



Fourth Monkey

Actor Training Company

General Manager and Producer Job Description

Job title	General Manager/Producer
Reporting to	Artistic Director
Management responsibility	Production Manager, Buildings Coordinator, Duty Officers & Freelancers/Consultants (as applicable)
Contract	Permanent, Full Time
Salary Range	£30,000 - £34,000 (dependent on experience)
Holiday	28 days per annum (inclusive of public holidays)
Working Hours	Fourth Monkey works to a 40 hour working week. Standard office hours 9am - 5.30pm, but there may be some requirement to work outside of these hours. Fourth Monkey operates a flexible working policy and staff can work outside of standard office hours, by prior arrangement, and providing the requirements of the role are effectively met.
Closing Date	Friday 23 November 2018
Interviews	Week commencing Monday 3 December 2018

About Fourth Monkey

Established in 2010 by Artistic Director Steve Green, Fourth Monkey Actor Training Company is the UK's first ever repertory training company. Its creation was inspired by luminaries such as Judi Dench and Derek Jacobi, who lamented the decline of the repertory scene where they learned some of the most important lessons of their trade. Fourth Monkey students experience a very real sense of what it is to be an actor. Throughout their training they live and work as part of a performing company, developing the emotional depth and personal resilience needed to succeed in the industry.

Fourth Monkey is an actor training school and producing theatre company like no other. The professional touring Ensemble gives Fourth Monkey alumni the opportunity to profile themselves to the broader industry, whilst also producing challenging contemporary work.

The organisation has grown rapidly over the last seven years. In 2015 it moved into a specially renovated site in Finsbury Park with extensive rehearsal, training and studio space, student facilities, offices and meeting space. The company currently generates just over £1M in income and are forecasting this to increase to approximately £1.3M p.a. over the next three years. Fourth Monkey was registered as a charity in November 2015.

Our vision and strategic framework

Our vision is of a world ignited by a visceral cacophony of bold and diverse voices. We recognise it as a vision that not everyone will share and we are comfortable with that. It speaks to our values, what we think is important; it is only natural that this will set us apart from those who seek conformity. However, we are equally confident that it will galvanise many others around us.

Our mission is to revolutionise the arts through innovative actor training, performance excellence and collaboration.

Our strategic objectives are:

- To create fearless actors from the broadest of backgrounds with the commitment, professionalism and practical skills to succeed
- To provide an accessible, sustainable and mutually beneficial development and career-long support structures for our alumni
- To produce high profile, groundbreaking theatre that not only provides a stage for our actors, but also challenges the status quo
- To create, advocate and engage in cultural and social change through partnership and collaboration
- To develop and maintain a sustainable infrastructure - a stable platform from which to achieve our mission

Our Team

Fourth Monkey is very much a family. Our dedicated staff work seamlessly with some of the UK's finest drama practitioners, students and alumni, to create a truly unique working environment where individual creative expression is valued and nurtured. The organisation has recently restructured in order to deliver our new three year strategic plan.

The organisation is led by our CEO, Executive and Artistic Director, Steve Green. As well as taking overall responsibility for the strategic direction, financial management and governance of the organisation, Steve also directs the Ensemble.

The training department is led by the Director of Training and Deputy CEO, Charleen Qwaye. This team delivers two full time courses, as well as a programme of short courses. The rest of the core team takes responsibility for facilities, office management, HR, development, marketing, communications and outreach.

The Role

We are looking to recruit a highly skilled, experienced and above all ambitious **General Manager/Producer** to oversee the company's activities, including financial and administrative management and human resources, with a specific focus on the organisation's production portfolio.

Working closely with the Artistic Director, the General Manager/Producer produces the company's artistic programme in the UK and internationally. They will liaise with venues and partners, negotiating a future life for productions, as well as overseeing all other company projects.

The successful applicant will work closely with the Artistic Director to create and deliver an ambitious artistic programme and business strategy.

In return, we offer you the opportunity to make your mark on the cultural sector. Working as part of a creative but supportive team, you will be responsible for the management and implementation of bold creative and organisational strategies. You will instill a focused mindset across the whole organisation and develop new and exciting programmes of work. In doing so, you will enable us to transform the face of the performing arts in the UK; making it a more diverse, vibrant and culturally relevant art form for all.

As an inclusive organisation that promotes equality of opportunity, we recognise that we and the wider arts sector need to take action to ensure that our workforce is representative of the communities we serve. Therefore we actively encourage applications from under-represented groups including Black, Asian and Minority Ethnic (BAME) individuals and those who consider themselves to be disabled.

Key Objectives of Post

The General Manager/Producer oversees all company activities, including the company's financial and administrative management, and human resources.

Working closely with the Artistic Director, the General Manager/Producer produces the company's artistic programme in the U.K and internationally, liaising with venues and partners and negotiating a future life for productions, as well as overseeing all other company projects.

The General Manager/Producer is central to the running of Fourth Monkey and the successful applicant will need to be flexible in their approach and rigorous in their application.

Main Duties and Responsibilities:

Organisational Management

- To support the Artistic Director in the administrative, budgetary planning, project management and delivery of all Fourth Monkey productions and activity, including the monitoring of income and expenditure against budgets
- Support the Artistic Director to develop a detailed annual activity schedule
- Support the Artistic Director in preparing board reports
- To support the Artistic Director in the recruitment and appointment of all staff; ensuring grievance and disciplinary procedures are followed with direct involvement as required
- To ensure administrative processes are effective across the organisation
- Review and implement policies, procedures and internal controls
- Maintain the database, risk assessments, insurance and security
- Respond to general enquiries via phone and email
- Maintain the office and filing systems
- Liaise with external consultants as required
- Attend and lead internal and external meetings as required, and contribute to all aspects of the operation

Company Operations

- Manage and oversee the day-to-day operations of the company
- Maintain an overview of the day-to-day activities of the company
- Respond to general enquiries via phone and email
- Maintain and manage the office and filing systems

Budgeting and Finance

- Write, set and manage organisational and production budgets
- Work with the company accountant to ensure accurate management of budget; provide timely and accurate updates of budget projections, cashflows and other financial information as required and within financial and accountancy procedures and formats
- Work with the Artistic Director and Development Manager to set and monitor income targets
- Reconcile all expenditure with budgeted outcomes
- Process invoices, staff expenditure, expenses and petty cash, supporting the finance department in reporting to HMRC and other bodies
- Support the company audit and financial reporting to funders
- Input all expenditure into Xero, run reports, keep accurate records

Human Resources

- Work with the Artistic Director to manage all HR matters
- Develop and maintain job descriptions and contracts
- Develop, monitor and maintain all procedures and policies relating to HR including inductions, appraisals, leave requests, employee handbook, health and safety, ensuring that staff are aware and comply with them

Building/Facilities Management

- Take day to day responsibility for ensuring the building's accessibility, conformity to Health & Safety regulations, the safety and security of people and physical assets
- Liaise with building suppliers (cleaners, electric etc.)
- Oversee day-to-day logistics with room hires
- Complaint handling
- Maintenance and day-to-day liaison with landlord
- Maintenance of IT infrastructure

Planning & Strategy

- Work closely with the Artistic Director; play a key role in artistic planning and scheduling; contribute to business planning and the overall strategic development of Fourth Monkey
- Work with the Artistic Director to develop and maintain strategic partnerships, co-commissioning and co-producing relationships
- Work with the Artistic Director and Development Manager to develop funding applications and approaches, developing proposals and budgets, monitoring and evaluation and reporting

- Ensure strong, clear and consistent communication and artist liaison across the whole organisation

Producing

- Work with the Artistic Director to produce all company productions, projects, workshops and events, including selecting and appointing creative and production team members as required
- Lead on contractual negotiations, including with creative and production teams, venues and co-commissioning and co-producing agreements
- Work with the Artistic Director to understand and realise creative ambitions for productions, within available resources
- Support the Artistic Director and Marketing and Communications Manager in planning and delivery of marketing and press campaigns
- Set box office and income projections, working with the Marketing and Communications Manager to ensure these are achieved

Touring

- Develop and produce Fourth Monkey's touring programme in the UK and internationally, including tour booking, negotiation of deals, overseeing all aspects of touring productions including travel and visas
- Work with the Artistic Director to seek and promote a further life for productions

Other

- Adhere to Fourth Monkey's policies and procedures, working within the wider protocols and maintaining good liaison with other teams across the organisation
- Be an ambassador for Fourth Monkey at public-facing events and in all dealings with partners, funders, wider stakeholders and the general public
- Champion the Fourth Monkey brand, messages and communications initiatives to raise the profile and impact of Fourth Monkey
- Deputise for the Artistic Director in their absence
- Ensure the effective delivery of the Fourth Monkey Strategic Plan and the Fourth Monkey Strategic Objectives
- Maintain good liaison with all teams across the organisation
- Support fellow staff and provide internal mentoring and training to others where appropriate
- Undertake other duties from time to time, as requested by the Artistic Director and/or Deputy Chief Executive.

Person Specification

Essential Experience & Knowledge

- Professional experience in a theatre/arts environment, with proven experience of producing/general management in the subsidised or commercial sector
- Professional experience of UK and international touring
- Considerable experience of budget management and financial processes
- Experience of negotiating and writing contracts
- Knowledge of HR policy and best practice
- Experience of managing people and teams

Essential Skills & Attributes

- A passion for and knowledge of theatre and the arts
- A passion for the promotion of human rights and inclusivity within the arts
- Excellent organisational skills with the ability to prioritise effectively
- Excellent interpersonal skills and the ability to communicate effectively, in person and in writing, with a wide range of people
- Ability to work in a fast paced environment and adapt quickly to different needs and demands
- Strong attention to detail and proof reading skills

Desirable

- Experience of using Xero accounting software
- Experience of managing HR processes
- Experience of setting and enforcing financial systems and procedures

How to apply

To apply for this post, please send a copy of your CV with a covering letter (no longer than two sides of A4) explaining why you are interested in the role and how your skills and experience match the person specification to steve@fourthmonkey.co.uk

If you have any questions or if you would like to submit your application in another format, please call the Fourth Monkey office on +44 (0) 20 7281 0360.

The deadline for receipt of applications is **Friday 23 November 2018**.

Interviews: week commencing **Monday 3 December 2018**.