

**General Manager - PT / Freelance Contract   
Hours:** Approx 2.5 days per week  
**Fee:** £120 per day **Maternity cover:** Feb 2021 - August 2021 with possible extension / longer-term job share: Sept 2021 - March 2022, to include 10 days October 2020 – January 2021 as handover / planning  **Responsible to:** Artistic Director / CEO **Responsible for:** Programme Assistant, Festival Producer & Festival Manager

**JOB DESCRIPTION**

This part time, freelance role is a 6-month position (with possible extension), designed to provide Maternity Leave cover for the partial responsibilities of Capsule’s current Executive Producer. This role will ensure the smooth running of the organisation including Capsule’s office, provide senior support to the staff team, ensure the company’s financial management and reporting and effective governance including the preparation of all papers for Capsule’s quarterly board meetings. This is a new role and it is anticipated that the successful candidate will play a crucial part in shaping some aspects of this new role.

**Responsibilities:**

* Provide the organisation with senior support, leading on the general management and ensuring the smooth running of the day to day and organisation and financial reporting,
* Support Capsule’s Year-round live events and annual Supersonic Festival.
* Work with our external bookkeeper to prepare quarterly management accounts for the board and other reporting purposes.
* Draft all papers ahead of board meetings, which you will also attend and minute.
* Lead on the quarterly reporting requirements for ACE.
* Work with the Artistic Director/CEO to identify potential funding, prepare applications and manage the evaluation processes, reporting and relationships with funders.
* To liaise with partners, negotiating and agreeing terms and ensuring that appropriate contracts or agreements are in place.
* To ensure the effective management and supervision of staff including recruitment,

selection and induction of temporary and permanent staff or freelance posts.

To monitor systems to ensure that the organisation operates with due regard to all legislation affecting its work, including but not limited to current legislation regarding Health & Safety, Employment and Discrimination issues.

And any extension of this specification to provide any other such services in pursuit of

the overall objective as the Artistic Director/CEO of the organisation may from time to time

reasonably propose.

**PERSON SPECIFICATION**

**Essential demonstrable skills/experience:**

* Senior role held within a comparable organisation.
* A good working knowledge of the reporting requirements for Band 1 NPOs.
* Financial management including creating and managing project

budgets, monitoring cash flow, and working with a bookkeeper to produce

management and annual reports.

* Successful fundraising record within the cultural sector and understand arts funding

and policy.

* Management and motivation and support of a range of staff (freelance, employed and volunteers).
* Thrive on supporting the team, to ‘get the show on the road’.
* Meticulousness when it comes to detail.
* Knowledge of legislation and regulation in relation to HR, contracts and health

and safety best practice.

* Exceptional IT skills, especially proficient with Excel.
* Excellent communication skills – both spoken and written.
* Resourceful, level-headed, and able to work under pressure.
* Passionate about creating arts events that reach out to a range of audiences.
* Must be prepared to work flexible long hours during the festival period and when

delivering events.

**Desirable demonstrable skills/experience:**

* Interest in contemporary music, arts, festivals, performance, digital and live events.
* Driver with full UK license and own car.
* Advanced IT skills including both creative and practical software applications.
* First aid and risk assessment trained.

**Personal Profile:**

* You are a team player, warm and welcoming creating a culture of inclusiveness

and openness.

* You are assertive and confident when dealing with challenging people and

Situations.

* You are agile in your approach and flexible in your thinking and actions, able to

take the lead, motivate your team and deal pragmatically with complex evolving

situations on the ground.

* You take a pragmatic view on complex issues, responding by using sound

judgement to make timely decisions.

* You are resourceful, seeking information both internally and externally, so that you make decisions that are evidence based and timely