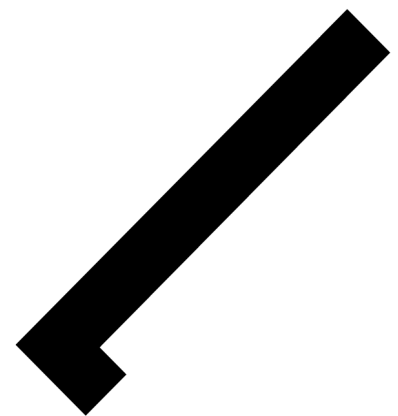




# GENERAL MANAGER (MATERNITY COVER)

RECRUITMENT PACK



# CLOD ENSEMBLE

## ABOUT CLOD ENSEMBLE

Clod Ensemble is a pioneering artist-led performing arts charity established in 1995. Over 25 years the company has delivered an award-winning artistic programme rooted in music and movement with public engagement at its heart. Through their creative partnership, director Suzy Willson and composer Paul Clark have developed a highly original performance language with which they make visually stunning and aurally complex performances.

We work with dancers, actors, musicians, medics, architects and orchestras, presenting new productions; a public engagement programme; artist development scheme and continued development of pioneering participation projects,

Clod Ensemble is a sector-leader in the field of Arts in Health. Performing Medicine, our arts-based training programme, has worked with more than 18,000 health professionals since 2001. We are winners of Times Higher Award for Excellence & Innovation, with research published in journals including The Lancet, British Medical Journal and Medical Education.

Our work is presented in London, across the UK and internationally in theatres, dance houses, hospitals, galleries and public spaces including Sadler's Wells, Tate Modern, Southbank Centre, The Lowry, Wales Millennium Centre, Serralves Museum Porto and Public Theater New York.

Clod Ensemble is a registered charity and an Arts Council England National Portfolio Organisation.

[www.clodensemble.com](http://www.clodensemble.com)

[www.performingmedicine.com](http://www.performingmedicine.com)



UNDER GLASS  
Photo Manuel Vason

<b>Salary:</b>	£33,00 per annum
<b>Pension:</b>	Where eligible, auto-enrolment in company pension scheme. 5% employee matched by 5% contribution from Clod Ensemble.
<b>Period of contract:</b>	Fixed term for 7 to 8 months depending on availability of candidate.
<b>Hours of Work:</b>	Full-time (open to adapting role to 4-days a week)
<b>Annual leave:</b>	25 days per annum plus Bank Holidays
<b>Location:</b>	Design District, North Greenwich, London (Minimum 80% of time in-person working)
<b>Line Manager:</b>	Artistic Director & CEO
<b>Management Responsibilities:</b>	Studio Duty Managers, Freelance Evaluators and IT Support Manager, interns and work placements.

## What You'll Be Doing:

### Studio and Office Management

- Taking responsibility for all external hires of the studios, including advertising, responding to enquiries, issuing contracts and invoices, being the first point of call for clients and ensuring adequate staffing is provided.
- Overseeing the maintenance, repairs, cleaning and supplies of the studio and office.
- Ensuring the company Health and Safety policies and practices are up-to-date and properly applied.
- Recruitment, training and management of Studio Duty Managers.
- Taking a core role in the planning and operations of all Clod Ensemble's events in the Studio including performances and workshops

### Company Operations

- Maintaining both the paper and digital filing systems and archive.
- Booking travel, coordinating schedules, and supporting the smooth running of projects
- Ensuring the company's legal requirements are met including insurance, licences, Charity Commission and Companies House filings.
- Ensuring that Clod Ensemble meets all the requirements set out in the building's lease and undertaking general office management duties, including the daily operation of the computer network, phones and office (with remote support from the company's IT Support Manager)
- Reading and/ or issuing service agreements and business contracts.

### Finance

- Working with budget holders across the team to support the creation of the monthly management accounts and cash flow predictions.
- Working with the company bookkeeper and accountants on the company's payroll.
- Processing all payments and creating sales invoices on a weekly basis.

### Human Resources (HR)

- Overseeing the company's HR policies and procedures including company and staff handbooks.
- Overseeing the Equal Opportunity and diversity policies and ensuring these are effectively put into practice across the company.
- Drafting and issuing employment contracts for staff and freelancers (shared responsibility with Producers).
- Overseeing all staff inductions, development and training.
- Line managing interns and work placement students.

### Governance

- Coordinating Board meetings, preparing and circulating board papers and attending and minuting the meetings.

### **Development**

- Working with the team and freelance development support to identify and develop funding applications, giving particular support with budgets, financial and policy information.

### **Evaluation and Reporting**

- Managing the collection and collation of audience and workforce data across all of Clod Ensemble's programmes for the purpose of evaluation and stakeholder reporting.
- Being the main contact and first point of call for maintaining the company's relationship with Arts Council England (ACE) in relation to Clod Ensemble National Portfolio Organisation agreement, and the Heritage Lottery Fund Dynamic Collections agreement, including coordinating the company's quarterly reporting and meeting all payment conditions.
- Administrating the four staff / board working parties that review ACE's four investment principles (Ambition & Quality, Environmental Responsibility, Dynamism and Inclusivity and Relevance)
- Management of the Freelance Evaluator working on the Heritage Lottery Funded project: Choreozone and working with them to ensure this evaluation is successfully delivered.



## What we are looking for:

	Essential	Desirable
<b>Experience &amp; Knowledge</b>		
Experience of administrative and company management	X	
Strong finance skills with relevant experience of financial management, including creating and monitoring budgets		X
Knowledge and experience of HR processes including creating contracts		X
Experience of planning and managing events		X
Experience of office management		X
A good working knowledge of IT programmes (including working with Word, Excel, Apple computer systems)		X
Knowledge and interest in the current arts and cultural landscape		X
<b>Qualities &amp; Attributes</b>		
Proven ability to manage multiple tasks and work across different projects	X	
Strong interpersonal and communication skills to support and build internal and external relationships	X	
Values diversity and difference, operates with integrity and openness	X	
Creative problem solver who welcomes new challenges	X	

## How to Apply:

Please complete our short application form which can be found on our website. The form will ask you for your contact information, a short personal statement explaining why you think you'd be suitable for the role, the contact details for two referees, and to upload your CV. You will also be asked to complete our Equal Opportunities monitoring form.

If you require any additional support or would like to apply in a different format - e.g. by video - then please get in touch with us on [olivia@clodensemble.com](mailto:olivia@clodensemble.com) and we will do our best to help.

The deadline for applications is 10am on Thursday, 26 October 2023. Interviews will be held in person in London the following week.

If you would like to have a confidential conversation about the role, please contact Clod Ensemble's Head of Operations and Finance Olivia Amory on [olivia@clodensemble.com](mailto:olivia@clodensemble.com) or 0207 7749 0555.

Clod Ensemble encourages applications from a wide range of people, especially those who may have experienced barriers to employment. We can support career development and offer coaching or mentoring for successful applicants who demonstrate suitability but who feel they may need more support. Lived and volunteer experience is acceptable for essential/desired experience criteria if you can demonstrate how the skills you have developed are transferable.