



COMPANY MANAGER RECRUITMENT PACK

(CARDIFF)



OVERVIEW

Job Title

Company Manager, Cardiff.

Reports to

Co-Artistic Director, Rhiannon White.

Hours

21 hours per week (3 days per week).

Contract

Fixed term until April 2023 with potential for extension dependent on funding.

Base

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

Salary

£32,400 pro rata, £19,440 for 3 days .

Application Deadline

Sunday 5th June by 5pm.

Interview Date

Week commencing 20th June

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 are based in Bradford and Cardiff and make work that tours across the UK and internationally.

Recent productions include **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 CARDIFF.

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 organised, 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 be adept at working in a team enjoying collaboration and co-creation.

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
- To collaborate with and have regular communication with Bradford Company Manager

FINANCE

- Have oversight and contribute to payroll functions, and banking processes
- Take overall responsibility for financial management in all areas of the Cardiff activity, systems and budgeting, forecasts and reporting

COMPANY

- To act as Company Secretary reporting to the Board of Trustees and ensure management accounts, financial information and monitoring, advice, evaluation and progress reports are maintained and provided when required
- Ensure compliance with all relevant legislation as a registered charity, limited company and an employer or provider of services
- Maintain appropriate insurance for all activity
- Contribute to Risk Registers for the company as a whole
- Contribute to company evaluation and reflective learning
- Responsibility for GDPR compliance and effective data management

FUNDRAISING

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

JOB DESCRIPTION

HUMAN RESOURCES

- Facilitating the ongoing training and professional development of employees in support of both individual needs and broader company vision
- Leading by example, and cultivating a supportive culture (of care) that supports the team and promotes trust and self-responsibility
- Negotiating and preparing external partnership agreements and supporting staff to contract project or freelance associates as appropriate
- Oversight of company HR policies and procedures and ensure the company has up to date IT, Health and Safety and buildings management training and policies
- To ensure that all HR processes including issuing of employment contracts, following up on references, collating payroll starter forms and DBS checks have been completed for all employed members of staff within the Cardiff team
- Build and contribute to Staff Handbook and ensure all policies are up to date and implemented

SHARED RESPONSIBILITIES WITH ALL STAFF

- Promote and be an enthusiastic advocate for the work of Common Wealth
- 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 AND EXPERIENCE

- Experience of carrying financial responsibility for an organisation and ensuring the delivery of financial targets
- Experience of successfully overseeing multiple projects and timelines
- Ability to create effective partnerships
- An entrepreneurial approach and track record of generating income, for example through previous successful involvement with fundraising.
- Experience of working with a Board of voluntary trustees

SKILLS AND KNOWLEDGE

- Excellent financial management skills
- Strong leadership and interpersonal skills to deal effectively with internal and external relationships
- Fluent communication skills, with the ability to present and debate issues
- Familiar with accountancy software and a willingness to be trained in Xero
- Adept with various IT packages and comfortable working with technology convincingly internally and externally, on public platforms and in the media
- Knowledge of HR procedures and strong line management skills

QUALITIES AND BEHAVIOURS

- A desire for social change
- A collaborative approach and a desire to work in partnership with the Artistic Directors
- 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
- Excellent attention to detail; can demonstrate logical and methodical approach

DESIRABLE EXPERIENCE AND SKILLS

- Experience of the subsidised or charitable not-for-profit sector
- A thorough understanding of and networks in the UK's theatre and arts ecology
- An understanding of the legal requirements of a charitable organisation
- Welsh language or the desire to learn
- Knowledge of strategic communications
- Experience of touring work nationally and internationally

TERMS OF EMPLOYMENT

SALARY

£32,400 pro rata, £19,440 for 3 days.

ANNUAL LEAVE

20 days paid holiday including 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. Employer contributions will be paid at a rate of 3% on qualifying earnings.

WORKING HOURS

21 hours per week (3 days per week)
Specific working days will be agreed with the successful applicant.

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 Llanrumney Hall, Ball Road, Llanrumney CF3 4JJ. It is expected that the applicant will be in commutable distance to Cardiff and be able to work at the office at least one/two 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

To apply, please submit: Your **Application Form** and **Equal Opportunity Form**, available from our website www.commonwealththeatre.co.uk by email with 'Cardiff Company Manager' in the subject line to info@commonwealththeatre.co.uk by **Sunday 5th June by 5pm**.

Interview date: Week commencing 20th June 2022.

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. All offers of employment will be subject to the receipt of satisfactory references.

If you would like to have an informal, confidential conversation about the role, please contact Rhiannon White, rhiannon@commonwealththeatre.co.uk



TWITTER & INSTAGRAM: @COMMON_WEALTHHQ

COMMONWEALTHTHEATRE.CO.UK



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