



The Montgomery Theatre and Arts Centre

General Manager Job Pack

Introduction and how to apply

Thank you for your interest in the role of General Manager at The Montgomery Theatre and Arts Centre. Please find information about the role and the person specification in the following pages. Before you fill in the application form make sure you have read all the detail here.

Please send your CV with a covering letter (no more than two sides of A4) to tell us all about how your interests, experiences and skills relate to this role, or you can email us a link to a video application answering the same questions. Videos should be no longer than 5 minutes. Please also complete this diversity monitoring form when you send your application.

Please send your application to recruitment@themontgomery.org.uk by Wednesday 11th January at 5pm. Shortlisted applicants will be invited to interviews which will take place on Thursday 19th January. If your application has been unsuccessful we will let you know by Wednesday 25th January.

If you would like further information, support with access requirements, or a chat about the post, please contact recruitment@themontgomery.org.uk

Thank you and we look forward to receiving your application.

Sarah Sharp
Director, The Montgomery Theatre and Arts Centre

About The Montgomery

The Montgomery Theatre and Arts Centre is a 135-year-old theatre in the heart of Sheffield City Centre. We house a 416-seat theatre, flexible studio spaces and rehearsal rooms, a workshop, and a gallery/bar. We have big ambitions to become Yorkshire's leading arts centre for children and young people, and the next few years will be transformative for The Montgomery: the venue will be undertaking capital redevelopment to finally make it accessible, including construction of lifts, ramps and disabled toilets. This will grow our work with children and young people and bring a bright and busy programme, of cross artform shows and events, including touring work, local productions, and shows produced in-house, as well as external hires, artist development and continued support for Sheffield community theatre companies, dance schools, and schools.

Since re-opening the building in summer 2021, we have been re-building capacity for the organisation and getting the organisation back to producing high-quality work for children and young people alongside being a vital venue for community productions and increasingly touring productions. Since 2021 we have fundraised and delivered 40 days of workshops for children and young people in receipt of benefits based free school meals, held 34 Saturday sessions with our partnership project SBC's Youth Theatre of Sanctuary and presented 17 affordable performances for families supported by Big Imaginations. In 2023 we hope to build on this work as well as begin our capital redevelopment project in the summer of 2023 which will enable the Montgomery to become an accessible venue.

About The Role

We are a small team with big ambitions, and this role will play a pivotal part in the transformation and growth of the venue as it becomes a major cultural player in the city – we hope there will be scope for career progression at The

Montgomery for the right person. The General Manager will be responsible for the efficient management and growth of the organisation and will be integral to the new business plan and upcoming redevelopment.

Job title: General Manager

Hours: 5 days (40 hours) per week – we are open to discussions about a wide range of flexible working opportunities which benefit you and the Montgomery, including reduced hour contracts, working part time or as a job share.

Contract: Permanent role

Pay: £25,000-28,000 per annum dependant on experience - we are open to applications from people currently working in other sectors with transferable skills.

Responsible to: Director

Responsible for: Box Office, Marketing and Events Assistants, Volunteers and Apprentices. Project freelancers. Potential new roles to be recruited pending 2023 redevelopment.

Holiday Entitlement: 25 days per annum plus Bank Holidays

Notice period: Two months

Probationary Period: Six months

Fundraising, Bid Writing and Income Generation

- Support the Director in developing and implementing the company's fundraising strategy, including leading on writing bids to trusts and foundations, and leading on their monitoring and evaluation/reporting.
- Support the Director in working towards longer term fundraising and income generation goals such as exploring options for individual giving, sponsorship, events, and commercial enterprise.
- Seek out and negotiate commercial bookings for income generation and reduce gaps in the programme.
- Maintain a relationship with project funders by keeping them up to date and invited to relevant projects and events.

Finance

- Support Director and Board with creation of the annual budget.
- Monitor income and expenditure against the budget and report to Director and Board.
- Oversee and assist with the day-to-day bookkeeping using QuickBooks such as raising invoices, paying bills, and managing debt collection.
- Work with the Finance Manager to lead on, implement and monitor key financial information and processes for the Montgomery, including expenses and petty cash.
- Work with the Finance Manager to produce quarterly management accounts, cashflows and other financial reports for the Director, Board and/or funders.
- Work to complete the annual accounts with the Finance Manager and the company's accountant.

Programme

- Complete contracting with programmed artists, companies and freelancers (once heads of terms have been agreed by the Director).
- Be responsible for managing the logistics of in house programmed shows and projects, including co-ordination of core youth and family participation projects such as the Monty Makers' strand of work. This currently includes Youth Theatre of Sanctuary led by SBC Theatre, Big Imaginations Shows, Family Fun Days and Healthy Holidays activities.
- Lead on project evaluation in collaboration with project partners and ensure relevant evaluation and reporting is undertaken with project funders on time and to a high standard.
- Oversee and support efforts to establish an income generating programme of commercial touring productions: this may include liaising with freelancers, promoters and programmers, monitoring budgets, managing the events, writing evaluation reports and other tasks associated with testing and implementation of the model.

- Oversee the marketing strategy of the programme, including managing marketing positions as required.
- Manage the box office staff, overseeing a successful box office operation
- Assist the Community and Events Assistant with any matters that need management oversight such as bookings cancellations, implementing processes and systems and oversee high level bookings.

Volunteer management

- To manage volunteer recruitment including creating a volunteering policy, leading on best practise advice around recruiting and managing volunteers.
- To be a part of the volunteer steering group for Sheffield Community Makers, a scheme run by Ignite Imaginations.

Governance, HR & Administration

- Lead on the development and implementation of organisational policies such as Equality, Safeguarding, Finance and GDPR. Monitor policies to ensure they are working effectively to deliver the required outcomes, that they remain relevant and that they are compliant.
- Implement relevant staff training connected to policies.
- Ensure the organisation maintains the necessary insurance, working closely with our insurance broker.
- Manage the company pension scheme.
- Lead on the development and implementation of staff contracts and relevant HR policies.
- Ensure resources are managed effectively, reducing wastage and identifying opportunities for savings.

Person specification

Essential:

- Excellent written and verbal communication, including strong negotiation skills
- Excellent time and self-management with the ability to prioritise and work effectively in a busy and demanding environment.
- Highly organised and skilled in ability to plan.
- Highly self-motivated and able to find effective solutions to practical problems.
- Experience of implementing systems and procedures.
- Excellent team player and positive can-do attitude.
- Good numerical skills.
- Absolute attention to detail and administrative accuracy.
- An appetite for scheduling and organisation.
- Able to use basic office software and the confidence to research and learn other applications as required.
- Able to build and maintain excellent relationships with the team and external stakeholders at all levels.
- An understanding of business finances
- A good storyteller: ability to communicate a vision to funders and stakeholders.
- Ability to prioritise and balance your workload effectively to manage competing demands
- Ability to work pro-actively and under your own initiative
- Ability to work collaboratively to ensure high productivity

Desirable

- Experience of effectively managing and developing a staff team.
- Experience and passion for working with children, young people, families, community groups, and/or schools
- Experience of using Quickbooks
- Experience of bid writing
- Experience of financial management
- Experience creating and implementing organisational policies.
- Experience of programming/ contract negotiations