



GENERAL MANAGER – JOB PACK

September 2017

Thank you for your interest in the advertised position of **General Manager** at Gecko Theatre Ltd.

Gecko is an acclaimed physical theatre company based in Ipswich which tours original devised productions nationally and internationally. The company's mission is to inspire, move and entertain audiences through visual, visceral and ambitious theatre.

In joining Gecko, you would be part a small but busy core team at the centre of a larger ensemble company working across multiple productions and projects. The General Manager will be based in Ipswich and play a key role in building and managing positive relations between Gecko and organisations and individuals throughout the town and region.

Please find enclosed: Job description, application form and equal opportunities monitoring form

Please note you must complete an application form to be considered for this position, as we do not accept CVs as a form of application.

Deadline: Completed applications should to be emailed to manwah@geckotheatre.com no later than 12 noon on Wednesday 4th October 2017.

Interviews: Shortlisted candidates will be notified by Friday 13th October if they have been selected for first interview on Wednesday 18th October 2017 in Ipswich. Please let us know if you cannot attend the specified interview dates when you submit your application.

Further information about Gecko can be found on our website www.geckotheatre.com

Gecko is committed to equal opportunities, and encourages and welcomes applications from all sections of the community.

If you require this information in an alternative format please email manwah@geckotheatre.com or ring 01473 599200.



Gecko is an award winning, internationally acclaimed, physical theatre company led by Artistic Director Amit Lahav. Gecko was founded by Amit in 2001 and the first show, *Taylor's Dummies* was presented at Battersea Arts Centre in November 2002.

The work was lauded by critics, audiences and funders and Gecko has now been in existence for 16 years. The company is an Arts Council National Portfolio Organisation (NPO). Based in Ipswich, Gecko tours nationally and internationally and has produced eight original productions including *The Time of Your Life* which was produced for live broadcast on BBC4 in November 2015 and most recently *The Wedding* which will tour nationally during autumn 2017 and in spring 2018 with a significant outreach programme as part of a Strategic Touring award from ACE.

"There's a terrific ensemble at work in a show that bursts with the joy of union" *The Guardian*, 2017.

Gecko is an established company with an experienced team of staff, working to realise the creative vision of founder Amit Lahav. We are a member of the We Are Ipswich Group of NPOs and creative organisations in the town that work to 'highlight the wealth and distinctiveness of the arts in Ipswich and to demonstrate how they collectively contribute to personal, social and economic health and well-being'.



The Wedding Image by Rich Rusk

Gecko runs a range of participation and education programmes, providing specialist skills training to professional performers, teachers, graduates, young artists and students from schools and colleges who are keen to pursue careers in theatre.

The Gecko identity is based on a deep interest in human beings and their extraordinary and challenging

journeys to express feelings and emotions in society. Amit has created an organic process that highlights the power and intangible value of imagination. The devising process oscillates between intense periods of experimentation, reflection and technical development.

'Quite simply one of the most beautiful Shakespearean adaptations I've ever seen'

730 Review of *The Dreamer*, Edinburgh Festival 2017.

With an expanding ensemble of international performers and makers, Gecko devises world-class theatre through craft and collaboration. Working across diverse age groups, nationalities and forms, Gecko tours nationally and internationally and continues to develop strong partnerships around the world.



The Dreamer is a Gecko co-production with Shanghai Dramatic Arts Centre. Image by Yin Xuefeng.

Further information about Gecko can be found on our website www.geckotheatre.com.



JOB DESCRIPTION General Manager

Reporting to: Executive Producer

Responsible for: Company Administrator, Freelance Digital and Social Media Manager, Interns and Work Experience Placements as required

Salary: £32-36,000 per annum depending on experience

Term: Permanent, 80-100%. We can consider flexibility of working arrangements on request.

Based in: Ipswich, Suffolk

A relocation package is available.

This role is a key position in the senior management team and is required to drive business growth and co-ordinate management and governance processes across the entire Company. This role is dynamic and will require strong leadership and good judgement as Gecko continues to grow and respond to myriad opportunities. This role acts as the co-ordinating 'glue' between the various parties delivering Gecko's ambitions – the creative team, management team and Board, ensuring that there is clarity and shared vision throughout the organisation. The post holder must develop a full understanding of and commitment to the ethos of Gecko, ensuring that all company strategy is linked to the creation of the highest quality artistic work. Additional duties will need to be incorporated into this role as the Company continues to grow, and such work may from time to time require out of hours working. As part of the senior management team, no overtime will be payable but requests for time off in lieu will not be unreasonably withheld.

BUSINESS STRATEGY

You will review and implement Gecko's strategic business plan, working with the senior management team where required, including;

- Maintain the ongoing development and updating of the Business Plan which sets out Gecko's ambitions
- Keep the strategy current, constantly scouring the national and international landscape for opportunities
- Maintain an ongoing Risk Management system to ensure risks remain known and under constant review running a comprehensive annual risk review process across the company
- Monitor progress against the plans and regularly report to the Board and funders as appropriate
- Maintain an overview of productions and touring activity and ensure alignment with overall Gecko objectives and budgets
- Lead on continuing to develop Gecko's profile and relationships in Ipswich and the surrounding area, ensuring that the company is regarded as a leading cultural organisation and creating opportunities for income diversity
- Lead on the long term development and implementation of a strategy for space and storage, linking with funding and regeneration opportunities where appropriate

FUNDING

- Look for opportunities to create and deepen Gecko's relationships with local authorities and commercial partners (e.g. Ipswich Borough Council, Suffolk County Council, business partnerships)

- Maintain and develop the strong funding relationship Gecko has with ACE, taking primary responsibility for all reporting and relationship management
- Leading completion of the ACE annual return on schedule and accurately
- Lead on the management and development of the Friends scheme, setting annual targets for growth and expansion with the Executive Producer
- Lead on the development, management and extension of the Patron scheme, taking good care of these important relationships and communicating in an effective and appropriate manner with these individuals
- Assist the Executive Producer in the research, partnership development and writing of funding applications
- Lead on reporting and evaluation for funded activities, securing external expertise where necessary

MARKETING

You will lead on the company brand development with the Artistic Director, audience development plan and all marketing and PR, engaging external expertise where appropriate. To include:

- Review and update the existing Gecko brand, marketing and PR strategies
- Oversee the Gecko website, as well as marketing collateral across all media
- Update and implement the audience development strategy
- Lead on the relationship with the Associate Director with regards to social media and work with the Executive Producer to set company targets for growth in digital reach

HR AND LEGAL

You will be responsible for all HR and compliance, including:

- Have oversight for the wellbeing of staff members, ensuring decisions around opportunities give equal weight to the capacity of the team, in particular the Artistic Director
- Ensure that the requirements of Gecko's Equalities, Diversity and Access policies are applied
- Ensure compliance of all contracts (employment and freelance) and recruitment
- Assess the relationship with ITC, ensuring that the company is acting to best practice wherever practicable
- Manage the company training scheme for core staff members
- Co-ordinate the objectives setting, periodic review and appraisal processes
- Ensure all policies and procedures are reviewed, updated and complied with, creating new policies where required
- Carry out secretarial duties regarding Board and company constitution
- Ensure robust succession planning for the Board and manage transitions of Board members, leading on Board recruitment where required
- Manage the company insurances and ensure cover is adequate for all areas

MANAGEMENT AND ADMINISTRATION

You will oversee all aspects of management processes and administration of the Company:

- Coordinate periodic (at least monthly) management meetings, setting agendas focussed on the achievement of business ambitions, ensuring individuals are prepared in advance
- Line manage the Administrator
- Recruit and manage the process of interns and work experience placements, including carrying out entry and exit interviews, ensuring their experience is structured and of value
- Manage the physical office space and any third party agreements
- Manage Board processes and steer board decisions

- Demonstrate a clear commitment to diversity and equal opportunities principles and practice as well as other company policies

FINANCE

- Manage core budgets and forecasting
- Oversee controls to ensure accurate financial coding and processing and adherence to budgets
- Ensure clear shared understanding of spend against budgets, working with the Finance Manager and Executive Producer to agree risks/opportunities
- Run and manage payroll processes
- Run the NEST pension scheme
- Work with the Finance Manager to ensure management accounts are up to date, accurately reported and accounts are submitted in a timely manner
- Oversee reparation of finance paperwork for end of year audit
- Be a financial signatory – for cheques, BACs payments and payroll

PERSON SPECIFICATION

Essential

- Significant experience in a management role
- Experience of managing people and good knowledge of performance
- Proven leadership skills
- Experience of driving an organisation's vision and strategy
- Understanding of financial planning, reporting and modelling
- Knowledge of legal, contractual and regulatory matters, with the ability to seek and take professional advice when appropriate
- Strong negotiation skills, with the proven ability to develop deep and positive relationships with a range partners
- Experience of establishing a good reputation in the eyes of peers, the public and the media
- Rigorous attention to accuracy and detail with ability to spot inconsistencies
- Ability to think creatively in solving problems and implement timely solutions with rigour
- Excellent communicator
- Flexibility to travel away from Ipswich on occasion

Desirable

- Knowledge of Gecko and the wider theatre and dance [arts] sector
- Experience of managing successful fundraising campaigns
- Direct experience of public funding - in particular Arts Council England and Local Authority
- Knowledge and experience of the responsibilities of a Company Secretary
- Understanding of audience development

Terms and Conditions

Hours

30-37.5 hours per week. Normal office hours are 9.00am to 5.00pm, Monday to Friday, with half an hour for lunch. Please note that additional hours maybe required depending on the company schedule, staff

sickness and annual leave. Any extra hours may be taken in lieu if agreed with the Executive Producer in advance. We can discuss flexibility in working arrangements.

Annual Leave

25 days per annum pro rata. There may be certain times of the year when annual leave cannot be taken because of the work programme. Annual leave requests should be submitted and agreed with the Executive Producer in advance.

Place of work

The General Manager will be based at Gecko's office in Ivry House, 23 Henley Road, Ipswich IP1 3TF. Some travel may be required.

Probationary period

4 months

Pension

Employees are automatically enrolled onto Gecko's Workplace Pension (NEST) and can opt out.

To apply for the position please send a completed application form (we don't accept CVs) and equal opportunities monitoring form by email to Manwah Siu at Manwah@geckotheatre.com

Deadline for applications; Wednesday 4th October at 12.00 noon

Shortlisted candidates will be notified by Friday 13th October if they have been selected for first interview on Wednesday 18th October 2017 in Ipswich. Please notify us if you cannot attend the specified interview dates when you submit your application.