

General Manager Job Description

Purpose of Role:

Reporting to the Chief Executive/ Artistic Director, the General Manager will take responsibility for providing a professional, efficient and confidential management function for the Company.

Responsibilities:

Operational

- To oversee the Company's productions, concerts, and events
- To participate in the long-term strategic planning for the Company
- To support the Artistic Director to develop and realise the Company's business plan
- To negotiate contracts with artists
- To act as Line Manager for the Company Administrator and Assistant Producer
- To help support, manage and supervise freelance employees, when required
- To facilitate Board governance and apprise the Board of governance best practice
- To oversee the Company's risk management and HR policies in collaboration with the Board of Trustees
- To provide HR monitoring and reporting including holidays, sickness and absences

External Stakeholders

- To coordinate the relationship between the Company, venues and stakeholders including negotiating and agreeing contracts and contracts
- To develop and nurture existing and new partnerships
- To positively represent the Company at events and conferences

Fundraising

- To work closely with the Artistic Director on applications to the Arts Council of Northern Ireland and District Councils
- To support the Development Manager with fundraising as required
- To manage the Company's individual supporters

Financial Management

- To oversee and manage, along with the Artistic Director, the Company's production, project, and overall yearly budget
- To approve all Company spending
- To liaise with the NI Opera Bookkeeper for the processing of invoices from external organisations
- To produce regular reports on spending
- To liaise with the Finance Director for financial matters relating to the Board and Board meetings

Other

- To support the Artistic Director in a range of administration duties
 - To carry out any other duties as required that are commensurate with the role
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Personnel Specification

Essential Criteria

Experience

- Minimum of three years' recent, relevant management experience
- Proven experience in financial management including budget management and financial reporting
- Proven track record of securing funding from government and/or private sources
- Experience of successful funding applications
- Proven experience of managing staff

Knowledge

- Proven interest in the arts

Skills

- Excellent interpersonal and communication skills
- Attention to detail, with excellent organisational and problem-solving skills
- IT literate – proficient in Microsoft Office
- Well-developed negotiation and influencing skills
- Excellent written, numerical and analytical skills

Attributes

- Highly organised, self-motivated, proactive, positive, adaptable team player with a focus on results and timelines
- Able to multitask and remain calm under pressure
- Hands-on, practical and proactive approach
- Confidential
- Shows initiative and works independently, with minimal supervision
- Resilient and flexible
- High tolerance for ongoing change

Other

- Flexible regarding working hours
- Prepared to travel, as required by the role
- Clearance for working with children

Desirable Criteria

- Third level qualification
- Proven experience working in arts management (especially dance, classical music, opera or theatre)

This is a full-time role with a salary range of £29-31K (depending on experience) and the candidate will be a key member of a small team based in an office in Belfast.