

RIVERSIDESTUDIOS

JOB DESCRIPTION

Position:	General Manager
Responsible to:	Artistic Director/CEO
Hours of work:	Permanent, full-time, 35 hours a week
Applications to:	careers@riversidestudios.co.uk Closing Date is 5.00pm on Sunday 16 June 2019

Riverside Studios Background

Riverside Studios is reopening in the autumn of 2019 after a five-year redevelopment.

Riverside Studios is a dynamic cultural venue where audiences, artists and communities come together to discover and participate in extraordinary arts and entertainment. Our new building will offer flexible performance spaces, TV Studio, cinemas, event and rehearsal spaces, gallery, workspaces, an archive and bars & restaurants.

Riverside Studios will be a free-flowing confluence of theatre, film, music, dance, comedy, art, enterprise, events, innovative technology and hospitality.

Riverside Studios is operated by the charity Riverside Trust. Our charitable aims are to present high-quality arts and to make them accessible to all. We believe that the arts have the power to improve and change lives. Riverside Studios will be a gateway to the arts for everyone through our bold Artistic and Community Programme.

With over 650,000 visitors, 1,000 artists, 1,000 community members, 300 live performances, 150 TV shows, and 100 films a year Riverside Studios will be making a huge impact on the arts and local communities.

Position Profile

We are seeking a General Manager to lead the management of Riverside Studios when it re opens in the autumn of 2019. The ideal candidate will be a seasoned arts administrator with strong leadership skills, financial management expertise and proven experience with contracts.

The General Manager will work with the Artistic Director/CEO and Executive Director to oversee the business of the company and along with the senior management team lead the overall strategic development of Riverside Studios to ensure its success. There will be a handover period with the

Riverside Studios, 101 Queen Caroline Street, Hammersmith, London W6 9BN
T: +44 (0)20 8237 1000 | **W:** riversidestudios.co.uk | **E:** contact@riversidestudios.co.uk

Registered in England & Wales under Riverside Trust
Company number: 1698349 | Charity number: 287848 | VAT number: 341 3681 71

Executive Director who has been managing the on-going administration of the Trust and overseeing the redevelopment programme.

Main Duties and Responsibilities

- Oversee day to day operations.
- Manage strategy and set goals for growth.
- Maintain the Trust budget and optimise the efficiency of income and expenditure targets.
- Oversee tenants and tenant contracts.
- Manage and maintain Trust policies and processes. In particular ensure that the Trust's Finance Policy is robust and operational.
- Ensure employees work productively and develop professionally. Run an annual performance review with key staff.
- Oversee recruitment and training of new employees.
- Evaluate and improve operations on an on-going basis to sustain and develop financial performance.
- Ability to produce presentations and reports and present them as required to the Board and others.
- Ensure that staff follow Health and Safety regulations.
- Provide solutions to everyday operational issues.
- Manage relationships with key stakeholders.
- Ensure that the correct insurance policies are in place.
- Work with the Board to ensure it meets its charitable objects.
- Oversee operational contracts entered into on behalf of the Trust.
- Liaise with the company auditor and lawyer.

Requirements

- Proven experience as a General Manager or similar executive role.
- Experience in planning and budgeting.
- Knowledge of business processes and functions (finance, fundraising, HR, procurement, operations etc).
- Strong analytical ability.
- Excellent communication skills.
- Outstanding organisational and leadership skills.
- Problem solving aptitude.
- Relevant academic background.
- Understanding of accountancy software, in particular Sage.
- Proven IT skills across Office products and content management systems including Word, Excel and Powerpoint.
- Commitment to excellence.

General Information

- Co-operate with measures introduced to ensure there is equality of opportunity in employment and equity.
- Attend read-throughs, previews, press and supporters' nights and other Riverside Studios events as required.
- To maintain an office presence throughout the year and attend monthly Management and weekly Scheduling Meetings.
- Adhere to, and actively contribute to, all Riverside Studios policies including Equalities (diversity, access and equal opportunities), Environmental and Health and Safety.

- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of Riverside Studios.
- To act always in the best interests of Riverside Studios and to represent the company with diplomacy, discretion and courtesy at all times.

Person Specification

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

Essential

- An affinity for the mission, vision and work of Riverside Studios and a passion to help achieve its success.
- Proven experience and knowledge of the cultural sector.
- Proven experience of developing relationships.
- Proven experience of managing/implementing new business pipelines.
- Proven experience of managing and motivating staff, leading by example.
- A positive attitude with a high level of self-motivation and ability to work using your own initiative.
- Ability to communicate and negotiate effectively with people at all levels, both internally and externally.
- Ability to budget and monitor spending and plan to meet deadlines.
- A positive and solution focussed attitude towards work.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines and work within set budget

Availability

- The ideal candidate would be available to start in July 2019 to be part of the opening team for the building in September.

Direct Relationships: Artistic Director/CEO, Executive Director, Finance Manager, Programme Manager, Director of Fundraising, Operations Director, PA to the Artistic Director/CEO.

Terms and Conditions

Salary:	Salary circa £60,000 according to experience.
Working Hours:	35 hours per week. The post holder will be required to work flexibly with regular evening and weekend work.
Holidays:	The annual leave entitlement is 25 days plus statutory holidays.
Pension Scheme:	Riverside Trust operates a stakeholder pension scheme to which the employer and employee both contribute
Probation:	Six months
Contract type:	Permanent
Equal Opportunities:	Riverside Trust supports the principle of equal opportunity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, age, sexual orientation, or religious or political beliefs. To avoid discriminatory practice during the recruitment of new employees, selection for interview is based entirely on job related criteria. Riverside Studios complies with Equal Opportunities, Health & Safety, Personnel and other policies at all times.

Confidentiality: To keep the business of Riverside Trust in confidence and not divulge financial or operating knowledge to third parties.

Riverside Studios encourages attendance of performances with a discretionary allocation of complementary tickets to employees.

How to Apply

If you wish to apply for the position please send:

- A comprehensive CV.
- A covering letter (maximum two A4 sides) or two minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification.
- A completed equal opportunity form.

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'GENERAL MANAGER' in the subject line. to careers@riversidestudios.co.uk.

Closing Date	Sunday 16 June 2019
Interviews	Weeks of 10 and 17 June 2019