



GENERAL MANAGER RECRUITMENT PACK

COMPANY OVERVIEW

Vision

To be the “go to” organisation for British Chinese artists and to showcase and celebrate contemporary Chinese arts.

Background

Chinese Arts Space (CAS) is a not-for-profit company, limited by guarantee, based in London. It has a small professional staff and a voluntary board of management. CAS was founded in 2005 to address the significant gap in provision for the UK’s British Chinese (BC) community, the UK’s third largest ethnic minority group.

CAS is very pleased that it will become an Arts Council National Portfolio Organisation (NPO) in April 2018. This allows CAS to hire a new permanent team and to significantly develop and increase its work over the next 4 years. In particular CAS will present a London Chinese Arts Festival each year commencing in 2019.

Purpose

CAS exists to support and promote BC artists and to further their creative development, artistic work and ability to influence and participate in the wider arts scene in London. BC artists include writers, producers, directors, composers, dancers, musicians, actors, performing arts makers, live arts artists, visual artists and digital artists.

BC artists have a unique perspective on both Chinese arts and Western arts and how these can be best used, often through a blending of art forms, skills and expression, to provide a new and unique experience that resonates with both BC audiences and the wider public. CAS aims to enable new and dynamic forms of expression and a greater appreciation of the power of combining different cultural forces, influences and disciplines to create exciting new work and ideas.

By way of clarification, our British Chinese definition includes any person now living in the United Kingdom who is of Chinese descent, irrespective of their, or their family’s, country of birth. There are persons whose family is of Chinese descent living in many countries of the world. If they are now living in the United Kingdom, then they fall within our BC family definition. Thus our use of ‘BC’ covers a wide, dynamic group of artists who identify with both the United Kingdom and their Chinese origins.

Programme

CAS will play an active part in furthering the development opportunities for BC artists, recognising that many lack career management training. CAS will offer an Artistic Development Programme including Open Office, Mentoring Service and Artistic Development Bursaries to support and stimulate BC artists at different stages in their development.

CAS will present a varied programme each year that supports and promotes a diverse range of art forms (dance, music, theatre, digital and combined arts) showcasing the unique



contemporary Chinese element and experience that BC and other Chinese artists can bring. The programme will culminate in our annual two-week festival each year.

The festival will be the focal point and main BC showcase of each year. The festival will include BC works produced by CAS, other BC and international productions selected by an 'Open Call' process, a 'work in progress' Scratch Night providing both a platform for BC artists, as well as a symposium bringing together individual artists and producers from UK and around the Chinese contemporary world.

Finally, CAS will aim to be both an open door and an open window for all BC artists and those seeking to work with BC artists. CAS will create an open website/ artist portal that allows BC artists to present themselves and their work. The artist portal will also promote any activities being presented by BC artists, irrespective of whether the activity is presented by CAS.

JOB DESCRIPTION

General Manager

Reporting to	Artistic Director
Responsible for	Freelance staff, intern and the freelance production team
Salary	£25,000 to 30,000 pro rota, depending on experience
Hours	22.5 hours per week (60% employment) You will be required to work flexibly to meet the demands of the job and needs of the business which might sometimes include weekend and evenings for which time off in lieu will be allowed.

Primary Objective

CAS is seeking an efficient and responsible General Manager. The General Manager will lead, and be responsible for, the administration of CAS, the management of its day-to-day work, financial control, managing staff, artist and venue contracts, and supporting the Artistic Director with fundraising activity and strategy planning.

APPLICATION PROCESS

To apply and/or request more details, please send your covering letter and CV to Jobs@casuk.org no later than **5 pm** on Wednesday **24 January 2018**. Please mark your email **GENERAL MANAGER APPLICATION** Interviews will take place on Friday 26 January or Monday 29 January.

Start dates ASAP. However, it will start with freelance-based 1-2 day per week until 1 April when the NPO status formally starts.

Receipt of your application will be confirmed by email.

We look forward to hearing from you.

RESPONSIBILITIES

Management

- Supervise, manage and contract permanent, freelance and contract staff/artists, including staff rotas and schedules for staff and company activity
- Manage the Company's administrative and office functions to ensure the smooth running of the Company, including management of the Company's office space
- Schedule, lead and minute fortnightly Company management meetings and monthly finance meetings
- Ensure the fulfilment of all legal and financial procedures required for the Charities' Commission and other statutory and regulatory bodies
- Manage and co-ordinate for some CAS activities

Administration

- Responsible for day to day operations of the Company and the delivery of the Company's administrative plans
- Be the primary point of contact for CAS, both internally and externally
- Liaise and co-ordinate administrative works with venues and partners CAS works with
- Maintain and organise the administrative records for CAS and ensure that they are fit for purpose and up to date at all times
- Co-ordinate Board meetings and the preparation of papers and reports as required and liaise with the CEO and chairman to create agendas and accurate minutes
- Update, disseminate and monitor all of the company's policies and procedures
- Ensure all travel, accommodation and rider requirements are booked across programme and content as required
- Maintain and be responsible for all Company and project/premises-based insurance
- Support the Marketing Manager when required for the preparation/documentary of promoting material and for some delivery of the social media or website update

HR

- Responsible for working with the Artistic Director and the Board to develop human resources strategies which ensure the Company is appropriately resourced and staffed
- Support the Artistic Director for the workforce planning, including the recruitment, selection and induction of relevant personnel
- Devise/update Company policies and procedures, and ensure compliance
- Oversee the delivery of the Company's Equality Opportunity Policy

Finance

- Manage day to day financial operations, including maintaining an overview of performance against budget and the Company's current and projected financial position

Fundraise and Evaluation

- Act as the main point of contact for funders to ensure compliance with their requirements for monitoring, reporting and payment
- Co-ordinate the company evaluation processes, ensuring that data collection and reporting are carried out as required

Other

- Support Artistic Director and Senior Producer and co-ordinate the Company's work with schools, communities, and other existing or potential partners
- Carry out duties as may be reasonably assigned by Artistic Director
- Attend internal and external meetings as required and contribute to all aspects for the operation

PERSON SPECIFICATION

EXPERIENCE	
Essential	
At least two years' paid experience in an administration role with a range of tasks	
Experience of HR, preparing contracts and negotiating with a range of individuals and organisations	
Experience of managing financial controls	
Experience of detailed planning, project management and operational delivery	
Desirable	
Experience of fundraising	
Experience of maintaining a social media presence or website	
Experience as a Company Secretary or similar in an non-arts organisation	
SKILLS AND ABILITIES	
Essential	
Excellent verbal and written communication skills	
Strong organisational skills: Self-motivated, orderly and systematic, able to prioritise own workload, problem solver, able to meet deadlines, an eye for detail	
A very high level of accuracy and attention to detail in all areas of work	
Reliability, confidentiality and an enthusiasm for the company and its work	
Working knowledge of Microsoft Office, Dropbox and Googledocs	
Knowledge of compliance, policy and safeguarding work	
Desirable	
Knowledge of recent developments in relevant employment law, charity law and other relevant legislative requirements	
Mandarin and/or Cantonese language skills	
PERSONAL ATTRIBUTES	
Commitment to working collaboratively within a small team	
Efficiency, ability to prioritise and stay calm under pressure	
Ability to multi-task effectively	
To be able to self-manage	
A willingness to learn and develop	
Ambition for the organization and an alignment with company culture and values	