

“... 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)

Stan's Cafe is looking for a General Manager to be the financial and operational engine of the organisation. The General Manager is the lynchpin of the company, managing our core functions as we pursue our ambitious plans for making high quality theatre projects, international touring and creative learning.

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 business and organisational structures in order for that to happen.

About Stan's Cafe

Stan's Cafe is an internationally acclaimed theatre company with a 27-year history of creating inventive and mind-stretching productions. The company uses theatre to boldly address timeless and contemporary themes and is happy to twist theatre out of shape in order to do so.

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 its 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. The company'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 premiere of **The Capital**, a new touring production for theatres, which was co-produced with Birmingham Repertory Theatre and toured to 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 the Tyrol.
- The 21st anniversary revival of “the Godfather of one-on-one theatre” **It's Your Film**, in partnership with Way of Life property for the launch of their new residential building The Lansdowne in Birmingham.
- Delivery of **Space Escape** at Holy Family Catholic Primary School, helping Years 3 - 6 to solve six 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.
- For a second year running, delivering a 2-week residency at **Plymouth Conservatoire**, helping their 3rd year students to devise their final performance projects.

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 the 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.

Stan's Cafe is a National Portfolio Organisation of Arts Council England, a company limited by guarantee, a member of ITC (the Independent Theatre Council), and will complete the process of becoming a charity in 2019.

The company currently employs 5 staff:

Artistic Director/Joint Chief Executive (full time) – James Yarker
Executive Producer/Joint Chief Executive (full time) – Roisin Caffrey
Associate Director (part-time) – Craig Stephens
Creative Learning Producer (part-time) – new post starting in August 2019
General Manager (full-time)

Stan's Cafe works with a pool of freelance Associate Artists, employing up to 60 people across all areas of the company's work each year.

Oh yes, and it's pronounced Stan's Caff.



The Capital (2018). 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, projects and touring activity.
- The strategic and organisational development of the company.

No two days at Stan's Cafe are the same and this wide-ranging role will undertake a variety of activities in any given week, which might include: processing payroll, writing a marketing plan, liaising with an international venue over flights and freight, calling HMRC with a query, keeping our social media accounts active and engaging, preparing management accounts for the Board, organising for the recycling bins to be collected, issuing a contract to a festival, updating a policy, writing up meeting minutes, attending the opening night of a new production.

We are looking for someone who thrives in a fast-paced and varied environment, who can also 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: £28,000 - £32,000 per year, dependent on experience.

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

Base: Stan's Cafe's office base is currently @AE Harris, 110 Northwood Street, Jewellery Quarter, Birmingham, B3 1SZ. Please note that we plan to move offices in autumn 2019, in the vicinity of Birmingham city centre. The role may occasionally require travelling and staying away from Birmingham.

Hours: This is a full-time post. Normal office hours are Monday to Friday, 9.30am-5.30pm. 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.

Probationary period: 6 months

Deadline for applications: Monday 2 September, midday.

Interviews: Monday 9 September. Candidates will receive a tour of the company's base, meet with the staff team and complete some role-related exercises. Second interviews, if required, will take place in week commencing 16 September.

To apply: If the opportunity to join Stan's Cafe excites you, please submit your CV, a cover letter (no longer than 2 sides) explaining why you are suitable for the role, and the equal opportunities and data protection forms to admin@stanscafe.co.uk.

Who we're looking for: We recognize that the role is varied; there is provision for training and mentoring and we are keen to meet people who are adaptable and interested in their own professional development.

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 236 2273.

Contact: If you would like to have an informal and confidential discussion about applying please contact Roisin Caffrey, Executive Producer on roisin@stanscafe.co.uk

Purpose of the Role

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

Job Description

Programme Delivery	<p>Maintain the company schedule and artistic plan, identifying any clashes and raising issues that may inhibit the capacity of the company to deliver.</p> <p>With the Artistic Director and Executive Producer, ensure regular communication with partners, venues and festivals nationally and internationally.</p> <p>Complete contracting with partners, festivals and venues (once heads of terms have been agreed by the Executive Producer).</p> <p>Responsible for ensuring that all contractual requirements are met by both venue and company.</p> <p>Manage recruitment of performers and stage managers.</p> <p>Take responsibility for managing our touring companies (freelance performers and technicians).</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>Undertake project evaluation in collaboration with the Executive Producer.</p>
Finance	<p>Maintain an overview of the company's current and projected financial position.</p> <p>Produce quarterly management accounts and other financial reports for the Board.</p> <p>Monitor, update and report on project and core budgets, and on cash flow.</p> <p>Maintain systems for effective management of income, expenditure and cash flow on a daily basis.</p> <p>Undertake day-to-day bookkeeping using Xero, including: sales and purchase invoices, reconciliations, petty cash, VAT returns.</p> <p>Monitor debtors and creditors.</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>Act as main liaison with the accountant.</p>

<p>Operational & Governance</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>Monitor company activities against its Risk Analysis Framework and report concerns to the Executive Producer.</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 at all times.</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>Maintain and update company databases, including general public, VIP, funders and venues, in line with GDPR legislation.</p> <p>Ensure the company's IT systems and software are fit for purpose, undertake basic maintenance and organise outside IT support where necessary.</p> <p>Select and purchase new office equipment, stationery and other office supplies. Oversee the company's inventory.</p> <p>Work in collaboration with the Executive Producer to advise the Board so it is equipped to discharge its responsibilities and to comply with all relevant legislation.</p> <p>Present verbal and written progress and financial reports to the Board and sub-committees.</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>Act as the company's lead on environmental policies.</p>
<p>Fundraising</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>Co-ordinate earned income activity with corporate clients.</p> <p>Co-ordinate fundraising events.</p>

<p>Marketing & Audience Development</p>	<p>Work with the Executive Producer on the development of the company's audience development strategies.</p> <p>Lead on the development of marketing plans for artistic projects, productions and tours, and act as the contact with tour venues on marketing plans, audience development and sales.</p> <p>Lead on the implementation of the company's audience development and marketing strategies.</p> <p>Develop with the Artistic Director and Executive Producer the company's digital presence in order to reach the widest audience.</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 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>Take responsibility for the day-to-day HR function, supporting the development of employment policies and practices with the Executive Producer.</p> <p>Manage freelance and short-term contract staff as appropriate, as well as trainees/apprentices/interns.</p> <p>Co-ordinate all recruitment activities, ensuring that recruitment and selection procedures comply with current legislation and follow good practice,</p> <p>Ensure that appropriate contracts are issued to members of the company.</p> <p>Develop and maintain the staff handbook.</p> <p>Ensure that appropriate mechanisms are in place for the health and safety and welfare of the company.</p> <p>Maintain personnel records in accordance with the provisions of GDPR.</p>
<p>Other</p>	<p>Represent Stan's Cafe at key events locally, nationally and internationally.</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. • 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"> • Demonstrable ability to accurately implement financial systems. • Demonstrable ability to manage and report on budgets. • Proven ability to use basic office software and confidence to research and learn other applications as required. • Ability to build and maintain excellent relationships with the team and external stakeholders at all levels. • Ability to work as a member of a team. • Ability to work independently, to be self-motivated and to take initiative. 	<p>Abilities</p>
<p>Experience</p> <ul style="list-style-type: none"> • At least 4 years' experience of an administrative role. • Experience of project management and/or co-ordination. • Experience of issuing contracts and ensuring contractual terms are met. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of using a finance system (Stan's Cafe uses Xero accounts & payroll). • Experience of VAT returns, PAYE/NI, pensions. • 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 and good practice around equality planning. • Experience of data collection and analysis. • Experience of supporting a board. • Knowledge of arts sector priorities and policies, such as Arts Council England and ITC (Independent Theatre Council).