



WILDWORKS GENERAL MANAGER// JOB PACK

Wildworks is delighted to invite applications for the role of General Manager

1. WHO THIS JOB IS FOR

This role is for a highly organised, strategically minded individual as the engine house of our operations in Cornwall. We recognise that many people experience barriers to working in the arts and it is important that the work we create reflects the whole of our society and that our team is representative of the wide range of communities we engage with. We actively encourage people from a variety of backgrounds with different experiences and skills to join us and continue to develop our working practice. We are particularly keen to hear from candidates from Black, Asian or ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse or from a lower-socio economic background.

2. THE ROLE

Role: General Manager

Reporting to: Executive Director

Duration: Part time

Hours: 30 hours per week (this could be 4 days or spread across 5)

Salary: £26,000 per annum pro rata

Location: Cornwall

Role overview:

This role is the engine house of business operations and administrative function.

Roles and Responsibilities:

Operations and administration

- To ensure a welcoming and warm working environment.
- To provide high quality assistance to the Executive Team coordinating diaries, meetings, travel, accommodation, tickets, managing correspondence & expenses claims.
- To ensure that day-to-day administrative duties are carried out including fielding information, dealing with general enquiries, ordering and receiving of goods (including office consumables), general correspondence.

- To oversee relationships and contracts with third party service providers (e.g. IT, storage, utilities), reviewing contracts to ensure value for money, environmental and ethical concerns.
- To manage and coordinate effective internal communications, reviewing and implementing systems where necessary to ensure the smooth running of the organisation.
- To support the Finance Manager to ensure effective financial management across the company and monitor the administrative and overhead budgets.
- To be a central hub of coordination for Associate Artists ensuring work is logged and invoiced for at timely intervals
- To be responsible for the Company's internal and external storage, and the documenting, maintenance and hiring of its assets.
- To assist members of staff with IT problems and queries, and general server upkeep.
- To oversee external communication with Wildworks stakeholders including social media platforms, website and subscribers through newsletters.

HR, personnel and policies

- To be the HR lead, ensuring compliance with regulations and, alongside the Executive Director, that all HR matters are dealt with swiftly and fairly.
- To oversee personnel administration, including recruitment, induction and employment contracts and provide up to date staff information to the Finance Manager to ensure accurate payroll.
- To oversee the company's approach to professional development, scheduling appraisals and performance reviews and ensuring everyone has access to continued learning.
- To ensure the company's policies are regularly updated, compliant, clearly communicated, implemented, and fit for purpose.
- To ensure that Wildworks is compliant with Health and Safety Regulations, and that its policies are models of best practice.
- To assist the finance manager with documents such as holiday log and request forms, records of staff training, and staff and board contact sheets.

Data Management

- To work with the Executive Director to coordinate monitoring and evaluation for the organisation, ensuring the staff team are embedding this into project planning and delivery.
- To support the Executive Director in reporting to Arts Council England and Cornwall Council, and managing systems for the collection of statistical and qualitative information across the organisation.
- To monitor the Company's environmental impact and lead on its plan to improve the environmental sustainability of the company.
- To support the Executive Director and Artistic Director in managing and developing strategic relationships with stakeholders including ITC, Outdoor Arts, Julie's Bicycle, a range of funders and all project partnerships that might be cultivated.

- To act as Wildworks' Data Protection Officer, ensuring that it remains GDPR compliant.

Projects

- Contribute to programme planning and development by generating ideas and their potential impact on long-term goals.
- Work alongside the Executive Director, Artistic Director and Producing team to ensure that the planning and delivery of the artistic programme takes place in the best possible circumstances
- Support the planning and delivery of projects, with particular reference to operational planning
- Support the development of relationships with potential co-producers and partners
- Support the scheduling and administering all production activity
- Project manage projects that fall outside of the artistic programme i.e. talent development programmes

Working closely with the Producing team to:

- Oversee the pastoral care of each company.
- Support the administration of production contracts, supporting with drafting where needed.
- Book production travel and accommodation.

Board and governance

- To coordinate Board Meetings, circulate board papers, and produce minutes after the meetings.
- To support the Executive Director, where required, in legal and statutory matters in relation to Wildworks



3. WHO WE ARE

Wildworks makes landscape theatre. The projects can happen anywhere but in theatre venues- large scale spectacular performances or small intimate artworks that grow out of their locations; quarries, cliffs, harbours, derelict industrial sites, castles, empty department stores... And we work with the people who belong to these places to make the shows. They help us by telling us their stories and memories, and by donating their skills and passions. Narrative is at the centre of our work. We bring the seeds of a story to a site and weave in the strands that tie people and place together.

<https://wildworks.org.uk>

Our values are :-

Brave

We take calculated risks and make difficult, bold decisions.

Experimental

We create a playground for new ideas, to try new techniques, work with new people and explore impossible conversations. We are prepared for some of these to work and others to fail.

Fluid

We are shapeshifters. No two projects are the same. We are always evolving and adapting to the world around us. We can change direction quickly and without hesitation if we need to.

Human

People are at the heart of everything we do. We are hosts. We tell everyday human stories. We are committed to breaking down barriers. Everyone's invited.

We use these values to help guide us and to help us make decisions if we're uncertain for both company and artistic pursuits.

We're a team of people with slightly different skills that come together to make theatre projects wherever and whenever we can and with the widest range of people.

As a small team we all muck in. Everyone makes the tea, goes out to get the biscuits, tidies up and tries to fix the printer. Everyone gets a piece of the creative action and everyone has a voice and the power to make a difference to the work that we make and the people we make it for.

The Wildworks salaried team is currently a full time Executive Director and Artistic Director and part time Finance Manager and we are also recruiting for a fixed term Producer. The wider Company is made up of freelance multi-disciplined artists. As a registered charity, a Board of Trustees governs Wildworks. The team expands when we're delivering a project (e.g. 50+ freelance creative and production team and 200+ participants).

The artistic programme generally consists of two types of work; shows initiated from an idea from the Artistic Team and work that we have been invited to develop. Although our work is often many years in the making and programming five years ahead is not unheard of, we try not to restrict possibilities for future Wildworks shows. Projects come along all the time and if instinctively it feels like a suitable match (artistically satisfying, good for the Company and rewarding for the individuals involved) – we will be flexible across schedules, scale and locations in order to make an exciting project happen.

4. WHERE WE ARE

We have a studio at Krowji Ltd in Redruth and we spend part of our time here. We also work from home and when we're on a project we work from wherever that might be. We have a flexible working policy that allows for all the other things that we have to manage in our lives i.e. caring for family or health and welfare needs. In 2021 we have plans for projects in Cornwall and at least one outside of Cornwall. This role doesn't need to travel to project locations although we like everyone to have the opportunity to come and experience the work if they're able to.

5. WHO YOU ARE

It's important that you believe and share our values when we're working together. We make theatre for people who love theatre AND people who think they don't like theatre. We need you to be the engine house of business function at the heart of the company, to be highly organised and a brilliant communicator.

We're interested in what you bring as an individual and your lived experiences, not purely what employment experience you have. Your current job or previous job may be completely different to this one so we're keen to learn more about your general attitude and approach to work. We want you to be passionate about our work and the role you will play in making it happen.

Personal specification:

Essential

- Proven experience in a management role
- Proven experience in project planning and managing budgets
- IT literate and comfortable using Excel, word and other admin software
- Clear and confident communicator

Desirable

- Experience in communications and marketing
- Experience in data collection, monitoring and evaluation
- Experienced in HR policy and process
- Good knowledge of theatre and live event practices

Personal attributes:

- A warm and caring welcome host for centre of company welfare
- Ability to plan and organise own workload, meet deadlines and work under pressure using your own initiative
- Keen problem solver
- Flexible and positive attitude
- Passion for the arts and creative pursuits
- A people person – enjoys collaboration, partnership and working in a team

6. WHAT YOU WILL GET IN RETURN

In addition to the salary we will provide :-

Equipment: Laptop, mobile phone and data package, anything else identified for you to fulfil the role

Pension: Auto enrolment after an initial 12-week probation period (opt out available)

Holiday: 25 days plus bank holidays (pro rata)

Training: Wildworks is committed to personal development for all team members.

7. HOW TO APPLY

Please send us...

- A letter or 3 min film stating why you are interested in the post and how you meet the knowledge, skills and experience criteria
- An up-to-date CV or 3 min film telling us about your CV

- Contact details for two referees (Offer of employment will not be made without two satisfactory referee reports. We will not make direct contact with them without seeking your permission)

Complete online

- Equal opportunities monitoring form

Applications should be emailed to Emma Hogg, Executive Director (emma@wildworks.org.uk), clearly stating in the email subject 'name- application for Wildworks General Manager



8. GOT QUESTIONS AND WANT TO SPEAK TO SOMEONE?

You can email emma@wildworks.org.uk for an informal chat if you have questions.

We also know it's useful to speak with someone who isn't part of the selection process so you can speak freely and ask what might feel like stupid questions. So, we've asked a range of people to give a few minutes of their time if you would like to speak or email them with questions. We think this is a really good way to see if you think you'll enjoy working with us. Below is some information about four people who work or have worked with us and a bit about them to help you choose who to contact. These conversations will be confidential.

Mercedes- Wildworks Founding Artist- originally from Spain and has lived in Cornwall for 40+ years mercedes@wildworks.org.uk

Josh (he/his)- lighting and projection designer- various Wildworks projects- grew up in Shropshire, then moved to London and recently relocated to Cornwall - joshpharo@googlemail.com

Ammar- Performer/writer/director- various Wildworks projects since 2012- originally from Syria now living in London- ammarelhajahmad@hotmail.com

9. SELECTION PROCESS AND TIMELINE

Application deadline: Midday 19 April 2021

Interviews: Week commencing 26 April and week commencing 3 May 2021

Interviews will be in a zoom room due to the ongoing restrictions. We will ask you a set of questions that we will send you in advance and you can ask us questions before, during or after our questions.

We recognise that some people experience disabling barriers racism and we will interview any disabled applicant or applicant that experiences racism who meets the job criteria and are committed to supporting any access requirements at interview or if appointed. Please let us know if you identify with either of these when you submit your application.

Role begins: as soon as possible

