**Common Wealth**

**Company Manager**

**Job Description**

**Job Title:** Company Manager
**Responsible to:** Rhiannon White and Evie Manning, co-artistic directors

**Salary and Contract:** £30,000 pro rata starting as soon as possible. Fixed term 2 year contract, with a probationary period of 3 months and with a possibility of extension to April 2022.

**Working Hours:** 3 days per week, self-led and flexible hours. The job will include evening and weekend work, and some work away (incl. outside the UK).

**Deadline: 5pm, Monday 8th January 2018**

**Interviews: Wednesday 24th January 2018 in Bradford**

**Our Work**

Common Wealth are an award winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally. Recent productions include We’re Still Here (National Theatre Wales), No Guts, No Heart, No Glory, (Scotsman Fringe First Award / Live from TVC on BBC4), Our Glass House, (Amnesty Freedom of Expression Award.)

*“Common Wealth will be changing the way we look at the world for years to come”* John McGrath, Artistic Director, Manchester International Festival

We’ve been working together for 9 years and are entering a new phase after a successful Arts Council England National Portfolio application. We are looking for someone inspiring and ambitious to join us as a Company Manager to help us deliver our programme of work over the next few years.

**Who We’re Looking For**

We’re looking for someone who can confidently take the reins on the day to day management of the company - and this will be the most urgent part of the role, especially within the first year as we transition to becoming an NPO. You will be part of a small team that is delivering high-quality contemporary theatre to communities across the UK and internationally. In the current political context our work to bring people together, to champion radical ideas and challenge media narratives has never been more important and the successful applicant will help us to build and develop our work.

Our long-term plan is to develop a relationship with a Company Manager who can grow as we do; who is excited about working closely with an ambitious company and who will thrive on being hands-on in all aspects of our work. We want to work with someone who is organized, committed and tenacious, with an eye for detail and a passion for the work we make. We’re also often working outside Bradford and Cardiff, so the ability to work independently is vital, as is the confidence to deal with urgent matters decisively on the company’s behalf. A sensitivity to the creative process is essential, and the Company Manager will be crucial for protecting creative time for the company.

We welcome applications from everyone irrespective of ethnic origin but, as people from ethnic minority groups are under-represented in our industry, we would especially welcome applications from these jobseekers. Appointment will be on merit alone.

If the person we’re describing sounds like you, we would love to hear from you. Read the job outline below and download the application form from our website: [www.commonwealththeatre.co.uk](http://www.commonwealththeatre.co.uk)

Please email completed application and equal opportunities forms to info@commonwealththeatre.co.uk putting the title ‘COMPANY MANAGER APPLICATION’ in the subject line.

If you want to talk about any aspect of the role or the application process, please get in touch with us on the email address above or call Evie on +44 (0) 7517027657.

**Purpose Of The Role**

* To enable Common Wealth to continue creating extraordinary work for audiences in the UK and internationally
* To lead on the management of Common Wealth, dealing with the financial, organizational and legal side of the company, as well as supporting the project management and producing of Common Wealth’s creative works
* To ensure the company makes its best work through strategic long term planning
* To deliver Common Wealth’s business plan
* To act as company secretary and liaise with the board.

**Job Description**

Since this is a new post, we imagine the scope/detail of the role will develop as we work together. In the first instance however, the role will include the following:

* To be responsible for all administrative, legal and financial management of Common Wealth’s activities. This will include creating and managing new systems relating to the company’s budgeting; financial and legal reporting; preparing information for Common Wealth’s board; payroll and tax/tax relief; time management for the company’s projects and forward planning.
* To develop and maintain strong relationships with funders, including Arts Council England, and manage Common Wealth’s new responsibilities related to our NPO status. This includes reporting, implementation of policies as required by ACE.
* Writing funding applications and identifying new sources of funding for the company.
* To deliver the company’s current business plan, in collaboration with the co- artistic directors, as outlined in our NPO agreement, as well as ensuring the company has robust systems in place to transition into this new period. This will also include developing new, future versions of the company’s business plan in response to new opportunities and projects.
* To support the project management/producing of Common Wealth’s creative work with freelance producers.
* To work with the co-artistic directors on planning and delivering Common Wealth’s marketing and audience development strategy.
* To work with the co-artistic directors on strategic planning and future visions for the company, in line with the company’s values and our creative ambitions for future work.
* Other duties as reasonably required by the co-artistic directors, and as discussed.

**Person Specification**

**Essential:**

* A desire for social change
* Knowledge of the UK contemporary performing arts scene, and a passion for and belief in our work
* Experience in managing and/or producing for an NPO organisation
* Experience with managing company finances for an arts organisation
* Success in fundraising from a range of funding sources
* Ability to communicate with a wide range of stakeholders and build relationships easily
* Highly motivated and proactive
* Strong time-management skills and ability to manage multiple priorities and deadlines
* Excellent verbal and written communication and interpersonal skills
* Accuracy and meticulous attention to detail
* Ability to think creatively and offer imaginative solutions to a range of situations and challenges
* A commitment to inclusion and diversity and to applying these in the role.
* Experience in liaising and negotiating with project partners (presenters, funders, commissioners etc) on behalf of artists
* Excellent IT skills including competence in using Excel and Word

**Desirable**

* Well networked in the UK and further afield
* Experience working internationally, or with international partners
* Proven track record in securing funds from Arts Council England
* Experience of project management/producing complex projects

**EQUAL OPPORTUNITIES MONITORING FORM**

Common Wealth is committed to equal opportunities and diversity. To ensure we receive applications from all sections of society we ask applicants to complete an equal opportunities monitoring form. You may choose not to complete this form, or not to answer specific questions. All information provided is treated in the strictest confidence. This form will be detached from your application and will be used only for monitoring purposes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White:** |  |  |  |  |  |
| British |  |  | Irish |  |  |
| Any other white background\* |  |  |  |  |  |
| **Mixed:** |  |  |  |  |  |
| White & Black Caribbean |  |  | White & Black African |  |  |
| White & Asian |  |  | Any other mixed background\* |  |  |
| **Black or Black British** |  |  |  |  |  |
| Caribbean |  |  | African |  |  |
| Any other Black background\* |  |  |  |  |  |
| **Asian or Asian British** |  |  |  |  |  |
| Indian |  |  | Pakistani |  |  |
| Bangladeshi |  |  | Any other Asian background\* |  |  |
| **Chinese or Other Ethnic group** |  |  |  |  |  |
| Chinese |  |  | Other Ethnic Group\* |  |  |
| \* Please specify |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender** |  |  |  |  |  |
| Female |  |  | Male |  |  |
|  |  |  |  |  |  |

**Date of birth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Do you consider yourself to have a disability?***The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-tern effect on the person’s ability to carry out normal day to day activities”* |
| Yes |  |  | No |  |  |
| If yes, please state the nature of the disability: |