

GENERAL MANAGER JOB DESCRIPTION

CPT is recruiting for a proactive and enthusiastic General Manager to join the team. You will be responsible for year-round programme delivery, marketing, technical and operations and will work with the Executive and Artistic Directors to deliver CPT's mission to support early-career artists making unconventional theatre. You will be joining a small, hard-working team at an exciting time for the organisation and we're looking for a self-starter, a team player, and someone with a sense of humour.

We are particularly keen to receive applications from people from BAME backgrounds, in recognition of the fact these groups are currently underrepresented in the sector, and can guarantee an interview for all those who demonstrate how they meet the 'essential' criteria.

Deadline for applications: Fri 21 July, 6pm

Interviews will take place week commencing 31 July.

Responsible to: Executive Director

Responsible for line management of: Front of House Manager, Technical team and interns

Main Duties and Responsibilities

- Financial management of day-to-day operations, project budgets and reporting
- Creating and implementing year-round marketing plan
- Managing the smooth delivery of the artistic programme (inc. festivals, residencies, artist development schemes, off-site events, and partnership working) alongside a programme of external hires
- Managing the day-to-day operations and administration of Camden People's Theatre.

Specific duties

Project management and programme delivery

- Project managing festivals and artistic programme as presented by Artistic Director
- Overseeing the production management of all events
- Scheduling the theatre and basement space for rehearsals and hire
- Managing practical relationships with artists, companies and producers
- Ensure excellent levels of communication between CPT and artists and companies
- Write and oversee contracts for visiting artists and companies
- Supporting the management of the artistic development schemes, partnership working, commissions and call outs
- Line managing Front of House Manager, technicians and interns

Finance

- Working with Quickbooks to keep the accounts up to date
- Reconciling accounts on a monthly basis
- Co-ordinating box office receipts and remittances for visiting companies
- Monitor income due to CPT and follow up debtors and creditors when necessary
- Manage bar stocks, staff and bar and office petty cash and reconcile regularly
- Update and report against project budgets
- Update cash flow and report against forecast
- Undertake bi-monthly finance updates with the Executive Director
- Ensuring charitable financial compliance

Marketing and ticket sales

- Keeping CPT's website up to date
- Creating and implementing marketing plans for all events in the artistic programme
- Managing CPT's marketing outputs: social media, digital advertisements, print, and e-comms
- Maintain all systems and databases
- Liaising the external marketing and press agencies as required
- Ensure the use of feedback forms and evaluation throughout projects and seasons
- Produce audience and artist feedback surveys for distribution after festivals, and evaluation
- Maintain CPT's ticketing software
- Other ad-hoc marketing responsibilities as required

Operations

- Manage the day to day operations of CPT, including opening and closing the building during office hours
- Act as the out of hours contact for staff as required
- Facilities Management for the premises
- Having a watching brief on health and safety and reporting to responsible officer, Executive Director
- Taking and distributing minutes and actions from quarterly board meetings, and weekly management meetings
- Undertaking training as required

Essential skills, qualities and experience

- An understanding and appreciation of CPT's work
- Enthusiasm for and experience of, theatre and the arts
- High-level inter-personal, written communications skills and attention to detail
- Strong numeracy skills
- Excellent planning and organisational skills with attention to detail
- The capacity to work fast under pressure
- The ability to self-motivate and prioritise within a complex workload
- Enthusiasm for working with stakeholders and partners
- A proactive attitude to promoting diversity and inclusion across the sector
- Ability to work as part of a fast-paced team
- A positive outlook and a sense of humour

Desirable skills and experience

- Awareness of financial management in the charitable sector
- Knowledge of – and ideas about – marketing and communications in the sector
- Fluency in digital media
- The ability to manage and motivate staff
- Experience of using Spektrix, DotMailer and Quickbooks

The package

Hours: 10am-6pm Monday-Friday. Evening and weekend work will be required. CPT operates a Time Off In Lieu (TOIL) system

Base: Camden People's Theatre, 58-6 Hampstead Road, London, NW1 2PY. There is the opportunity to spend time at the Edinburgh Festival in August each year and act as a representative of CPT.

Salary: £22,000-£24,000. CPT operates a child care voucher system.

Holiday: 25 days year