

**This information is available in alternative formats.**

**E-mail** **jobs@graeae.org** **for details.**

Dear Applicant,

Thank you for your enquiry regarding the position of **General Manager – Maternity Cover** with Graeae Theatre Company.

**Graeae** is a force for change in world-class theatre, breaking down barriers, challenging preconceptions and boldly placing disabled artists centre stage. Graeae tours productions across the UK and runs an accessible workspace and rehearsal space in Hoxton.

If you are an experienced General Manager, either in a touring theatre organisation or a presenting venue, this may be an opportunity for you. The General Manager role is vital to the smooth running of the organisation; ensuring that departments work together and operations work in a cohesive way.

You would be joining a diverse team of passionate advocates for human rights and exceptional quality theatre. Graeae is creatively led by disabled people and many in our team have come to the arts through non-standard routes. If there is any part of the job that needs additional training or learning, we can support with that.

Available on our website, you will find:

* Optional Application form
* Job Descriptions & Person Specifications
* Monitoring form

Your completed application should be marked confidentialand sent to jobs@graeae.org. The Monitoring Form will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The **closing date** for receipt of applications is **10am, Monday 20 October 2025**. Short-listed candidates will be invited for **interview** on **Tuesday 4 November 2025**.

I look forward to receiving your completed application.

Yours faithfully

**Kevin Walsh**

Executive Director and Joint CEO

**Guidance Notes for Applicants**

**General Manager – Maternity Cover**

The General Manager is the person responsible for the smooth running of Graeae’s general operations. Graeae is based in an accessible workspace in Hoxton, tours productions across the UK and delivers training and learning programmes for disabled people of all ages. The General Manager plays an essential role in ensuring departments work in unison, and in ensuring the building is managed effectively.

They manage the Administrator and Community Advocacy Coordinator, work alongside a consultant producer on productions, and assist in reporting to funders.

This is a wide-ranging, thrilling job in a vibrant, creative office and is the perfect role for someone with a passion for theatre, a well-run system, equality, and advocacy.

**Professional Development**

Graeae invests in the development of their staff and acknowledges that people will have had different access to education and training. We will offer professional development on areas of the role that are new to candidates.

**Access Support**

Graeae offers all staff members an access audit; a review of support needs to ensure all employees have the tools to work as equals. We then support an application to “Access to Work,” if needed, and have put funds aside to cover any costs not covered by the scheme. We will assist with booking interpreters, access workers or other personnel as required. Applicants will be responsible for their own personal care and home support needs.

Additional access support, including BSL interpreters, access workers and formatting assistance will be covered if agreed in advance. Please e-mail vicky@graeae.org.

**How to Apply**

There are two ways to apply:

1. **CV and Covering Letter**
* Your CV should be a 2–4-page PDF.
* It should be relevant & tailored to the role.
* Please include at least 2 references.
* Your covering letter should contain a personal statement of no more than 800 words on why you are applying for this role.
* It should reference the job description and person specification.
1. **Application form and personal statement**
* Application form available on the Graeae website.
* Your personal statement should be no longer than 800 words.
* It should reference the job description and person specification.
* Accessible versions of all forms available on the Graeae website.

We will also ask you to complete an Equal Opportunities Monitoring Form.

Each application will need to come with a personal statement. You may submit this in written format, by video, sound file or in any other manner that is accessible to you.

Once complete, please send your application to jobs@graeae.org.

The deadline for applications is 10am, Monday 20 October 2025.

**The Application and Selection Process**

Please study the Job Description and Person Specification carefully before completing your application form. **Whether or not you are shortlisted for interview will depend on how well you can demonstrate that you meet the criteria listed.**

You may find the following information helpful:

* You may apply by e-mail and by recorded video or sound file.
* All first-round interviews are likely to be held via Zoom, so you will need access to a computer with a webcam and microphone or a smartphone. You do not need a zoom account but will need access to a reliable internet connection and an up-to-date browser.
* Study all the information you have been sent about the job and carefully read through the questions you need to answer before you begin to complete the form.
* Make sure that your application is specific to the job you are applying for. General responses you have prepared before may not address the specific requirements of this post.
* If you choose to send your CV rather than the application form, a strong covering letter will play an important part in determining your suitability for the role.
* Think about the extent to which you possess the knowledge, skills and experience detailed in the Person Specification. You should then use the form to provide relevant information which demonstrates how you meet the requirements - use examples.

Your completed application must reach Graeae by **10am, Monday 20 October 2025**. Please note that we are unable to accept applications after the closing date and time unless by prior agreement.

**Shortlisting** will take place immediately after the closing date. We will go through your application in detail looking for specific evidence that you have the experience, knowledge and skills required to undertake the job successfully. It is unlikely that you will be selected for interview if you haven’t provided specific evidence, supported by relevant examples.

**Due to the high number of applications we receive, it is not possible for us to respond to every application.** If you have not received an invitation to interview within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. If you want to check that your application has safely arrived, please email jobs@graeae.org

**Interviews and Other Selection Methods**

**Interviews** will take place on **Tuesday 4 November 2025**

A standard interview with a panel of 3 people, including the position’s line manager. The interview will last approximately 45 minutes. At the end of the interview, you will also be given some time to ask a few questions yourself.

A letter will give full details of what the selection process will involve.

If you have any **Access** requirements that need to be met in order to aid you in this application, please contact vicky@graeae.org. We may provide support to make your application or to make your interview accessible to you.

If you need to submit your application in an alternate format or you have any areas of concern relating to your access needs please let us know at vicky@graeae.org.

**Equal Opportunities**

Graeae’s equal opportunities policy permeates all aspects of our work, informing actions and attitudes towards employees, volunteers, directors, freelance workers, participants, audiences, and service users.

We are an anti-racist, trans-inclusive and disabled-led organisation. About 50% of our workforce identify as Deaf, disabled or neuro divergent. The artists that you will be working with will have faced disablist attitudes; they may also have experienced racism, homophobia, transphobia, or persecution for some other aspect of their identity.

We have a Code of Conduct that all staff and freelancers abide by. We may ask you to attend training in anti-racism, disability equality, or anti-oppression when you join. This is training that we have all attended and ensures that as an organisation we are working to the same set of standards.

We invite you to complete the separate monitoring questionnaire to enable us to evaluate the effectiveness of our recruitment policy and processes and ensure fair treatment. The information you provide will also help us to identify any barriers to recruitment. Your answers will be treated in the strictest confidence and used for statistical monitoring purposes only**. Your completed form will not be seen by those responsible for short listing and will not, therefore, form part of the selection process.** Although we would like you to complete the monitoring form, you are not obliged to, and your application won’t be treated less favourably if you choose not to complete it.

**Please note:**

* We can provide access support in completing your application form and attending interviews. Please contact Vicky Berry vicky@graeae.org
* Graeae follows the social model of disability. You will need to be familiar with this at interview. We recommend Drake Music’s excellent “Understanding Disability” series <https://www.drakemusic.org/blog/hdekretser/understanding-disability/> if you would like to learn more.
* If you would like to see Graeae’s Equal Opportunities policy, please contact jobs@graeae.org

**Questionnaire**

**Data Protection**

We take the privacy of your data seriously. We will process your data in accordance with our job applicant privacy notice, available on our website at https://graeae.org/about/recruitment.

**Disclosure & Barring Service Checks**

Graeae undertakes work with schools and with vulnerable adults. As part of the recruitment process, Graeae will assess the likelihood of a new post-holder coming into contact with children and/or vulnerable adults. Each of the post-holders it deems to have possible contact will result in the post-holder/successful candidate being subject to a satisfactory DBS check before being confirmed in post. This process will still apply in the event of an internal candidate moving into a new post within the organisation.