

## **Role Description – General Manager**

### **Specifications**

Part time role: 15 hours per week, Mon – Fri to ensure a presence at theatre premises plus 5 hours flexible.

These flexible 5 hours are to allow for:

- Additional office cover
- Unsociable hours
- Telephone cover when off-site
- Occasional attendance at Board meetings

Salary: £15,000

Reporting to: Operations Director

Holiday entitlement: 24 days per year (pro rata)

1 year fixed term contract with option to renew

3 month notice period

### **Aim**

To balance the needs of TTC members in fulfilling the artistic programme and the needs of external hires, maximising the benefits of the Playhouse to each and promoting an atmosphere of positive artistic contribution

### **Responsibilities**

- Marketing
  - Maintain poster and leaflet displays in collaboration with S&M design/production team
  - Marketing theatre space to external bookers and potential clients
- Manage external and theatrical hire requests and bookings, including:
  - scheduling, to include external business and theatrical hires, and TTC scheduling liaison
  - co-ordinating hire requirements and setup throughout hire period
  - scheduling duty manager coverage
  - invoicing
  - Key control
  - Show-arounds
- Managing and co-ordinating building and equipment maintenance
  - Managing maintenance contractors and Service Level Agreements
- Supervise and co-ordinate
  - Internal and external contractors
  - Club and office volunteers in certain functions
- Accounting
  - Manage the maintenance budget

- Purchase control of building equipment
  - Compile and send financial reports to Finance Director
- Health and Safety
  - Building Risk Assessment
  - Regular security and fire equipment checks
  - First Aid kits maintenance
- Other ad hoc tasks as requested by the Operations Director

Essential/Desirable skills/knowledge

- Sales and marketing
- Attention to detail
- Supervisory experience
- Numeracy, literacy, PC literacy
- Knowledge and understanding of local theatre and voluntary workers
- Customer focus, good with people