

**FRANTIC  
ASSEMBLY**



**GENERAL  
MANAGER**

**JOB PACK 2021**



## GENERAL MANAGER APPLICATION PACK

Thank you for your interest in the post of General Manager at Frantic Assembly.

The contents of this pack include:

- a job description
- a person specification
- information about the company
- guidance for applicants



We're searching for a talented, capable individual, who is committed to our core values and the principles of collaboration and inclusion, to join our small but energetic team as General Manager.

The General Manager plays a central role in the smooth running of the organisation. They are the calm and anchor at the heart of the company linking our different areas of operation; stage work, learn and train activity and digital output.

Reporting to the Executive Director, the General Manager leads on administration, HR and finance, supported by the Administrator. They are also a key member of the Senior Management Team.

Ideally, applicants will have previous relevant experience within a similar sized theatre or arts company, although other relevant experience will be considered. Above all, they will be able to demonstrate excellent organisational and communication skills, sound numeracy and bookkeeping knowledge and the ability to manage multiple competing priorities and deadlines.

This is an exciting time for the organisation. Having successfully weathered the last year of the pandemic, we are building back and looking forward to embarking on a raft of new, exciting creative projects and initiatives.

Frantic Assembly believes theatre is for all and promotes diversity, inclusivity and access across all of our activities. We are committed to reflecting the diversity of our audiences within our workforce. Disabled people, those from Black, Asian, East Asian and ethnically diverse backgrounds are currently under-represented in our workforce, so we particularly encourage applications from candidates who identify as such.

We look forward to hearing from you.

## HOW TO APPLY

To apply, please read through the information and guidance notes provided in this pack.

If you require this pack or the application form in an alternative format or wish to submit an application via video, please contact us on 0203 701 7629 or [recruitment@franticassembly.co.uk](mailto:recruitment@franticassembly.co.uk)

Submit your application via this [online application form](#). This form can be downloaded as a PDF for offline applications.

All equal opportunities monitoring information is kept separate from your application and is not seen by the selection panel. It does not form any part of the recruitment assessment.

## VACANCY DATES

- Closing date for applications: **Friday 02 July, 12pm**
- Interview date & location: **week commencing 12 July, London**

Please notify us within your application if you are unable to attend these dates.



## GENERAL MANAGER JOB DESCRIPTION

<b>Job Title</b>	General Manager
<b>Reports To</b>	Executive Director
<b>Responsible For</b>	Administrator
<b>Office Hours</b>	9.30am - 5.30pm although flexibility is required for this role to include evening and weekend work. No overtime will be paid but time off in lieu may be taken with prior agreement.
<b>Terms of Contract</b>	Full time and permanent
<b>Salary</b>	£30,000 - £33,000 dependent on experience
<b>Holiday</b>	20 days per annum, increasing by one day for each year of service up to 25 days, plus statutory bank holidays in England.
<b>Pension Scheme</b>	Qualifying employees will be automatically enrolled into the company pension scheme with NEST. Currently monthly employer contribution is 3%
<b>Probation</b>	3 months from first day of appointment, during which time 1 weeks' notice is required by both parties.
<b>Notice Period</b>	Upon successful completion of probationary period, 2 months from both parties.
<b>References</b>	All offers of employment are subject to the receipt of satisfactory references.
<b>Identity Checks</b>	The successful applicant will need to provide proof of right to work in the UK. For some roles a check with Disclosures and Barring Services is required.





## PRINCIPLE PURPOSE OF THE ROLE

- To take responsibility for the day-to-day administration of Frantic Assembly including finance, HR and internal communications within the company
- As a member of the Senior Management Team (SMT), to contribute to the strategic and business planning of the company

## KEY RESULT AREAS

### Strategy

- As part of the SMT (alongside the Executive Director, Artistic Director, Head of Learning and Participation and Producer) contribute to the artistic and strategic development of the company and delivery of the company's Business Plan

### General management and administration

- To line manage the work of the Administrator
- To take responsibility for Frantic Assembly's office and equipment
- In liaison with the Executive Director ensure that Frantic Assembly is appropriately insured and policies kept up to date
- To ensure compliance with all statutory, legal, financial and contractual requirements
- To oversee supplier contracts for the company, and be the primary point of contact for office lease, utilities and larger-scale equipment purchases
- To co-ordinate and deliver specific company projects
- To assist the Executive Director in the research and writing of funding applications

### Finance

- To take responsibility for the day-to-day financial management of Frantic Assembly and maintain processes and procedures to ensure timely and accurate financial accounting
- To manage payroll, payroll liabilities (including pensions) and VAT Returns
- To manage the Administration and Overheads budgets
- To assist the Executive Director in the preparation of monthly management accounts and cashflow forecasts
- In collaboration with the Executive Director and Administrator, prepare annual accounts for audit
- To ensure timely reporting to statutory bodies including Companies House and Charity Commission



## **Human Resources**

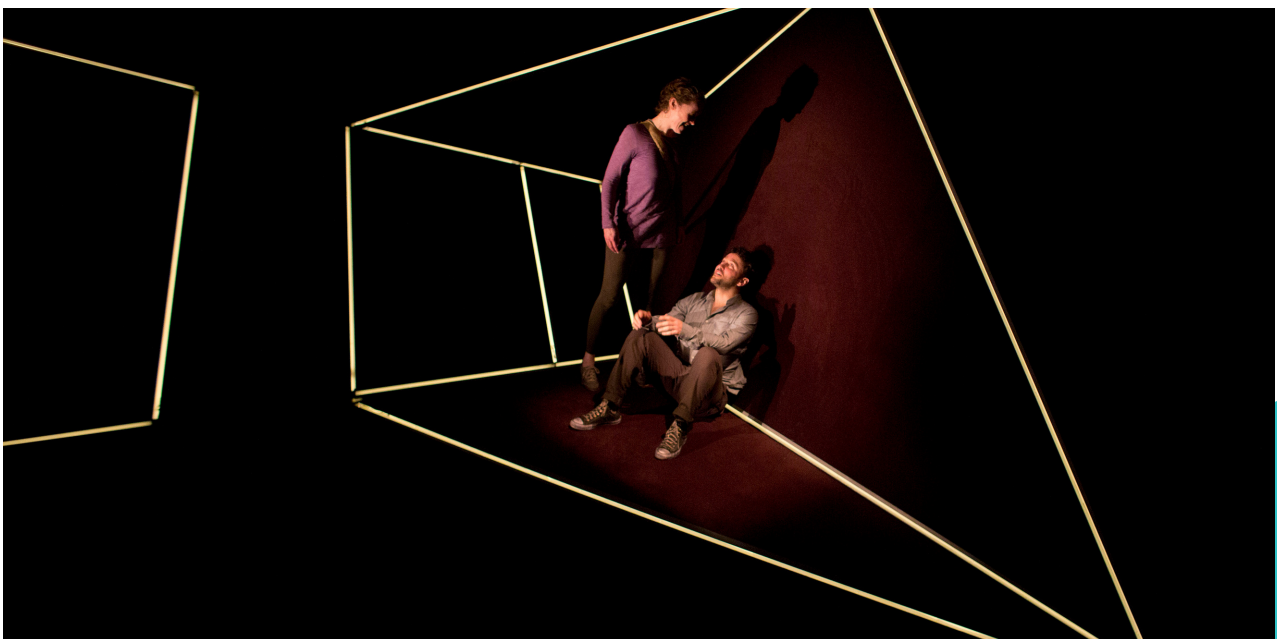
- To support the organisation in recruitment, induction, development and training of permanent and freelance staff
- Oversee contract management for permanent and freelance staff and ensure that Frantic Assembly adhere to all relevant legislation
- To maintain the Company Handbook and ensure all company policies and procedures are relevant, appropriate and promote best practice, including Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Environmental Sustainability

## **IT and Communications**

- To manage Frantic Assembly's IT and telecoms provision, including server and email management
- To supervise the Administrator in the housekeeping and maintenance of the company website and CRM platform
- To ensure all internal communication systems are efficient and accessible
- To contribute to the development of appropriate Audience Development and Engagement plans and ensure an accurate record of audience attendance statistics is kept
- To work with the Producer and Head of Learning and Participation to ensure that all audience engagement data relating to productions and activity is collated and recorded

## **Governance and Meetings**

- Attend and minute all Trustees' Meetings and Working Group meetings as required
- In liaison with Executive Director, co-ordinate and manage Trustees' Meeting schedules
- To represent Frantic Assembly at external meetings and events as required
- To attend Frantic Assembly performances and events





## GENERAL MANAGER PERSON SPECIFICATION

### Essential

- Excellent organisational and administrative skills
- Excellent written and spoken communication skills
- Excellent numeracy skills
- Ability to manage multiple tasks and work under pressure
- Ability to solve problems and make decisions in a creative and pragmatic way
- Ability to work collaboratively
- Understanding and experience of basic bookkeeping and accounting
- Experience of HR management
- Familiar with Mac computers and using online productivity apps (Sharepoint/Outlook/etc)
- Understanding of and commitment to diversity and inclusion

### Desirable

- Demonstrable experience of office systems management in similar sized organisation, ideally in the arts
- Experience of using QuickBooks or similar bookkeeping software
- Knowledge of charity and company legislation
- Experience of minute taking
- Knowledge of Craft CMS web management tools
- Experience of CRM systems

### General Requirements

- A commitment to the values of Frantic Assembly
- To contribute to the development of a professional and respectful working and learning environment
- To contribute to Frantic Assembly'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 work for the benefit of Frantic Assembly at all times



## ABOUT FRANTIC ASSEMBLY

Frantic Assembly creates thrilling, energetic and unforgettable theatre ("the most innovative and progressive theatre company around" The Times).

Led by founding Artistic Director Scott Graham the company attracts new and young audiences with work that reflects contemporary culture. Vivid and dynamic, with a unique physical style, the company has built a reputation as one of the most exciting companies in the country. Frantic Assembly has toured widely throughout the UK, since its inception in 1994 and has performed, created and collaborated in 40 countries internationally.

Frantic Assembly collaborates with many of the UK's leading artists, regularly commissioning writers to create original works for the stage. In past productions we have worked with playwrights Simon Stephens, Andrew Bovell, Mark Ravenhill, Abi Morgan and Bryony Lavery. Our distinct creative approach has influenced contemporary theatre-making and prioritised the use of movement directors and choreographers in new dramatic works. It has inspired writers to embrace new creative processes and opened up actors and dancers to new techniques. This is a matter of great pride as we continue to do something different and to do it differently.

Sharing our work and the way we work is at the heart of what we do. The accessibility of the Frantic Method has empowered and inspired people to participate, educate, collaborate and make thrilling work. Our learning and participation work is therefore symbiotic with and emanates from our artistic output. Our performances fire people up to attend Frantic Assembly workshops, which in turn creates new and diverse audiences for our show and the wider theatre industry. Our commitment to learning and participation has been liberating the potential of future theatre makers for nearly 25 years. We work with over 14,500 young people aged 14+ every year, all around the world. Our activity currently encompasses three key programmes:

- **Our Learn workshops for students:** We are studied as leading contemporary theatre practitioners on five British and international academic syllabuses. We work with schools in the UK and abroad, including touring workshops and residencies to Asia, America, Canada and Australia.
- **Our Train workshops for emerging artists, practitioners, and teachers.** Our introductory, intermediate and advanced workshops draw participants from all over the world.
- **Ignition; our ground breaking, innovative talent development project for young people age 16 - 24.** Targeting those with little previous experience of or exposure to the arts, Ignition engages the least engaged and unlocks creative potential in young people across the UK.

## CORE COMPANY VALUES

**Collaborative - Authentic -  
Accessible - Brave - Empowering**



## THE COMPANY

**ARTISTIC DIRECTOR**

Scott Graham

**EXECUTIVE DIRECTOR**

Kerry Whelan

**PRODUCER**

Peter Holland

**GENERAL MANAGER**

Vacant

**HEAD OF LEARNING & PARTICIPATION**

Marilyn Rice

**ASSOCIATE DIRECTOR (LEARN & TRAIN)**

Sophie Shaw

**LEARNING & PARTICIPATION COORDINATOR**

Vacant

**ADMINISTRATOR**

Vacant

## BOARD OF TRUSTEES

Mark Hawes (Chair), Matthew Hunnybun, Amit Kataria, Tina Kokkinos, Matthew Littleford, Sally Noonon and Joanna Read.

## ASSOCIATE ARTISTS

Simon Pittman - Creative Associate

Michael Lynch - Associate Film Maker

## PRACTITIONERS

Maggie Ann Bain, Amelia Cardwell, Michelle Edwards, David Gilbert, Paolo Guidi, Sean Hollands, Richard James Neale, Perry Johnson, Steve Kirkham, Gavin Maxwell, Joanna McGibbon, Steven Miller, Linzy Na Nakorn, Felipe Pacheco, Marc Pouani, Jonnie Riordan, Krista Vuori, Lucy Wild and Jess Williams.

For more information about Frantic Assembly visit our [website](#).

