



arcola
theatre



Job Pack
General Manager
Permanent

ABOUT ARCOLA THEATRE

Arcola produces daring, high-quality theatre in the heart of East London and beyond.

We **CREATE** trailblazing theatre for all.

Arcola commissions and premieres exciting, original works alongside rare gems of world drama and bold new productions of classics.

Our socially-engaged, international programme champions diversity, challenges the status quo, and attracts tens of thousands of people to our building each year.

Ticket prices are some of the most affordable in London, and our long-running Pay What You Can scheme ensures there is no financial barrier to accessing the theatre.

In 2020, we were awarded the Off West End Award for Special Achievement, which came in the same year we were marking our 20th Anniversary.

“Arcola Theatre brings the very best of the world’s performing and visual arts to the people of the world living and working in London.” – The Guardian

Below: *Sputnik Sweetheart* - Photo: Alex Brenner
Front Page: *Little Miss Sunshine* - Photo: Manuel Harlan



We **ENABLE** new and diverse talent.

Arcola finds, nurtures and empowers the next generation in theatre.

Since opening in 2000, we have supported thousands of artists, technicians, stage managers, producers, front-of-house staff and administrators to develop their skills and careers. Alecky Blythe, Rebecca Lenkiewicz and Barney Norris' first plays were produced at Arcola. Arinzé Kene started acting in our youth theatre; Wunmi Mosaku made her stage debut here. Aml Ameen, Zawe Ashton, Mike Bartlett, Polly Findlay, Lucy Kirkwood, Lynette Linton, Michael Longhurst and Lyndsey Turner all worked at Arcola at the start of their careers.

Our annual Grimeborn Festival unlocks opera for everybody. We give young and diverse companies a platform to embark on bold artistic ventures. Contemporary stagings and affordable ticket prices make opera accessible for the many.

Through Arcola Lab, we offer 26 weeks of free rehearsal space every year to global majority and refugee artists. In 2017, we won the UK Theatre Award for Promotion of Diversity.

"Arcola's ethos and welcome lets people from the global majority and refugee artists know this theatre is for everyone, not just the privileged few." - Cathy Tyson, Pitchlake Productions, Arcola Lab participant

We **EXPAND** opportunities for everyone to make theatre.

Arcola Participation creates thousands of creative opportunities every year for the people of Hackney and beyond – including through our youth theatres, courses, and pioneering Queer, 50+, Refugee and Mental Health community theatre companies. In 2017, we won the Adiaha Antigha Award for Most Imaginative Approach to Outreach.

"Arcola has changed my life for the better."
– Frank, Arcola Youth Theatre Member

We **IMAGINE** and build a sustainable future.

Arcola aims to be the world's first carbon-neutral theatre. Our environmental sustainability initiatives, developed with Arcola Energy, are internationally renowned. In 2018, we won The Stage Sustainability Award in recognition of our ongoing attempts to reduce carbon emissions and raise awareness of the climate emergency.

"Arcola's plans set the gold standard to which all venues should aspire."
– Mark Watts, Sustainability Advisor to the Mayor of London

THE NEAR FUTURE

This is a hugely exciting time to join Arcola. After a prolonged closure caused by the pandemic's effect on the theatre economy, we have successfully re-opened both of our studios and are now in a position to revert to our pre-pandemic programming strategy. We will soon be transitioning to producing or co-producing almost every show in our programme, affording greater artistic involvement in the work we stage.

In the last year, our productions have included:

- The world premiere of Sasha Hails' epic tale of motherhood across London and the Democratic Republic of the Congo (DRC), *Possession*, which was directed by Oscar Pearce. **"A Tennessee Williams-ish memory play merged with more modern, pulsating poetry, it is nimble, playful storytelling with tragedy brewing below, the joyous electricity always a second from fizzling away."** - **The Stage**
- Bryony Lavery's adaptation of Haruki Murakami's novel *Sputnik Sweetheart*, directed by Melly Still. **"Stylish, thought-provoking and poetic, dream-like experiences lift their relationships to a complex psychological and metaphysical level."** - **Morning Star**
- The UK premiere of Suzan-Lori Parks' 2010 play *The Book of Grace*, directed by Femi Elufowoju jr. **"Nothing short of spectacular"** - **The Guardian on Femi Elufowoju jr's previous production at Arcola, 'The Secret Lives of Baba Segi's Wives'**

2025 will be Arcola Theatre's 25th anniversary, and we'll be marking the occasion with a year-long season of productions, including brand-new plays, revivals from major playwrights, musicals and opera. This will be a season of celebration, and a joyous time to work with the Arcola Theatre team in our iconic venue



*The Secret Lives of
Baba Segi's Wives*
– Photo: Idil Sukan



Die Walküre (Grimeborn)
– Photo: Alex Brenner

JOB DESCRIPTION

Role:	General Manager
Reporting to:	Executive Producer
Line Managing:	Operations Manager, Front of House Team, Technical Team, Facilities Contractors, Production Managers, Company Manager
Supporting:	Whole staff team

OBJECTIVES OF THE POST

The General Manager provides the glue which holds together all of the people, projects, resources and priorities of the organisation.

The General Manager will manage our people and our day-to-day operations, including the artistic programme (produced and received), events, projects, and company administration. The General Manager will lead on HR management across the whole organisation.

RESPONSIBILITIES

Planning and Programming - In-House and Visiting Productions

Support the Executive Producer in:

- Planning how all Arcola productions are mounted and scheduled in alignment with Arcola's artistic and financial goals.
- Administration and scheduling of the programming across all Theatre spaces and rehearsal rooms at Arcola Theatre.
- Delivering the artistic programme at Arcola Theatre, and if applicable on tour both nationally and internationally.
- Managing further exploitation of Arcola productions, including transfers and tours and possible digital exploitation (filming, recording and/or live broadcasts).
- Hosting 'Meet and Greets' with in-house and visiting companies.
- Chair production meetings with in-house productions and visiting companies.
- Whenever possible attend press nights, GALA events, and previews of all Arcola shows and regularly visit shows and companies during the course of their runs.

Production Administration & Scheduling

- Supporting Finance Manager in Contracting Productions and Events.
- Oversee the Management of the Diary and Space bookings.
- Contracting actors, creatives, etc for in-house productions.
- Supporting negotiations with and contracting visiting companies.

- Working with Equity and UK Theatre on contracting and maintaining high standards of practice and working conditions at the venue.
- Ensuring that all staff collaborate to maintain efficient operational systems
- Running Company and Operations meetings.
- Keeping abreast of relevant industry practice guidelines, responsibilities and duties and represent the theatre to Equity/BECTU/MU/UK THEATRE.

Financial and Budgeting

- Run production budgets.
- Authorise production invoices, petty cash expenditure and royalty payments
- Oversee scheduling for regular and irregular staff, working with the Finance Manager to ensure accurate payments etc.

Box Office, Front of House, Technical and Bar

- Line Managing the Operation Manager, Front of House, Box Office and Technical teams.
- Coordinating activities with the Bar team.
- Ensuring the effective operation of the whole Front of House and Bar operation.

Theatre & Facilities Operations

- Line Managing the Chief Technician.
- Coordinating venue maintenance contractors.

Health & Safety, Best Practice Policies

- Working with managers across the company to ensure that best practice policies are in place and adhered to at all times.
- Updating Organisational policies when relevant.

Human Resources

- Running the HR function for the whole company.
- Contracting staff and maintaining employment records for staff.
- Lead on recruitment.
- Coordinating with relevant line managers regular appraisals for all staff.
- Oversee the DBS checking process at the venue and being the 'Designated Person' on Child Protection and Safeguarding – working with the Participation Manager.

General

- Work with the senior management team on business planning and operational work plans.
- Be able to speak knowledgeably about all aspects of the work of Arcola and to support the organisation's principal aims and objectives.
- Communicate regularly and effectively with colleagues and Senior Management about activities and to seek support from appropriate staff at the earliest opportunity should problems arise.

- Support and promote the aims and objectives of Arcola Theatre both internally and externally.
- Deputise for the Executive team in their absence as directed, and address issues as they arise, including representing or speaking on behalf of the Executive team as required.
- Undertake any other duties as may be reasonably required.

PERSON SPECIFICATION

- Significant relevant management experience in theatre or arts.
- Successful track record in theatre production, general and/or project management.
- Knowledge and confidence in the practical application of good Health & Safety practices in theatre.
- Knowledge of managing GDPR and general Data Protection issues.
- Knowledge of artist/creative contractual agreements and practical knowledge of union agreements (Equity/MU/BECTU/UK THEATRE/ITC).
- Sound understanding of planning and scheduling theatrical productions.
- Experience of managing Continuous Professional Development across a staff team.
- Sound understanding of company and project finance.
- A motivated self-starter who enjoys working with managers and artists with diplomacy, discretion, professionalism, pragmatism and a can-do approach.
- Excellent people management skills including building and leading teams.
- Ability to prioritise a complex workload with excellent organisational skills.
- Calm and reassuring manner.
- To be a team player with the ability to work independently.
- Flexibility and the ability to adapt to changing circumstances.
- Ability to engage confidently and pleasantly with a wide range of people.
- Highly organised with excellent administrative skills.
- Able to take responsibility and make quick, informed, operational decisions.
- Excellent written and verbal communication skills.
- Highly computer literate with experience of using IT to streamline operations.
- A passionate interest in contemporary culture, particularly in theatre, with a good knowledge of the sector and of performing arts.
- Progressive, positive and forward-thinking attitude.

TERMS AND CONDITIONS

- Salary:** £35,000 to £40,000 per annum, depending on experience.
- Contract:** Full-time, permanent
- Hours:** Standard 40 hours, with regular evening and weekend work.
- Holiday:** 28 days per annum, including public holidays.
- Benefits include:** Complimentary tickets; staff discount at Arcola Bar and Café.
- Probation period:** 3 months
- Location:** Arcola Theatre, 24 Ashwin Street, Dalston, London, E8 3DL. The theatre is fully wheelchair accessible.

HOW TO APPLY

To apply, please send your CV and a covering letter (max. two A4 sides) demonstrating how your experience, skills and qualities make you the ideal candidate for this role to the following email. Please also complete and attach an Equal Opportunities form.

jobs@arcolatheatre.com

Deadline for applications: 10am Monday 26 August 2024

Interviews: Week beginning Monday 9 September 2024

Arcola Theatre is committed to ensuring applicants have an equitable experience when applying for the role, attending an interview, or working for our company, so please make us aware of any support you need. If you require the pack in large print, or alternative format or wish to discuss any queries please contact us at jobs@arcolatheatre.com and we will be happy to make any necessary arrangements for any stage of the process.

We look forward to hearing from you.



Leyla Nazli
Executive Producer