Person specification

Essential skills and experience

- At least 3 years management experience, working within an arts organisation, venue, funding body or individual artist.
- Excellent organizational, business and administrative skills.
- Ability to keep calm under pressure and manage a complex portfolio of responsibilities.
- Significant experience of financial management, budget control and day to day book keeping.
- Experience of detailed planning, project management and operational delivery.
- Experience of income generation fundraising within the subsidized arts sector.
- Experience of evaluations and report writing.
- Experience of leading and managing a team.
- Commitment to team working and a flexible approach to working practices.
- Excellent interpersonal, influencing and leadership skills.

Desirable skills and experience

- A passion for the arts in general and for theatre and the performing arts in particular.
 - Experience of Strategic Development, Business Planning and developing Company policies.
 - Experience of servicing a Board of Trustees.
 - Knowledge of the current funding system in the UK.
 - Experience in NPO reporting.
 - Knowledge of Charity and Company legislation.
 - Understanding contract law and legal responsibilities.
 - Knowledge of ITC/Theatre UK/Equity contracts and terms and conditions.
 - Familiarity with accounting packages ideally QuickBooks.
 - An existing network of national and/or international contacts.
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