

Job Description



Job Title:	General Manager	Reports to:	Artistic Director / CEO
Position Type:	Full Time	Line Manages:	Technical Manager Producer Office Coordinator Tour booker Book-keeper (external 1 day a week)
Location:	Bamboozle Studios Leicester	Salary:	£31k - £35k depending on skills and experience

Job Purpose

To enable Bamboozle Theatre Company to sustain its growth by ensuring smooth operational delivery of core company support processes and production projects.

Job Description

KEY RESPONSIBILITIES

- Inspire, lead, manage and develop the Company operations teams to be at their best, ensuring effective delivery of projects to time, and within budget.
- Oversee timely delivery of all Finance, HR, H&S, Facilities and project management activities within the Company.
- Ensure budgets are effectively planned and managed.
- Delivery of accurate management accounts, year-end accounts and quarterly financial update and cashflow to the board. Our freelance bookkeeper supports this, and our accountants prepare the annual submissions to Charities Commission and Companies House.
- Report to The Arts Council and other grant funders to ensure continued funding opportunities as part of the strategic planning process.
- As a member of the senior team, contribute to strategic planning, ensuring a short, medium and long-term financial plan is in place.
- Support and maintain relationships with internal and external stakeholders.

WOULD SUIT SOMEONE WHO:

- Has experience of managing budgets.
- Is able to contribute to the business planning process.
- Can provide leadership for, and take ownership of, a small operations team.
- Is methodical and organised to ensure progress happens.
- Has an interest in the arts.
- Thinks strategically but happy to be operational and roll sleeves up to get the job done.
- Has project-management skills.
- Listens to understand and can communicate clearly.
- Has strong problem-solving abilities, teamworking skills and works well under pressure.

HOW TO APPLY

Please send a letter of application and CV to info@bamboozletheatre.co.uk

Closing Date	12.00 Noon - Friday 15 October 2021
First interviews	Week beginning 25 October 2021
Second interviews	Week beginning 1 November 2021