

We are seeking a General Manager to manage the smooth and efficient day to day running of Siobhan Davies Dance and the beautiful RIBA-award winning Studios in South London. The General Manager plays a lead role in operations, HR, generating income from commercial hires, contracting, compliance, governance, policy and planning. The General Manager works closely in support of the Executive Director and with all departments within the company. The successful candidate will have demonstrable management expertise, with strong HR Management experience and the experience and drive to generate commercialised income. Adaptable and calm in the face of new challenges, they will have a hands-on approach and be as confident in managing the practical operations of an arts venue as they are in overseeing office-based administrative systems.

Siobhan Davies Dance is an artist-led organisation that advances the most compelling dance and choreography being made today. We connect artists and audiences through investigative, collaborative and interdisciplinary artistic activity at our studios and beyond. Our studios are an incubator for new ideas – our activities centre on supporting and showcasing new work by experimental artists, and we bring this same spirit of experimentation and investigation to all areas of our work.

Founded and led since 1988 by pioneering choreographer Siobhan Davies CBE, Siobhan Davies Dance has evolved over the years from a national and international touring dance company into an investigative contemporary arts organisation. Siobhan Davies' curiosity drives the creation of collaborative new works that introduce choreography to, and reveal movement in, other art forms. These new works are central to our programme and provide a starting point for the extended activities of the organisation. Exploring the same theme of enquiry, these varied activities can then provide responses and further provocations to engage audiences and artists alike and in turn enrich the new works themselves. Our programme also includes learning and participation projects, which develop our work into accessible creative learning programmes for education and the community. Placing choreography at the heart of exchanges between teachers, youth leaders and the wider public, this extensive programme offers alternative ways of experiencing dance to a broad range of audiences. By applying our artistic processes to the design of our participation projects we are able to introduce non-dance professionals directly to our dance artists' practice.

Siobhan Davies Studios opened in 2006 and were the realisation of Siobhan Davies' long-standing goal of establishing a permanent base for the organisation and for independent dance artists. The Studios are a vibrant arts space in central London, filled with dance, film and visual art through a regular programme of exhibitions, performances, classes and new commissions from contemporary artists.

This is an exciting time for Siobhan Davies Dance artistically and organisationally, as we proceed with carrying out the objectives of our business plan. Our team looks forward to welcoming new members to support innovative ways of achieving our ambitions. We are seeking to ambitiously reimagine the way we work by deepening and expanding the role of artists alongside Siobhan Davies in the artistic leadership of the organisation.

# SIOBHAN DAVIES DANCE

GENERAL MANAGER

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## How to apply:

In this pack we have included a job description to support your candidature, which we request be addressed through our application form.

Please be aware that we will not accept applications by C.V. and covering letter, we will only accept completed application forms.

To apply for this vacancy, please send your completed application form to us in a clearly marked envelope with the reference '**GM MAR19**' to the address below or alternatively, you can send it by email to [jobs@siobhandavies.com](mailto:jobs@siobhandavies.com) with **GM MAR19** and your name in the subject line.

**The deadline for applications is 9am Monday 25<sup>th</sup> March 2019**, we will not be able to accept late applications so please ensure that your application is submitted in good time for this deadline.

We will be conducting interviews on the 4<sup>th</sup> and 9<sup>th</sup> of April, and these will be held at our Studios in south London.

If you would like to have an informal conversation with Damaris McDonald, Executive Director; please contact us by email to [jobs@siobhandavies.com](mailto:jobs@siobhandavies.com) to arrange a call.

We look forward to receiving your application, and thank you again for your interest in our organisation.

Kind regards,



Damaris McDonald  
EXECUTIVE DIRECTOR

Siobhan Davies Dance  
85 St George's Road  
London SE1 6ER

### JOB DESCRIPTION FOR THE POST OF GENERAL MANAGER

Full-time/permanent

#### Objectives:

The General Manager is responsible for the smooth and efficient day to day running of Siobhan Davies Dance and the beautiful RIBA-award winning Studios in South London. The General Manager plays a lead role in operations, HR, generating income from commercial hires, contracting, compliance, governance, policy and planning. The General Manager works closely in support of the Executive Director and with all departments within the company.

**Reports to:** Executive Director

**Responsible for:** Studios & Events Manager, Administrator, interns and work placements; overseeing the management of the FOH/Reception team, Housekeeping, third party contractors and freelance staff as required

#### Key Responsibilities:

##### 1. Human Resources

- Provide line management of above mentioned staff, and oversee the Studios & Events Manager's line management of the casual FOH team.
- To oversee personnel administration, including recruitment, induction, probations, employment and freelance contracts, pensions, and visa issues, with the support of the Administrator.
- Support colleagues as a key interview panel member. Maintain personnel records, and ensure that absence and leave is well managed across the organisation
- Lead on the annual appraisal process
- To develop SDD's HR policies and maintain the Staff Handbook in consultation with the Executive Director
- To oversee SDD's approach to professional development for staff, maintaining records of staff training and working with line managers to identify suitable training opportunities for staff
- To oversee SDD's programme for interns and work placements.
- To provide pastoral care to staff members.
- Stay abreast of current HR issues and legislation

##### 2. Strategic

- Lead responsibility for meeting commercial income targets for the hiring out of the Studios, ensuring that the artistic needs and the income generation targets are well balanced.
- Support the Executive Director in building relationships with key stakeholders, including Arts Council England. Support the evaluation and reporting to stakeholders.
  - Support the Executive Director in serving the Board of Siobhan Davies Dance; provide written and verbal reports as required
  - Deputise for the Executive on occasion as required

##### 3. Finance & Fundraising

- Manage budgets across administration, operations, hires and classes, and staffing, including income forecasts and reconciliations.
- Oversee the tenancy budget and reconciliation for space hire and various income streams for our partner organisation, Independent Dance. Support the preparation of budgets and management accounts, ensuring that forecasting systems are maintained to enable effective financial decision making.
- Work with the Financial Controller and hires team to ensure timely collection of fees
- Lead the management of income generation through space hires and events, and with colleagues develop the classes programme at the Studios.

- Oversee ticket and class income procedures and reconciliation. Maintain the systems required to take income and process it appropriately to the business needs.
- To be a signatory for the Company's bank accounts and to co-authorise BACs and payroll transfers as required
- Support the Executive Director and Development Manager with fundraising activities when required. :

#### **4. Management, Administration and Operations**

- Ensure that Siobhan Davies Studios, with support from the Studios & Events Manager, is maintained to the highest standards; and is serviced and staffed to provide a safe and secure working environment for all users
- Oversee the effective co-ordination of all space bookings and activities in the building, liaising with the Programme Director and Co-Directors of Independent Dance to support the artistic activity needs
- Lead on managing the regular class hires, with the support of the Studios & Events Manager.
- Ensure all insurances are in place for the organisation and its activities.
- Lead on administrative management for the organisation, ensuring that the offices are appropriately resourced for the needs of the business
- Manage merchandise, liaising with FOH and the marketing team.
- Lead responsibility for matters related to the provision of IT services and equipment
- Ensure that all relevant legislation and regulations are adhered to throughout the company and its base. Where necessary following consultation with external advisers, ensure the company's compliance with employment law, data protection act and all other relevant legislation e.g. Disability Discrimination Act, Charity Law etc.
- Lead on storage management with the support of the Studios & Events Manager.
- To act as a keyholder for the venue and be available to cover reception ad hoc on occasions when the rest of the team is unavailable.

#### **5. Policies**

- To manage, support, implement, develop and abide by the theatre's Health and Safety Policy; ensure that all members of the company are trained in and comply with emergency and safety procedures; and to chair the Health & Safety Committee
- To actively lead, develop and monitor the Company's Equalities Policy and Action Plan (diversity, access, equal opportunities), ensuring all personnel are involved in its implementation
- To actively lead, develop and monitor the Company's Environmental Sustainability Policy and Action Plan, ensuring all personnel are involved in its implementation and taking responsibility for reporting and certification of the theatre's environmental performance.
- To ensure the highest standards of Child Protection and Safeguarding and to act as Deputy Lead..
- To draft company policies for the Executive Director, keeping up to date with current legislation and ensuring policies are amended and circulated.

#### **6. General**

- Maintain a good knowledge of all Siobhan Davies Dance's activities
- Ensure that there is an effective flow of information throughout the company
- Ensure that all company policies and procedures are adhered to, including health and safety
- Undertake any other tasks that are reasonably requested
- Attend performances, meetings, receptions and any events as required

This job description is a guide to the nature of the work required of the General Manager. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

## PERSON SPECIFICATION

### Essential

- Experience of managing people and motivating staff, working flexibly within a team environment with a positive attitude towards managing change.
- Experience of venue management, preferably in an arts venue, or equivalent event management experience.
- Strong track record in developing commercial income opportunities
- Knowledge of human resources best practice and current legislation; experience of managing recruitment processes.
- Numerate and financially aware, with experience of budget management
- Knowledge and experience of health & safety, insurance, security, and licensing for public buildings and venues.
- Excellent customer service skills, including ability to communicate with customers efficiently in a courteous, professional manner
- Meticulous organisational skills, including implementing and improving administrative systems
- A high level of computer literacy with the confidence to manage both familiar and unfamiliar technologies.
- Pro-active approach to problem solving
- Excellent interpersonal, written and verbal communication skills
- Ability to manage a busy workload, prioritise and meet deadlines
- Commitment to best practice particularly in relation to equal opportunities and environmental sustainability
- Enthusiasm and interest in contemporary arts including dance

### Desirable

- Knowledge of the charity sector
- Experience of using a computerised room booking system (our current software provider is Artifax Event).
- Qualified Personal Licence Holder (BIIAB Level 2).
- First aid qualified

### TERMS OF EMPLOYMENT

|                                  |   |
|----------------------------------|---|
| <b>Job Title:</b>                | General Manager   |
| <b>Salary:</b>                   | £30,000 – £35,000 pa depending on experience  |
| <b>Hours:</b>                    | 35 hours per week - excluding a daily one-hour lunch break  |
| <b>Earliest start date:</b>      | May 2019  |
| <b>Contract type:</b>            | Permanent   |
| <b>Overtime:</b>                 | No overtime payments: Siobhan Davies Dance operates a Time Off in Lieu System to be taken within two weeks of accrual   |
| <b>Holidays:</b>                 | 24 days per year plus statutory bank holidays.  |
| <b>Probation period:</b>         | 6 months  |
| <b>Notice period:</b>            | 3 months  |
| <b>Workplace Pension Scheme:</b> | In accordance with auto-enrolment, SDD contributes pension through NEST for all eligible employees. Our employer pension contribution is 6% and an employee contribution of 1% will also be required. |

### Staff Benefits

- Complimentary tickets for performances, exhibitions and talks at SDD (subject - to availability and staff ticket policy)
- Cycle to Work Scheme
- Generous pension scheme
- Siobhan Davies Studios usually close over the Christmas period, which is offered in addition to holiday entitlement
- Length of service entitlement starts after two years working
- Opportunity to attend any SDD or Independent Dance classes free of charge (subject to availability)

## **EQUAL OPPORTUNITIES**

To help us monitor our equal opportunities policy, we would be grateful if you could complete the equal opportunities monitoring portion of the application form. When your application is received, this form is removed and is not used during the short-listing process. The information submitted is kept in the strictest confidence, following data protection requirements, and will only be used to monitor and analyse the progress of the organisation's equal opportunity policy.

## **Equal Opportunities Policy**

Siobhan Davies Dance is an employer, a provider of services, a member of numerous communities and a purchaser of goods and services. Within this context, the organisation does not make any assumptions about the physical, social or cultural background, or other protected characteristics of its audiences, service users, actual or potential employees, collaborating artists, partners or service/goods providers. We recognise protected characteristics as being:

race, ethnicity, gender or gender reassignment, marital status, parenthood, age, class or socio-economic status, sexual orientation, disability, religion or belief

With due regard to the Equality Act 2010, Siobhan Davies Dance is committed to:

- the elimination of unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act by ensuring that that no potential or actual employee, recipient of the organisation's services or participant in the organisation's activity, receives less favourable treatment on the grounds of any protected characteristic, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- advancement of equality of opportunity between people who share a protected characteristic and those who do not by ensuring the widest possible access to the organisation's artistic work, as well as its facilities and services and within its workforce, ensuring that selection criteria and procedures for recruiting new employees or participants in the organisation's activity be such that individuals are selected and treated on the basis of their relative merits and abilities.

Siobhan Davies Dance has made a commitment that all disabled applicants who meet the minimum criteria for this job will be invited to interview.

Please indicate if you have any access needs for interview, or please call Sophie Cleak, Administrator to discuss these on 020 7091 9650 or email [jobs@siobhandavies.com](mailto:jobs@siobhandavies.com).

## **DATA PROTECTION**

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be discarded immediately.

Should any job opportunities arise in the future for which we think you may be suitable, we may send you application details about the vacancy. In addition, we may contact you in the future for feedback on our recruitment procedures.