

Job Title: General Manager

Reporting To: Artistic Director

Contract: 12 Months with an option to renew (6 months initial probationary period)

Remuneration: €30,000 - €40,000 commensurate with experience.

Location: Irish Aerial Creation Centre, Limerick

THE ROLE

This role is not for the faint at heart. You need to be dedicated to your work and addicted to the arts. The General Manager will have responsibility for devising, developing and implementing a comprehensive program, operations and communications strategy for the broad range of the organisation's work. The role will also be responsible for maximising business opportunities for the company's commercial work and for developing sponsorship partnerships.

Main Responsibilities:

Financial administration and reporting

Managing company operations

Business and project planning

Leading grant and fundraising applications

Preparing and managing production budgets

BACKGROUND

What is Aerial Dance/Circus: Circus and Aerial are both a way of life. This business is full of lunatics, exhibitionists and workaholics all working in a family-like environment. We are no different. Aerial Circus is a highly skilled discipline that involves performing on apparatus such as trapeze, hoop, fabric and rope. Aerial Dance mixes traditional aerial circus skills with contemporary dance.

Fidget Feet are a pint-sized aerial circus company based in the Irish Aerial Creation Centre. We tell our stories anywhere we can think of; in theatres, from cranes, hidden in forests, from boats or swinging from buildings all over the world. Our performances are for everyone and we love to find new ways of telling our stories to new people. We have performed across five continents to hundreds of thousands of people. Husband and wife team, Jym Daly and Chantal McCormick, run Fidget Feet using their combined skills to create performances that mix dance, theatre, aerial dance, circus and video art. Fidget Feet are company in residence at the University of Limerick's *Irish World Academy of Music & Dance*.

The **Irish Aerial Creation Centre** is a place for people to unlock their creativity. It is a centre for the creation and educational of Aerial Arts in Ireland. We are a unique addition to the cultural fabric of Limerick, Clare and Ireland. The Irish Aerial Creation Centre is the only purpose-fit space for aerial circus in Ireland, and a home for professionals and beginners alike. We offer courses to the Irish World Academy of Music & Dance, professional training courses, and local community classes to adults and children.

Operations & Administration

- Manage all contracts, rent, rates and insurance for the office
- Undertake such duties and tasks as reasonably requested by the Artistic Director/Board
- Manage all contractual issues for all employees and negotiate all employees' pay and conditions of employment
- Undertake regular annual performance reviews with all staff in consultation with the Artistic Director
- Design and manage a project spreadsheet of the annual programme for the company to assist with strategic planning.
- Communicate with venue and festival staff in relation to company productions
- Liaise with designers, printers and marketing staff.
- Manage and update the company's website and social media.
- Manage workshop promotion, registration and logistics.
- Ensure adherence Health and Safety policy, revising Safety Statement.
- Ensure company is adequately insured for productions, touring and workshops.

Financial Management

- Manage financial records and accounts including:
 - Profit and Loss accounts provided by Bookkeeper
 - Preparation of quarterly management accounts Annual and project budgets
- Issue invoices for all performances/workshops due and keep track of their being paid
- Manage the efficient payment of wages for all employees in collaboration with the Financial Administrator.
- Liaise with bank and manage all accounts and ensure satisfactory cash flow at all times
- Liaise with Arts Council on payments
- Liaise with Revenue and Social Welfare Liaise with Auditor on all updates/amendments for the Companies Registration Office
- Comprehensive Preparation of Accounts in conjunction with the Bookkeeper for Annual Audit
- Monitor compliance with Companies' Act and Charities Regulatory Authority Requirements.

Funding/ Fundraising

- In consultation with the Artistic Director, co-write all funding applications/proposals and ensure the delivery of these proposals to the relevant bodies, on time
- Prepare all funding reports and the accounting and documentation of all grants received
- In consultation with the Artistic Director source alternative potential funding and income streams and develop opportunities for fundraising
- Establish and manage a '*Friends of...*' scheme for the company.
- Coordinate receipt of grants and payment of invoices from all funding bodies and Creditors
- Maintain regular communication with the Arts Council, in consultation with the Artistic Director

Board Management

- Register with the CRO as Company Secretary and act as Company Secretary, keeping the Auditors and CRO informed of all changes to Board membership, and carrying out duties of a Secretary as delegated to the position by the directors
- Set Board Meetings and distribute agendas and other information in advance
- Report to Board in capacity as General Manager on all related areas of production, finance, staff and marketing and public relations
- Provide Board with quarterly management accounts and annual accounts.
- Record minutes for all Board meetings and distribute to Board and the Arts Council as required

External

- Attend plays as representative of the Company as appropriate
- Attend meetings/conferences at Theatre Forum, the Irish Theatre Institute, Business to Arts, etc. as appropriate
- Attend Arts Council meetings as appropriate

Personal Specification

Essential

- Minimum of 3 years experience as an arts manager with an excellent understanding of the project management cycle of arts events
- Strong leadership and management skills with the ability to forge strong relationships internally and externally
- Broad experience in managing relationships with artists at a high level.
- Excellent communication and negotiation skills.
- Experience in building, managing and controlling production budgets.
- Experience of contract negotiation, including international touring
- Experience in grant and fundraising application writing
- Excellent organisational skills and the ability to work under pressure to multiple deadlines
- A self-confident, pro-active and energetic team player capable of working to exacting deadlines with the minimum of supervision
- Flexible, determined and rounded individual with creative flair and a pragmatic approach to problem solving
- Good computer skills including MS Excel

Desirable

- Previous high-level experience of theatre production or general management
- Experience in hiring and managing staff
- Experience of reporting to a not-for-profit board.
- Full clean driving license and access to car

About the Position

Terms and conditions of employment

- Position will include a six-month probationary period
- The role is offered initially as a one-year full-time contract
- The role may involve some travel related to the company's activities.
- The position holds an entitlement of 20 days holiday per year

Salary

€30,000 - €40,000 commensurate with experience.

Location

Primary location would be at the *Irish Aerial Creation Centre* in Limerick City but some travel would be required as is necessary.

How to apply

Send full CV and Cover Letter to jobs@fidgetfeet.com.

Interviews

Primary Interviews: Monday 25th of January 2016

Call Backs: Friday 29th of January 2016

Commencement

March 2016 (date to be agreed)

*All communications will be handled with the strictest of confidence.
Fidget Feet Aerial Dance Ltd. Is an equal opportunities employer.*