

**General Manager – Maternity Cover**

**JOB DESCRIPTION**

**Job Purpose**

To manage the smooth-running of Graeae’s general operations, under supervision from the Executive Director. Managing administrative co-ordination across productions and R&D projects

**Line Manager:** Executive Director

**Responsible for:** Administrator, Community & Advocacy Coordinator

**Key responsibilities**

**Building and facilities**

1. To provide efficient and effective management of all physical facilities including buildings; equipment; building maintenance; provision of technical and IT services; security and Duty Manager cover.
2. To lead a staff, visitor, and tenant focused building support function, ensuring a high-quality environment for Graeae’s work.
3. Oversee the work of administrators, ensuring hires, invoicing and duty management is processed in a consistent and timely manner.
4. Be the principal key holder and duty manager for Bradbury Studios
5. Jointly with the Executive Director, ensure health and safety requirements are met throughout Bradbury Studios, including undertaking first aid and fire marshalling duties.

**Creative Projects**

1. Jointly, with external producers and the Finance Manager, be responsible for creating and managing budgets, ensuring they remain within agreed spend.
2. Create contracts for performers, creative team, and venues in liaison with freelance producers on Graeae productions.
3. Coordinate travel and accommodation for touring productions.
4. Manage the workload for the production and touring teams and liaise with the Equity rep, lead on the reporting to their line manager.
5. Coordinate clear communication around performances and events by liaising with box offices, guests, and the general public.
6. Ensure monitoring and evaluation reports are completed comprehensively and to deadlines, particularly with reference to funding agreements.
7. Jointly with creative teams and producers, ensure embedding of creative access into Graeae’s projects and productions.

**HR**

1. Line manage the Community & Advocacy Coordinator to ensure public awareness of Graeae is maximised.
2. Line manage the Administrator to ensure the building, productions and general operations are smoothly and efficiently run.

**Company communication**

1. Proactively lead communication across the company departments, organise and support meetings, including minute taking
2. Ensure digital and physical filing systems are up to date and, with support from the Executive Director, adhered to

**General**

1. Take minutes for Board Meetings
2. Promote equality of opportunity and fair treatment in all activities.
3. Represent the company at public events as required.

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# Person Specification

#### Essential

1. Excellent interpersonal skills including an ability to interact effectively with a wide range of individuals and organisations and a variety of settings.
2. Excellent communication skills - written and verbal / signed and the ability to represent the organisation externally.
3. Experience of creating and managing administrative systems
4. Experience in problem solving both creatively and pragmatically.
5. Experience of leading a team as well as working individually
6. High level of IT literacy including Word, Excel, Outlook, and willingness to undertake further IT training, e.g. Power Point, use of Braille embosser, sound editing software.
7. Proven experience of monitoring budgets and knowledge of effective financial management systems
8. Knowledge and understanding of the social and cultural barriers encountered by disabled and deaf people.
9. Experience of working with or within the arts or cultural industries
10. Integrity and ability to handle confidential or sensitive information.
11. Experience of time management and the ability to maintain and deliver several projects simultaneously.
12. Experience of effective reporting and evaluation for funders and internally
13. Understanding and commitment to equal opportunities
14. Works in a respectful, inclusive, and collaborative way

###### **Desired**

#### British Sign Language Level 1

1. Clean driving licence and willingness to drive company vehicles.
2. Experience of managing a small team



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# Summary of main terms and conditions of service

*Contract*

This is a full-time fixed term post until 31 October 2026.
Applications for part time or job share will be considered. Please make this clear on application.

*Salary*

The salary offered is £37,300 and is payable monthly.

*Hours*

This is a full-time post of 35 hours per week, plus one hour for lunch. Your regular hours will be 10.30am - 6.30pm in Graeae’s HQ in Hoxton, as closing the building is part of the role.
Some flexible and hybrid working will be considered.

Occasional evening and weekend work as well as over-night stays away from the company base in London is required. There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

*Probation*

Confirmation of employment is subject to a 3-month probationary period.

*Notice*

The period of notice from either party is one week during the probationary period and two months thereafter.

*Pension*

You will be automatically enrolled into Graeae’s pension scheme on joining. The employer contribution is 7% of your gross salary and the minimum employee contribution is 3% of your gross salary.

*Holiday*

The post holder is entitled to 25 days paid holiday per annum plus public holidays in the first year of service. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Training*

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

*Other Benefits*

Graeae participates in the Cycle to Work scheme. Holiday, sick and parental leave are all over the required minimum.