

QUARANTINE GENERAL MANAGER/PRODUCER

Background to the post

“Quarantine is quite simply a marvel, a company that's right at the forefront of British theatre... immensely touching, totally human yet also intellectually rigorous in their examination of the nature of performance and the raising of questions about what makes theatre seem real and reality so strongly theatrical.” Lyn Gardner, The Guardian

Quarantine was set up in 1998 by directors Richard Gregory and Renny O’Shea and designer Simon Banham. Over the past 14 years we have worked with a shifting constellation of collaborators to make theatre and other public events, with a commitment both to explore performance form and to influence social change. Quarantine works with highly skilled, trained artists and performers and with people who have never done anything like this before. Our work often foregrounds those who are not usually seen or heard in the cultural spotlight. Past projects have included family parties, radio broadcasts and journeys in the dark for one person at a time - as well as performances on stage for audiences in seats. Although the form varies, Quarantine’s work has an identifiable set of contradictory qualities that somehow coalesce – fragile, clumsy, intimate, beautiful, banal and extraordinary.

Quarantine’s work is highly regarded both in the UK and internationally, with performances and collaborations taking place in 2011 in Germany, Netherlands, Belgium, Switzerland and China. We’re based in Salford and are regularly funded by Arts Council England (ACE).

From 2012 to 2015, Quarantine will be an ACE National Portfolio Organisation.

Quarantine is now in a position to develop this **new full-time role of General Manager/Producer**. The post is central to our vision and ambitions over the next 3 years and beyond. The successful applicant will help us to develop our plans, manage our activities and be responsible for the effective running of our core operation and base.

This is a **key strategic and senior management role**, with line management responsibility for the Associate Producer, the Production Manager (both currently part-time posts), the Finance Manager (currently contracted out to Slade & Cooper Accountants) and other freelance staff. It requires close collaboration and an effective working relationship with Quarantine’s core artists: Co-Artistic Directors Richard Gregory and Renny O’Shea and designer Simon Banham.

It’s vital that Quarantine’s core operation runs efficiently, smoothly and with attention to detail. Day-to-day activity is almost always busy and the delivery of projects creates hotspots of action. We are a strong, skillful and committed team who work hard together to deliver our shared ambitions. Our priorities over the next 3 years are to continue to build international relationships and develop that market for Quarantine’s work; to strengthen and solidify a secure core operation for the company so that artists are freed up to spend more time in researching and making work; to continue to develop our diverse relationships with audiences, collaborators, peers, academics and others who engage with our work and to find clear and interesting ways to communicate the scope and success of these relationships; to build appropriate partnerships and contexts to help make our work take place, including new sources of financial support.

There continue to be huge opportunities for Quarantine’s work as we develop relationships on our doorstep and across the world. We want to work with an experienced General Manager/Producer who can balance the management of day-to-day necessities with the energy, imagination and vision to create and exploit new possibilities with us.

Ideally, the successful applicant will start work in April 2012.

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	General Manager/Producer
Responsible to:	Richard Gregory, Co-Artistic Director & CEO
Responsible for:	Associate Producer (key roles: day-to-day administration & marketing) Production & Project Manager (key roles: technical & logistics development of projects); Finance Manager (management accounts, payroll and VAT returns currently contracted out to Slade & Cooper Accountants); Other freelance staff
Salary:	£28,000 - £31,000, depending on experience
Hours of Work:	Full-time; 40 hours per week; Flexible working is possible and there may be some evening and weekend work. No overtime is paid, but time off in lieu may be taken
Place of work:	Normally at the Quarantine office, Islington Mill, Salford. You may also choose to work in other locations, as appropriate (for example from home) and you may also be required to work on projects for Quarantine in other locations in the UK and abroad
Contract:	3 years fixed term, renewable by mutual agreement of both parties. Probationary period of 6 months, subject to general rights of termination under the law
Holiday entitlement:	25 days per annum (plus bank holidays)
Notice period:	3 months (1 month during probation period)

Purpose and objectives of the post

1. To enable Quarantine to continue to develop the best possible circumstances for making creative projects of the highest quality for wide audiences in Britain and abroad.
2. To enable Quarantine to continue to develop as a sustainable well-resourced business – through strategic planning and development, fundraising, advocacy and creative input into the artistic goals of the company.
3. To manage all financial and legal matters relating to the company, maintain & safeguard the stability of the organisation and develop its infrastructure to support Quarantine's artistic ambitions.

Job Description

General management

1. To be responsible for the overall financial and administrative management of Quarantine's artistic activities;
2. To act as line manager for regular staff including the Associate Producer, the Production Manager and the Finance Manager and, where appropriate, other freelance staff; this includes managing working time including TOIL and holiday entitlement;
3. To develop an effective CPD strategy for staff, including training and appraisals;
4. To liaise with, develop and maintain strong relationships with funding bodies, including Arts Council England, and manage the provision of reports and information where needed;
5. To take the lead in developing systems to effectively monitor and evaluate the success of Quarantine's work and relationships;
6. To lead and report to team planning meetings on a regular basis;
7. To manage all legal and statutory requirements of the company, including compliance with company and charity law, employment law and others (for example, child protection);
8. To report to the Board and work with the Chair and CEO on long-term planning; to act as Company Secretary;
9. To develop Quarantine's board in collaboration with its existing board and Directors;
10. To represent the company at appropriate external meetings and networks.

Strategic

1. To support the strategic and developmental planning of the work of Quarantine in collaboration with the Artistic Directors;
2. To develop Quarantine's Business Plan alongside the rest of the staff team and Board;
3. To develop appropriate partnerships with venues, festivals and other organisations in Britain and abroad to help to realise Quarantine's work;
4. To lead on developing a strategy for international touring and collaborative relationships outside the UK.

Fundraising

1. To develop and manage an effective fundraising strategy for Quarantine's work;
2. To identify sources of funding/sponsorship/private donors for future developments and to lead on writing funding applications with support from the Artistic Directors and Associate Producer.

Producing and project management

1. To nurture and develop relationships and opportunities for collaboration with venues and festivals in Britain and abroad, in conjunction with the Artistic Directors;
2. To oversee the effective development and management of all projects, acting as line manager for the Associate Producer and the Production & Project Manager;
3. To negotiate and, where appropriate, issue contracts with venues, festivals and other promoters;
4. To negotiate and issue contracts with staff, including core and freelance workers;
5. To liaise with promoters and creative team on delivery of projects.

Finance and legal management

1. To be responsible for all financial management associated with the company, including setting and managing annual and project budgets and cashflows with the CEO and project directors, and working with the company's accountant on quarterly management accounts and annual accounts within prescribed time frames and in formats as required ;
2. To ensure that all projects and core activity are delivered according to agreed budgets;
3. To work alongside the Finance Manager to prepare and present quarterly management accounts for the Board;
4. To file annual returns and accounts with Companies House and The Charity Commission;
5. Fulfill all legal requirements with regards to the company's insurance policies;
6. Comply with employee Health & Safety regulations;

Note Management accounts, payroll and VAT returns are currently contracted out to our Accountants. Quarantine anticipate evaluating this system once the General Manager/Producer is appointed.

Marketing, press and publicity

1. To work with the Associate Producer and the Artistic Directors to develop and manage Quarantine's generic marketing strategy, and marketing strategies for specific projects, including recruiting and briefing freelance marketing and press staff as required.

Policy

1. To be responsible for developing, maintaining and implementing the company's Single Equality Action Plan, Health and Safety, Safeguarding and Working Time policies.

Any other duties as reasonably required by the CEO/Board

Person Specification

Essential

It is anticipated that the successful candidate will:

Be a proven experienced, dynamic and resourceful arts manager with at least 5 years professional experience in the performing arts.

Be an excellent communicator, a skilled negotiator and project manager, capable of thinking and working strategically.

Have excellent written and verbal communication skills and a high level of numeracy.

Have vision and ambition.

Have knowledge, experience and a network of professional relationships within contemporary performance practice and related fields in Britain and abroad.

Have experience of running an organisation, venue, producing company or touring company.

Have experience of developing and implementing business plans, policies and budgets.

Have experience of negotiating and drawing up contracts with organisations and personnel.

Have experience of financial management and administration including overseeing financial administration, managing cash flow and preparing management accounts.

Have experience of fundraising and writing funding applications and managing approaches to Trusts and Foundations, sponsors and private donors

Have experience of strategic planning for arts marketing.

Have experience of tour booking.

Have strong relationships with promoters and commissioning partners in the UK.

Have knowledge of international networks and potential to build relationships with international promoters and collaborators.

Be a motivated, self-starter capable of both working in a team and also at times alone.

Be creative and entrepreneurial, with significant experience of fundraising and partnership working.

Have an understanding of the legal, fiscal and public engagement frameworks within which a publicly funded company limited by guarantee operates.

Have a good understanding of the key issues of and new developments in arts management in the UK.

Be flexible and able to work in a fast changing environment.

Demonstrate a commitment to equal opportunities.

Desirable

Have experience of management of an Arts Council England regularly funded organisation.

Have experience of working with a Charity and a Board of Trustees.

Have knowledge of the work of Quarantine.

Have knowledge of the gallery system, and alternative venues for performance.

Disposition/attitude

Have a commitment to, and passion for, the contemporary performance and other art forms.

Have a commitment to and an understanding of equality and diversity issues.

Be self-motivated.

Be flexible and open to new ways of working.

Be willing to work outside office hours.

Have an in-principle interest in developing a long term relationship with the company.

Have the ability to focus on detail and complete tasks.

Have the ability to work unsupervised.

Have the ability to work on a variety of projects simultaneously.

Have an interest in and understanding of current affairs and issues relating to contemporary culture.

How to apply

Please complete the application form, attaching any additional sheets and the equal opportunities monitoring form and return by e-mail to Samantha Stockdale, Associate Producer at:

office@qtine.com

Please ensure that any attachments are saved as .rtf or .pdf files

We will acknowledge receipt of your application by e-mail within 5 days. We will inform all applicants by e-mail as to whether they have been selected for interview by 6pm on Tuesday 14th February.

For any further information, please call 0161 8307318.

Deadline for applications

Friday 10th February 2012, 5pm.

Interview date

21st or 22nd February 2012 (date to be confirmed)

2nd Interview date

7th March 2012

Ideally, it is anticipated that the post will commence in April 2012.