

“... A company of real artistic innovators who always have new things to say
and new ways of saying them”
The Guardian

General Manager (full time)

The role & the company – short version:

Hello,

We are James Yarker (Artistic Director) and Roisin Caffrey (Executive Producer) of Stan's Cafe. Thank you for taking an interest in this role. Below we've briefly outlined the job and the company's work.

We are looking for a **General Manager** to support Stan Cafe's work as we pursue our ambitious plans for making high quality theatre projects, international touring and our Creative Learning programme. The General Manager is the lynchpin of Stan's Cafe, managing artistic projects, marketing and our core financial and operational functions. We are looking for someone adaptable who is interested in all aspects of running a contemporary performance company. You may not currently work in the theatre sector but will be passionate about supporting artists to create new work, and in developing and maintaining the organisational structures in order for that to happen.

The **purpose of the role** is to:

- Provide leadership in the effective management of the company's operations, including legal and statutory responsibilities.
- Be responsible for the finance function of the company, including budget tracking, management accounts and day-to-day bookkeeping and payroll.
- Be responsible for the project management of the artistic programme, including marketing plans and marketing activity.
- Contribute to the creation and implementation of audience development and fundraising strategies.
- Support the strategic development of the company in collaboration with the Artistic Director, Executive Producer, Creative Learning Producer and Associate Director.

Stan's Cafe (pronounced caff) is an internationally acclaimed company creating theatre from our Birmingham base since 1991. We use theatre to boldly address timeless and contemporary themes and are happy to twist it out of shape in order to do so – our performance projects extend beyond theatres into site-specific and installation works. We are regularly invited to perform at venues around the world; major commissioners and touring partners have included Birmingham Repertory Theatre, Melbourne Festival, Fierce Festival (Birmingham), Under the Radar (New York), Harbourfront Centre (Toronto), Warwick Arts Centre, RSC, Theaterfestival Basel, Domaine d'O (Montpellier), Vienna Festival, and many more.

Alongside our artistic programme we run a Creative Learning programme, which centres on long-term partnerships with schools. Each year we engage around 3,000 young people in exciting creative projects designed to inspire their learning.

The **salary range** we are advertising for this post is wide: **£24,000 - £32,000** per year. We recognise that the role is varied and that you may be an outstanding candidate without experience of every element. Therefore, we remain keen to hear from you if you feel you have some relevant experience, enjoy variety and you are committed to learning new things that you can put into practice in this job. Your salary will be dependent on your experience, and if you are someone who would benefit from support in a particular area we will commit to using some of the budget for this role for professional support and training, in discussion with you. Ultimately we want to enable you to fulfil all elements of the job description and, when this has been achieved through our support and training (if required), to then increase your salary accordingly.

Roisin has made a short video on our Vimeo with her thoughts on why this is an exciting role – [click here to watch](#). She is also available for informal, confidential conversations, if you feel that would be beneficial before you apply. If this position with us excites you, please read further for more in-depth information.

Many thanks,
James & Roisin

The role & the company – long version:

About Stan's Cafe

Stan's Cafe is an internationally acclaimed theatre company with a 28-year history of creating inventive and mind-stretching productions.

Stan's Cafe believes in:

- Collaborative working: devising productions as an ensemble and engaging audiences philosophically as co-creators.
- Devising and presenting work of outstanding originality and quality, demonstrating that radical art can engage large, diverse audiences.
- Taking this ethos into our work with young people and giving this work equal weight to the artistic programme.
- Taking work that's created in Birmingham across the country and around the world, and bringing back to the West Midlands new ideas and provocations encountered in other places.

The company's long history of theatrical experimentation has led to Bloomsbury-Methuen commissioning a book *Devising Theatre with Stan's Cafe*, published in 2017. Stan's Cafe's sector-leading Creative Learning programme, working in long-term relationships with Birmingham partner schools, is the subject of a PhD studentship sponsored by the University of Warwick.

Recent notable projects include:

- **The Capital**, a new touring production for theatres, which was co-produced with Birmingham Repertory Theatre and visited venues and festivals such as London International Mime Festival, Northern Stage, Lighthouse Poole and Warwick Arts Centre. Featured in Exeunt's *Most Memorable UK-wide Theatre 2018*.
- Presentations of performance installation **Of All The People In All The World** in Salzburg, Madrid, Adelaide, Corby and London.
- The 21st anniversary revival of "the Godfather of one-on-one theatre" **It's Your Film**, for the launch of new residential building The Lansdowne in Birmingham.
- Delivery of **Space Escape** at Holy Family Catholic Primary School, helping Years 3 - 6 to solve mathematical puzzles against a ticking clock. The project was sponsored by accountancy firm KPMG and supported by some of their staff.
- Publishing **What Is A School?**, a book written by children from Billesley Primary School for other primary school children and adults. It asks very simple but very profound questions about the place and function of education today and into the future.

Over the next three years the company has exciting and ambitious plans to:

- Create two new productions in collaboration with UK and international partners.
- Continue to tour our portfolio of existing work more widely.
- Dramatically grow the Creative Learning programme in line with the company's strategic artistic, audience development and inclusivity aims.
- Strengthen the company's resilience through diverse income streams.
- Launch our brand-new website and branding.

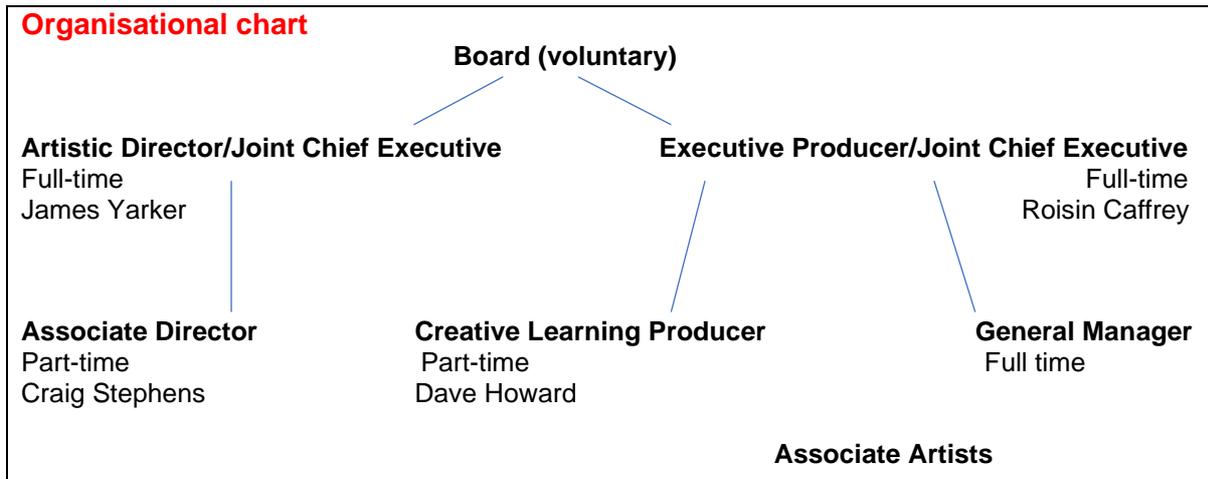


The Capital (2018). Photo credit: Graeme Braidwood

Stan's Cafe is a National Portfolio Organisation of Arts Council England (regularly funded), a company limited by guarantee and a member of ITC (Independent Theatre Council).

The company currently employs 5 permanent staff. We work with a pool of freelance Associate Artists, employing up to 60 people across all areas of the company's work each year.

Organisational chart



The Tempest (2016), part of our **Shakespeare Series** with Saltley Academy. Photo credit: Graeme Braidwood

About the role

The General Manager is the engine of Stan's Cafe. The first point of contact for public enquiries, the General Manager has an overview of and helps drive forward all of the company's activity, including:

- The financial, administrative and legal running of the company.
- Productions, touring and marketing activity.
- The strategic and organisational development of the company.

We do not have a fixed annual schedule so the focus of the role changes at different points in time, depending on the projects we are undertaking. Therefore, no two days at Stan's Cafe are the same. We are looking for someone who thrives in a fast-paced and varied environment, who can spot where systems can be developed in order to strengthen our operation in the long-term.

Stan's Cafe is proud to create work in Birmingham, with and for the people of this city, yet maintains a national and international outlook and profile. Staff and company members might be operating in multiple locations at once and the General Manager is responsible for holding the fort at the company's home base, sometimes working alone to keep activities operating effectively and maintaining communication across the organisation.

Friendliness and generosity are important to Stan's Cafe; the General Manager will have the ability to build and maintain good relationships with the team and external stakeholders at all levels.

Role Breakdown

Reports to: Executive Producer

Responsible for: Line managing trainees/apprentices/interns, supervising freelance and short-term contract staff as appropriate.

Key relationships: Artistic Director, Associate Director, Creative Learning Producer, Associate Artists.

Salary: £24,000 - £32,000 per year, dependent on experience. If you require support in particular elements of the job, we will commit to using some of the budget for this role for professional support and training. Ultimately, we want to enable you to fulfil all elements of the job description and we will pre-agree the objectives to which your salary increases will be linked, as you develop your skills in the role.

Pension: Pension auto-enrolment is applicable and employer contributions are currently 3%. Stan's Cafe's appointed pension provider is Aviva.

Location: Stan's Cafe's office base is currently in Birmingham city centre at Albert House, 12-26 Albert Street, Birmingham, B4 7UD. This space is on a short-term lease, liable to change at short notice, but we will never move out of Birmingham. The role may very occasionally require travelling and staying away from Birmingham.

Hours: This is a full-time, permanent post. The hours of work are 40 per week. Normal office hours are Monday to Friday, 9.30am-6pm. Occasional evening and weekend work will be required, for which overtime is not paid but TOIL (time off in lieu) can be taken.

Holiday: 25 days per year, plus bank holidays and office closure between Christmas and New Year at the company's discretion.

Other benefits:

- **Personalised learning fund** of £400 per year (in addition to the training already outlined above). This budget will allow you to plan your own programme of activities for personal development, such as training courses, conference attendance, seeing performances.
- **Mentoring:** in addition to in-house support, we will support you to find a mentor external to the company.
- Use of new **laptop**.

Probationary period: 6 months

Deadline for applications: Wednesday 8 April, midday.

Interviews: Tuesday 21 April. We will let you know by end of day 9 April if you have been invited to interview. Candidates will meet with the staff team and complete some role-related exercises. We will send interview questions to you in advance, along with an outline of the role-related exercises. Second interviews, if required, will take place in week commencing 27 April.

To apply: Please submit the following to admin@stanscafe.co.uk:

- Your CV. We do not require applicants to have a degree, but if you do have one and would like to let us know, please do.
- A cover letter (no longer than 2 sides) answering the following three questions (feel free to use bullet points if you would like):
 1. What areas of the job description for this role do you feel confident you can fulfil? Please provide examples of any previous work/experience that supports what you say.
 2. What interests you about this role and its responsibilities?
 3. Why would you like to work with Stan's Cafe?
- Please also complete the [data protection form](#) and, if you feel able to, [the equal opportunities form](#)

Hiring policy: Stan's Cafe's objective to produce excellent work rests on working with company members who are representative of the full diversity of contemporary UK, and we are committed to

equal opportunities for all staff and applicants.

If you require an application pack in large print or audio please contact 0121 633 3867.

Enquiries about the role: If you are interested in applying for the role and would like to have an informal and confidential conversation about it in advance, Roisin is available to meet you in person at our Birmingham city centre office for a half-hour slot on the following days:

Tuesday 31 March, between 2pm and 8.30pm

Monday 6 April, between 11am and 3pm

To book a slot, please email Roisin with your availability: roisin@stanscape.co.uk Alternatively she can arrange a phone call with you.

Job Description

<p>Programme Delivery</p> <p>(Variable, across a year this will take in the region of 25% of your time.)</p>	<p>Complete contracting with partners, festivals and venues (once heads of terms have been agreed by the Executive Producer).</p> <p>Be responsible for managing the logistics of artistic productions, projects and tours, including: travel, accommodation, per diems, visas, freight and transport, insurance, organising practical arrangements for rehearsals, coordinating complimentary tickets, project monitoring.</p> <p>Manage recruitment and casting of performers and stage managers.</p> <p>Issue contracts for performers, stage managers and creative team personnel.</p> <p>Take responsibility for managing our touring companies (freelance performers and technicians).</p> <p>Undertake project evaluation in collaboration with the Executive Producer.</p>
<p>Finance</p> <p>(Across a month this will take in the region of 25% of your time.)</p>	<p>Monitor, update and report on project and core budgets, and on cash flow</p> <p>Produce quarterly management accounts and other financial reports for the Board.</p> <p>Undertake day-to-day bookkeeping using Xero, including: sales and purchase invoices, reconciliations, petty cash.</p> <p>Manage the company's payroll and reporting to HMRC, including National Insurance Contributions and PAYE (pay as you earn tax).</p> <p>Manage the company pension scheme.</p> <p>Produce and file annual accounts with the Executive Producer and the company's accountant.</p>
<p>Operational & Governance</p> <p>(Across a month this will take in the region of 15% of your time.)</p>	<p>Act as the first point of contact for public enquiries, including managing admin@stanscape.co.uk.</p> <p>Lead the weekly team meeting.</p> <p>Lead on the development and implementation of company policies such as the Equality Action Plan, Health & Safety, Finance and GDPR. Monitor policies to ensure they are working effectively to deliver the required outcomes, that they remain relevant and that they are compliant.</p> <p>Act as Health & Safety lead, including completing risk assessments for artistic projects and offering guidance to other team members</p> <p>Ensure the company maintains the necessary insurance.</p> <p>In collaboration with the Company Secretary, complete all necessary Companies House and Charity Commission submissions.</p> <p>Collect statistical information in line with Arts Council England's requirements, and take the lead on fulfilling our reporting requirements.</p>

	<p>Manage the contracts for the company's offices, storage and utilities.</p> <p>Manage and develop systems and processes for finance, HR, general office systems, IT etc. to ensure they are fit for purpose and support the efficient working of the company.</p> <p>Select and purchase new office equipment, stationery and other office supplies.</p> <p>Make practical arrangements for and minute board meetings and sub-committees, including preparing and circulating papers in consultation with the Joint Chief Executives.</p> <p>Present verbal and written progress and financial reports to the Board and sub-committees.</p> <p>Act as the company's lead on environmental policies.</p>
<p>Fundraising</p> <p>(Across a month this will take in the region of 10% of your time.)</p>	<p>All staff are expected to contribute to the company's strategies for fundraising and income generation.</p> <p>Support the Executive Producer in developing and implementing the company's fundraising strategy, including trusts and foundations, individual giving, sponsorship, events and earned income from corporate clients.</p> <p>Support the submission of funding applications to trusts and foundations, lead on their monitoring and evaluation.</p> <p>Co-ordinate the delivery of the individual giving scheme.</p>
<p>Marketing & Audience Development</p> <p>(Across a month this will take in the region of 20% of your time.)</p>	<p>Work with the Executive Producer on the development of the company's audience development strategies.</p> <p>Lead on marketing plans for artistic projects, productions and tours, and act as the contact with tour venues.</p> <p>Cultivate an exciting digital presence for the company, including managing social media accounts and overseeing and updating the website.</p> <p>Maintain and update the company's databases in line with GDPR legislation and lead on regular communication with the company's contacts.</p> <p>Maintain and update an approach to audience research to include various forms of data collection and analysis.</p> <p>Take responsibility for the archiving of performance and production material.</p>
<p>Personnel & HR</p> <p>(Variable, across a year this will take in the region of 5% of your time.)</p>	<p>Take responsibility for the day-to-day HR function, supporting the development of employment policies and practices with the Executive Producer, including the staff handbook.</p> <p>Manage freelance and short-term contract staff as appropriate, as well as trainees/apprentices/interns.</p> <p>Co-ordinate all recruitment activities and castings, ensuring that recruitment and selection procedures comply with current legislation and follow good practice.</p>
<p>Other</p>	<p>Represent Stan's Cafe at key events.</p> <p>Work collaboratively with colleagues.</p> <p>Other duties that may from time to time be required to support the company.</p>

Person Specification

Essential	Desirable
<p>Qualities</p> <ul style="list-style-type: none"> • An interest in the arts. • Excellent verbal and written communication skills. • Good numerical skills. • A practical problem solver with a can-do attitude. • Absolute attention to detail and administrative accuracy. • An appetite for scheduling and organisation. • A commitment to your own professional development. • Able to develop strategies in order to manage multiple demands on time and to prioritise in a busy environment. 	<p>Qualities</p>
<p>Abilities</p> <ul style="list-style-type: none"> • Able to use basic office software and the confidence to research and learn other applications as required. • Able to build and maintain excellent relationships with the team and external stakeholders at all levels. • Able to work as a member of a team. • Able to work independently, to be self-motivated and to take initiative. 	<p>Abilities</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience of undertaking administrative tasks. • Experience of coordinating and/or managing projects or activity. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of using a finance system (Stan's Cafe uses Xero accounts & payroll). • Experience of PAYE/NI, pensions. • Experience of issuing contracts and ensuring contractual terms are met. • Experience of implementing marketing, audience development and digital strategies. • Supervisory experience. • Training in health & safety legislation and best practice. • Knowledge of HR policy and procedures, including equal opportunities legislation, good practice around equality planning and GDPR.