

COMPANY MANAGER RECRUITMENT PACK



November 2021



OVERVIEW

Job Title

Company Manager

Hours

35 hours per week

Contract

Full Time. Fixed until April 2023. Extension to April 2026 subject to funding

Salary

£31,800

Application Deadline

Monday 31st January 2022 by 5pm

Interview Date

Thursday 10th February 2022

Base

Common Wealth are based in Bradford, England and Cardiff, Wales. This role will be based in Bradford.

We are interested in hearing from those who are within and outside the arts sector and who may have developed skills and experience from the charity, voluntary or education sector. We welcome applications from everyone and particularly encourage applicants who are usually under-represented in the theatre industry.



ABOUT COMMON WEALTH



“THE COMPANY WHO BURST OPEN OUR CONSCIOUSNESS”

Lyn Gardner, *The Guardian*

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 is a registered charity and has been a NPO (National Portfolio Organisation) with Arts Council England since 2018. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally.

Recent productions include **Peaceophobia, I Have Met the Enemy (and the enemy is us)** (Northern Stage), **Radical Acts, 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.)

Our values are expressed in our name 'Common Wealth' which points to the wealth of experiences, stories and imagination in places and communities often dismissed as 'poor' or 'in need' of cultural development. In being common and in being in common with our audiences, we create riches to share. Our work is rooted in the

communities where productions are made and it has international relevance; we have seen the universal nature of the stories we present connect with people across the world. Common Wealth sees its work as a campaign that contributes to making change possible. We believe that each production has a series of ripples from it and different ways of connecting and having impact on people's lives.

Common Wealth is led by Co-Artistic Directors Rhiannon White and Evie Manning who both live and work from their hometowns, Cardiff and Bradford. Operating from these two locations

we run a programme of activity that spans large-scale site-specific touring productions, ground-breaking participatory work, artist development, **Speakers Corner** (a political, creative collective led by young women) **Common Space** (a new art, performance and community space in Bradford City Centre) and the programming of co-created work as part of the **Moving Roots Touring Network** in Cardiff.

“COMMON WEALTH WILL BE CHANGING THE WAY WE LOOK AT THE WORLD FOR YEARS TO COME”

John McGrath, Artistic Director,
Manchester International Festival

ABOUT THE ROLE

A BRILLIANT OPPORTUNITY FOR AN EXPERIENCED AND HARD-WORKING COMPANY MANAGER TO COME AND JOIN US IN BRADFORD.

We're looking for someone who can confidently take the reins on the day to day management of the company. We want 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.

You will have a strong understanding of finance, reporting, contracts, HR, and project management. You will have fundraising or wider income generating experience and a track record of meeting your fundraising goals. You will be able to champion and articulate the work we make, the how and the why. You will have line management experience and be adept at motivating staff, your role will involve line managing the staff who coordinate our important work at Common Space and Speakers Corner.

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 be passionate about helping us build and develop this work. You will have a strong desire for social change. You will be passionate about social change and how the arts can have a role in changing the world.



JOB DESCRIPTION

MAIN PURPOSE OF THE POST

- To enable Common Wealth to continue creating extraordinary work for audiences in the UK and internationally
- To lead on the general management of Common Wealth, dealing with the financial, organizational and administrative side of the company
- Supporting the project management of Common Wealth's creative works
- To work with the team to deliver Common Wealth's business plan

FINANCE

- Contribute to preparing financial statements including management accounts, budgets and forecasts
- Work with Common Wealth's Bookkeeper to oversee financial procedures including payroll functions, banking processes and tax/tax relief
- Monitor and track expenditure within agreed budgets

FUNDRAISING

- To develop and maintain strong relationships with funders, including Arts Council England, and manage Common Wealth's responsibilities related to our NPO status.
- Identify new sources of funding for the company and write and contribute to funding applications
- Lead on reporting, monitoring and evaluation

LINE MANAGEMENT & HR

- Line manage Assistant Producer (Speakers Corner) and Community Producer (Common Space)
- Lead on the contracting and scheduling of artists and freelancers
- Build and contribute to Staff Handbook and ensure all policies are up to date and implemented

PROJECT MANAGEMENT

- To deliver the company's current business plan, in collaboration with Bradford based Co-Artistic Director and team
- Support the planning and delivery of rehearsals,

projects and productions

- Oversee the programme, policies and procedures at our building Common Space
- To support the project management/producing of Common Wealth's creative work with freelance staff

SHARED RESPONSIBILITIES WITH ALL STAFF

- Promote and be an enthusiastic advocate for the work of Common Wealth at all levels
- Represent or be an appropriate presence at Common Wealth performances and events locally, nationally and internationally and be available to work occasional evenings and weekends when required throughout the year
- Participate in organisational and strategic planning
- Take responsibility for the maintenance of good filing/archive systems and database
- Other duties as reasonably required and as discussed

We would be open to supporting any specific skills gaps within the job description and can organise training for the most suitable candidate. CW are committed to the professional development of our staff. Please note we also work with freelancers to support the company's needs in specific areas (finance, HR, etc) who also support learning and development for the postholder and the organisation.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

PERSON SPECIFICATION

BACKGROUND & EXPERIENCE

- Experience with managing company finances for an arts or charitable organisation
- At least 4 years project management experience with a demonstrable successful track record
- Experience of fundraising with a successful track record in the arts, cultural or wider charitable sector
- Experience of writing strong contracts
- Impeccable networking skills and confident in developing and maintaining contacts across various funding opportunities and partnerships
- Track record of delivering projects within budget

SKILLS AND KNOWLEDGE

- Familiar with accountancy software and a willingness to be trained in Xero
- Strong organisational and time management skills, able to remain calm under pressure
- Excellent interpersonal skills, and the ability to build rapport through strong verbal and written communication
- Adept with various IT packages and comfortable working with technology

QUALITIES AND BEHAVIOURS

- A desire for social change
- Motivation and tenacity
- An informed interest, knowledge or passion in the work of Common Wealth and a commitment to our vision and core values
- A commitment to inclusion and diversity and to applying these in the role
- Excellent attention to detail; can demonstrate logical and methodical approach

DESIRABLE

- Experience in managing and/or producing for an NPO organisation
- Experience of project management/producing complex projects

KEY PROJECTS IN BRADFORD

OFF THE CURRICULUM

From 2022-2023 we will embark on a co-created process with children to transform Common Space into immersive environments that look at all the subjects you are not taught at school through all the art forms and practices you are not taught at school. We will work with ten artists from diverse disciplines who are renowned in their fields in a two year process of open-ended discovery. The project will challenge existing curriculum and explore alternative education empowering children at every stage of the process.

COMMON SPACE

A space for Performance, Music, Art, Activism and People in the centre of Bradford. We have a temporary empty shop space in the city centre with a Youth Music studio who meet weekly and house rehearsal space for artists, activist events.

SPEAKERS CORNER

Speakers Corner was established in 2016 and is a collective of teenage girls and female adult volunteers with roots in communities from Pakistan to Congo that devises campaigns, delivers workshops, discussions and events that explore the world we live in, builds confidence and creates networks and opportunities for young people across Bradford and the UK.

WORKING FOR COMMON WEALTH

Every person working for Common Wealth plays a significant role in achieving the Company's mission. We are advocates and staff are encouraged to develop networks and connections, introduce new artists and community members and help develop ideas for the future. Attendance at Company meetings and Ideas meetings, and active involvement with Speakers Corner is a valued part of everyone's job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member's contribution and achievement.



TERMS OF EMPLOYMENT

SALARY

Fixed until April 2023 at £31,800

CONTRACT

Permanent, full time. Flexible working is permitted, Common Wealth does not pay any overtime but time off in lieu is permitted within the same quarter.

ANNUAL LEAVE

25 days paid holiday per annum plus British public holidays and bank holidays

PENSION

On completion of the probationary period, we will offer a pension under auto-enrolment legislation with pension provider, NEST. Common Wealth makes a 5% contribution to a workplace pension scheme, employees contribute 3%

PROBATION PERIOD

Six months, during which either party may terminate the contract with two weeks' notice. Notice period is three months following the successful completion of the probation period

BASE

The post is based at Common Wealth's Bradford Office, Common Space, 1-3 John Street, Bradford, BD1 3JT. We will consider applicants from across the North of England. It is expected that the applicant will be in commutable distance to Bradford and be able to work at the office at least two/three days a week. We are a small company and have always encouraged flexible ways of working and are open to different ways the postholder may like to work. Please let us know in your application if you have a proposal of how the role could work for you.

HOW TO APPLY

Applications should be made outlining what attracts you to this position and evidence of your ability to meet the criteria outlined in the Person Specification.

We can accept your application in a variety of ways:

- Written Statement (No more than 2 pages)
- Video (No more than 3 minutes)

In addition, please attach your **CV** and a **completed Equal Opportunities Monitoring form**.

Applications should be emailed to info@commonwealththeatre.co.uk

Deadline: Monday 31st January 2022 by 5pm

Interviews: Thursday 10th February 2022

If you would like to have an informal, confidential conversation about the role, please contact Evie Manning, evie@commonwealththeatre.co.uk



TWITTER & INSTAGRAM: @COMMON_WEALTHHQ

COMMONWEALTHTHEATRE.CO.UK

