



## **GENERAL MANAGER/Administrative Director** **contract to end March 2011 – renewable subject to funding**

*"Crying Out Loud is a great producing outfit which has brought some memorable work to these shores."  
Lyn Gardner, The Guardian 2009*

### **JOB DESCRIPTION**

This job is a vital financial and people-management role at the heart of this small creative producers' company. The General Manager reports to the Artistic Director and the Board and manages the Administrator and the freelance team.

### **Responsibilities**

#### **FINANCIAL AND STRATEGIC PLANNING**

Working closely with the Artistic Director to assist with the financial and strategic planning and long-term development of the company.

Keeping an overview of scheduling, holding the director and project managers to deadline

Helping forge new relationships with local, regional and international partners

Helping negotiate contracts and partnership arrangements

Monitoring the implementation of projects within the bigger picture and company schedule, working closely with the freelance team

#### **FINANCE**

Maintaining detailed annual budgets and producing quarterly management accounts

Liaising with the bookkeeper and auditors, to prepare audited accounts

Developing and monitoring project budgets in association with the project managers

Processing payments and overseeing credit control and banking

#### **ADVOCACY & FUNDRAISING**

Developing and implementing an overall fundraising strategy for Crying Out Loud in conjunction with the Artistic Director

Ensuring good communication with and reporting to all Crying Out Loud's funders

Researching and drafting proposals for grants from charitable trusts and public funders

Liaising with the Arts Council along with the AD

#### **PERSONNEL**

Setting up and maintaining HR systems, policies and procedures

Overseeing contracts with freelancers

Managing the freelance team of project managers, tour bookers, part-time book keeper and other consultants in Marketing, Press and Education

Overseeing and developing staff training and professional development

Recruiting and managing temporary office staff and volunteer placements

## **GOVERNANCE & LEGAL**

Compliance with Companies House and Charity Commission, filing annual reports  
Servicing and reporting to the board and coordinating board meetings  
Dealing with legal matters, complying with relevant legislations

## **OFFICE MANAGEMENT & ADMINISTRATION**

Liaising with landlord  
Ensuring the smooth day-to-day running of the office

## **MARKETING & PR**

Developing and implementing marketing strategy, including the company website, for updates  
Circulating information on Crying Out Loud as required  
Liaising with freelancers  
Having an overview on project marketing and assisting with execution if required

Other duties as allocated by the Artistic Director and the Board.

## **PERSON SPECIFICATION**

### **Essential**

At least three years in a senior position in the arts  
Strong financial experience including managing multiple project budgets and understanding of book-keeping principles  
Experience of international projects (EU funding)  
Interest in the contemporary performing arts  
Working knowledge of the UK funding system  
Knowledge of office systems and procedures

### **Desirable**

Knowledge of another European language  
Educated to degree level standard or equivalent  
Practical experience of European funding  
Knowledge of the circus sector and cross art-form contemporary performance

## **SUMMARY OF TERMS & CONDITIONS**

### **Salary**

£30-34k p.a. according to experience

### **Hours of work**

40 hours p.w. Available for occasional evening and weekend work.

### **TO APPLY**

Please send a covering letter and CV to Director Rachel Clare at [projects@cryingoutloud.org](mailto:projects@cryingoutloud.org) by 19<sup>th</sup> March 2010