



5th December 2017

General Manager Job Pack

China Plate is seeking to appoint a General Manager to join the Company's dynamic team as they prepare to join Arts Council England's National Portfolio for first time. 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 on Monday 8th January 2018**. We regret that applications received after that time cannot be considered.

Please submit the following to kirsten@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 **19th and 22nd January 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 ASAP, however, this will be discussed further following interviews.

China Plate welcomes applications from people of diverse backgrounds including BAME, LGBTQI and disabled. We promote diversity and access across its activities. We are committed to equality of opportunity and encourage application from individuals currently underrepresented in the arts. 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, please email kirsten@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 Co 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, Dan Jones, Contender Charlie, Chris Thorpe, Rachel Chavkin, Rachel Bagshaw, Joan Clevillé Dance, Ben Wright's bgroup, David Edgar, Urielle Klein-Mekongo, Chris Haydon, Ella Grace and Katie Lyons.

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 Theatre 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), consultants for Hull City of Culture 2017 Back To Ours, and directors of the biannual China Plate Optimists programme for emerging producers and theatre-makers.

2018 will see China Plate join Arts Council England's National Portfolio for the first time. This is a pivotal and 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

JOB TITLE:	General Manager
LINE MANAGER(S):	Paul Warwick and Ed Collier
LINE MANAGES:	Administrator (p/t), PR Officer (contracted), freelance staff, Interns and Placements. <i>The General Manager will be supported by an administrator (to be appointed) who they will line manage.</i>
SALARY: £	31,000 per annum, full time permanent employed contract.
LOCATION:	This role will be based at the China Plate office in Birmingham, West Midlands. China Plate also operates an office in Brixton, South 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, 3 Producers (1 f/t, 2 p/t, Engagement and Participation Producer (f/t), 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 Company 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 weekly Company management meetings and monthly finance meetings
- Planning and managing schedules for staff and company activity.
- 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) and leading on the Community Give-Back initiative to benefit Lambeth based recipients.
- 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 new 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 Company 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 Company 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 Company 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 Company Directors.
- To maintain and update the Company's website and oversee social media in conjunction with the China Plate team and supported by the Administrator.
- To contribute to Company marketing strategies.
- To coordinate additional projects as appropriate.
- To undertake any other tasks as reasonably requested by the Company 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.
- 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 Strategic Development, Business Planning and developing Company policies.
- 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

- Ability to keep calm under pressure and manage a complex portfolio of responsibilities.
 - A passion for the arts in general and for theatre and the performing arts in particular.
 - 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.
 - Experience with international touring administrative requirements.
 - Experience of audience development initiatives.
 - Experience of website content management systems.
 - Excellent computer literacy (particularly Mac based).
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