



Information Pack

Interim General Manager (Freelance)

The Performance Ensemble

March 2024



Deadline: 10am, Friday 22nd March 2024



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Interim General Manager

Duration: (4 months) March / April 2024 to 31st July 2024

Compensation: £10,000 to £15,000 depending on availability, skills and experience

Location: Leeds City Centre and remote working

Closing date: 10am, 22nd March 2024

Who we are

The Performance Ensemble (TPE) is a Leeds-based Community Interest Company and ensemble of older performers, dedicated to making art with the experience of age. We work with people from many cultural backgrounds, creating contemporary theatre for audiences of all ages. We believe that older people have valuable contributions to make to society but that as we age, we often become invisible to others, and that must change. The founder, Chief Executive Officer and Artistic Director (CEO/AD) Alan Lyddiard, leads the strategic and financial overview and is responsible for delivering the programme of work with a core ensemble of twelve creatives/performers/animations and specialist freelance practitioners. The organisation is supported by Kate Moxon, our full time Company Administrator.

Our journey

TPE will commence its second-year as an Arts Council National Portfolio Organisation (NPO), with core revenue funding of £250,000 secured until March 2026 with view to an extension to March 2027. Our annual turnover of £480,000 encompasses various funding sources, including public and private funds, commissions, sales and donations.

We are about to embark on an intense period of produced activity, including residencies and performances in theatres and communities in Selby, Leeds, Doncaster and Barrow-In-Furness alongside our regular workshops in partnership with organisations across Leeds. Our Board of Directors is currently reviewing our long-term leadership structure and senior management functions required to drive the organisation forward.

www.theperformanceensemble.com

Role Outline: Main duties /responsibilities

We invite expressions of interest from professionals with particular experience in financial and organisational management to apply for the position of Interim General Manager

Reporting to the CEO/AD and working with the Company Administrator and ensemble team, the Interim General Manager will provide specialist support, guidance and oversight with regard to the overall management of the organisation to ensure its effective smooth running. The key areas of the role are as follows:



Finances

Work closely with CEO/AD to:

- Manage and monitor the annual organisation and individual production/project budgets and cash flows to ensure efficient and effective company finance workings including, but not limited to, payment runs, payroll, invoicing and management accounts.
- Manage budget reconciliation of core and activity costs and income generation delivery, develop and set new project activity schedules, plan and forecast budgets over a three year period to March 2027 to determine future options and scenario planning.
- Implement income generation and fundraising plans with specialist fundraiser to include for example launch of membership, subscriptions and donations.

HR/Personnel

- Supervision and line management of the Company Administrator
- Take an active role in co-ordinating and supporting all members of the ensemble to carry out their roles effectively.
- Ensure that all members of the ensemble are managed in accordance with employment law and support development of internal HR policies to develop an inclusive, positive working culture that enables older people to thrive whilst managing specific access, care and wellbeing needs.
- Support the recruitment and induction of the senior executive appointment (to be confirmed), draft and issue freelance contracts for current and new ensemble members and other team members and specialist advisors as required.
- Work with members of the ensemble to maintain development and implementation of policy and action plans for environmentally sustainable practice, diversity and inclusion, health and safety, and safeguarding across production and community work.
- Assist CEO/AD as the lead for Safeguarding, Health and Safety etc. as and when necessary.

Production / Project Management

- Work closely with CEO/AD on future touring strategy, residency commissions, partner and co-producing relationships to maximise investment in current company's work and contribute to its future income.
- Lead on the liaison, financial deals and contractual negotiations with external organisations ensuring clear communications and agreements with venues, local authorities, co-producing and tour partners.
- Manage specific projects from our lease agreement with Leeds Playhouse to new project activity including Creative Healthy Ageing initiatives and other activity with personnel and resources appropriately designated.
- Develop our website and communications schedule.
- Setting goals and measuring impact across our overall programme.

Board of Directors/Impact Measurement

- Work closely to support CEO/AD on managing the delivery of and ensuring compliance with our legal responsibilities, best employment practice and Arts Council NPO contract and all quarterly reporting, end of year surveys and ongoing evaluation required by other funders/stakeholders to meet deadlines.
- Ensure ACE Investment Principles, Risk Register, Financial and Cash Flow templates, with data collection and analysis and accompanying notes/narrative, are accurately monitored and updated to be presented clearly to the Directors for their oversight at Board meetings.
- Attend the two boards meetings due to be scheduled on weekday evenings during the four month period.

Person Specification

We are looking for someone who is self-motivated, reliable and a proactive team member.

Essential

- Proven senior management experience
- Well-developed financial /organisational skills
- Positive attitude
- Excellent communication and IT skills.

Desirable

- Working in the performing arts sector in West Yorkshire at a management level
- Reporting to the Arts Council as part of a National Portfolio Organisation
- Making claims for creative tax relief

We are an equal opportunities employer, and we encourage expressions of interest from all suitably qualified persons, regardless of race, sex, disability, sexual orientation, religion/belief or age. We hope this opportunity may attract an experienced freelancer, someone who wishes to transition their skills to or within the creative/cultural sector or who might be returning to work from care leave or retirement to enjoy a short term contract with a vibrant group of people.

How to apply

The Performance Ensemble will be pleased to hear from you if you would like to discuss this freelance role and brief further.

Please note that our preferred start date is late March or early April over a period of four months, during which time the Board will review the new leadership/management structure, to appoint the senior position. We can be flexible to discuss with you as to how best this role and brief can work in practice to both maximise your professional strengths and the business requirements of The Performance Ensemble.

We request expressions of interest by **Friday 22nd March 2024** and will close the opportunity when sufficient applications have been received.

What to submit:

- CV (max 2 sides of A4) and cover letter (max 1 side of A4)
- Contact details for two referees, of which at least one who knows you in a professional capacity

Please send your application documents or contact us with any questions at kate@theperformanceensemble.com

What to expect if shortlisted:

- An introductory conversation with Alan Lyddiard, Artistic Director/CEO
- Followed by an interview with Alan Lyddiard and TPE Board Directors with view to an immediate start if you are available.

If you require any additional support through the application process, please let us know and a member of our team will assist you.

Please see our website for more information and examples of how and who we work at <https://theperformanceensemble.com/>.

We look forward to meeting you.

