

GENERAL MANAGER JOB PACK



About HighTide

For more than a decade, HighTide has launched the careers of some of the UK's most exciting emerging theatremakers, with our alumni including the playwrights Jack Thorne, Vinay Patel, Ella Hickson and Theresa Ikoko; and directors including Michael Longhurst, Kate Wasserberg and Roy Alexander Weise. Our co-producing partners have included the National Theatre, the Royal Court and Manchester Royal Exchange.

With the appointment of new Artistic Director and CEO Suba Das in 2019 and the appointment of Rowan Rutter to the new role of Executive Director in 2020, alongside the COVID-19 Pandemic and Arts Council England's new ten-year strategy *Let's Create*, the company has further refined our mission and vision, to reflect our ambition to produce and nationally tour the most exciting new work in the UK and to use storytelling and creativity to improve lives in our home region of the East of England.

HighTide currently has in development new plays by the acclaimed British playwrights Ben Weatherill, Morgan Lloyd Malcolm, Sonia Jalaly, Debris Stevenson and Dawn King; alongside the creation of a new participatory strategy for the organisation, supported by the Esmée Fairbairn Foundation; and a refreshed Artist Development platform focusing on talent in the East of England.

Mission, Vision, Aim and Values

HighTide is one of the UK's leading new theatre writing companies. Our vision is to empower audiences and artists in the East of England to connect joyfully through new storytelling, leading to positive social change. We showcase the diverse stories of our region nationally and advocate for new approaches to equip more people to share their stories.

Our mission is to develop productions and programmes that enable more diverse communities to engage with theatre and storytelling in the East of England. We work in partnership locally and nationally to co-produce and tour our work; and we are committed to innovation to deepen engagement and raise the quality of our work.

An Arts Council England National Portfolio Organisation (NPO), the company is also supported by major arts funders including the Esmée Fairbairn Foundation.

What We Do

Launched in 2007, we have produced and toured over 60 productions, multiple festivals and supported hundreds of artists, showcasing the very best of British new writing talent. Our productions are political, diverse and joyful and allow our writers the space to ask questions about the world around them and articulate their dreams, fears and passions.

We centre artists at the heart of what we do, which was reflected in our response to the pandemic, as we launched the 'Lighthouse Programme' a comprehensive suite of projects and activities for audiences, emerging artists, and young people, providing free support to over 300 artists in this time of crisis. Since then, we shifted our attention to building back better, launching a series of initiatives under the umbrella 'Inventing the Future' to consider what further changes would need to be made within the sector to support the most equitable cultural recovery.

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Leading Partner: Lansons

Artistic Director
Suba Das

Executive Director
Rowan Rutter

Chair
Tim Clark

Deputy Chair
Leah Schmidt

Directors
Tim Clark
Nancy Durrant
Liz Fosbury
Jon Gilchrist
Kate Harvey
Diana Hiddleston
Vinay Patel
Leah Schmidt
Matthew Webb

Patrons
Sir Nicholas Hytner

HighTide Festival Productions
Company Reg No. 06326484
Charity Reg No. 1124477
Company VAT No. 937066311



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ENGLAND**

We have also led the development of the sector-endorsed Anti-Racism Touring Rider to enshrine into contractual practice new measures to improve safety and wellbeing for artists and audiences of colour. The rider has now been formally adopted by the ITC as part of their Ethical Managers contract template and is supported by UK Theatre and Inc Arts.

HighTide's work in the East of England is concentrated in Greater Suffolk with focus areas in Greater Ipswich, Lowestoft and rural communities, and supported by a network of partners across Essex, and East Anglia. HighTide has an office in London, as well as a resident office at New Wolsey Ipswich, providing space for core staff and freelancers as well as engagement activities.

Purpose of Role

As HighTide grows its profile and output in the East of England and nationally, the General Manager is a new role created to support the Executive Team in the delivery of the key objectives of the charity. The General Manager will play a pivotal part in the operational and financial success of HighTide, whilst supporting the creative output of the organisation.

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TERMS AND CONDITIONS

Contract: Permanent, full time
Salary: £30,000 per annum
Based at: **London** and 1 day per week in **Ipswich**

London: HighTide, Lansons Building, 24a St John St, Farringdon,
Ipswich: New Wolsey Theatre
Work from home days will also be considered if required due to an individual's personal circumstances.

N.B. **Ipswich** travel is administrated and paid for by the organisation and travel to and from Ipswich takes place within the hours of the working day.

Hours: 40 hours per week Monday – Friday inclusive of 1 hr/day lunch (This role requires travel and there will be occasions where work outside of these hours is required).
Probation period: 3 Months
Holidays: 21 days, plus statutory bank holidays
Notice: 3 Months (4 weeks during probation)

The appointed person will be engaged as an employee and receive HighTide's usual pension contribution.

Please apply with a cover letter (maximum 2 pages at no less than 11 point font) and CV or with CV and a 3 minute video detailing your interest for the role and responding to the job description. Please also complete online Equal Opportunities Form [here](#) by 12pm on **Friday 6 August**.

You will be notified by 5pm on **Monday 9 August** as to the outcome of your application and interviews will take place on **Thursday 12 and Friday 13 August**. The successful candidate should be available to take up the post take up the post at their earliest convenience.

JOB DESCRIPTION

General Manager

Finance

- Take responsibility for the day-to-day financial management of the charity, including book-keeping, monthly payroll and invoice payments
- Prepare quarterly management accounts and finance reports for Board meetings
- Work with the Executive Director in the preparation of annual accounts
- Provide financial information and advice as necessary to the Executive Director and Board of Trustees
- Ensure that financial systems, policies and procedures across the organisation are rigorous and fit for purpose
- Manage the core costs budget

General Management, Policy and Administration

- Ensure that HighTide conforms to all financial, legal, statutory and contractual requirements
- Ensure that HighTide has appropriate policies and procedures to promote best practice in all aspects of its operations
- Take responsibility for all risk assessment within the organisation, including the annual Organisational Risk Assessment
- Oversee all contracts with staff, freelancers and partner organisations
- Take responsibility for the organisation's office and equipment

Governance

- Attend and minute all F&A and Board meetings and away days, and subcommittee meetings as required
- Manage the practical arrangements for Board meetings and other governance activities

Human Resources

- Support the Executive Team in recruitment, induction, development and training
- Manage staff communications
- Support the Executive Director in ensuring that HR policies and procedures follow best practice and are communicated and followed across the organisation

Strategy, Data and Artistic Activity

- Support the development and management of sound planning procedures for all company activity
- Oversee contracting of all production personnel and provide general support to productions and projects as needed
- Coordinate monthly KPI meetings and update KPI data for reporting
- Support the ED in quarterly and annual ACE and Stakeholder reporting

PERSON SPECIFICATION

Essential

- Excellent organisational and time management skills
- Outstanding written and spoken communication skills
- Strong financial experience including bookkeeping and budget management
- Experience of using Xero or other similar financial software
- Knowledge of the statutory requirements of running a charity
- Knowledge of good HR practice including implementation of anti-racism strategies and diverse and inclusive practice
- Experience of minute taking

- Interest in the arts

Desirable

- Experience of working with a board of directors/trustees
- Experience of chairing internal meetings
- Experience of setting up office systems
- Experience of preparing management accounts
- Experience of project management and or producing

GENERAL REQUIREMENTS

- To contribute to the development of a professional working and learning environment.
- To contribute to HighTide's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities.
- To ensure adherence to the organisation's policies and procedures.
- To work in a flexible manner in line with the organisation's objectives.
- To provide excellent customer care in dealings with the public.
- To work for the benefit of HighTide at all times.