

Rachael Young

General Manager - Job Description

CONTRACT TYPE

Fixed 4-month contract with intention to extend dependent on fundraising

HOURS OF WORK

15 days across August-November 2021 (approx. 1 day per week, but would both require and allow for flexibility)

FEE

£180 per day = £2,700 total

LOCATION

This post will combine remote and face-to-face working. The General Manager should be based in or within travelling distance of London.

THE ROLE

Rachael Young is an award-winning artist and writer based between Nottingham and London. Their Transdisciplinary practice exists on the boundaries of live and digital art, activism and neurodiversity. Their work provides a shelter from which to explore the multiplicities of their lived experience. They use their evolving practice to hold space for those at the intersection of multiple realities championing and centering alternative narratives and forms.

The General Manager will provide administrative support including being the first point of contact for all incoming enquiries and bookings, ensuring the smooth running of all financial and company related processes and support a programme of organisational development.

RESPONSIBILITIES

Finance

- Work with the Artistic Director in setting the company's global budget.
- Oversee cash flow, manage petty cash and expenses claims
- Responsible for project financial projections and management of allocated budgets.
- Support on planning and writing fundraising applications, alongside Artistic Director & Executive Producer
- Issue and process invoices, action payments and liaise with Roland Webster in co-ordinating tax and reporting requirements.
- Coordinate information for monthly bank statement reconciliation, ensuring the company's accounting software, Quickbooks, is up-to-date and fed into financial reporting.

- Take an active role with the Artistic Director in ensuring long-term organisational financial sustainability
- Create monthly and yearly financial reports, communicating financial position to the Artistic Director.

Operations

- Work with the Artistic Director to implement and maintain the company's administrative systems, and improve efficiency.
- Ensure company policy documents are up to date including Equal Opportunities, Environmental and Health & Safety inc Covid Safety.
- Arrange necessary insurance cover for company activities and ensuring legal requirements are in place for each project and staff member, including freelancers. i.e. DBS, Visas etc.
- Identify and manage suppliers.
- Manage Artistic Director diary alongside Access Support Worker

HR

- Lead recruitment processes including creating job specifications in conjunction with the Executive Producer and agreed by the Artistic Director.
- Disseminate job adverts, monitor applications and coordinate interviews and feedback.
- Work with the Executive Producer to ensure all contracts and necessary copyright and intellectual property agreements are in place.
- Maintain an overview of contracted obligations, ensuring they are communicated to relevant team members and feed into company milestones.
- Ensure equal opportunity forms are collated and recorded.
- Create a suite of contracts/LOA/risk assessment/enquiry forms for the company

Planning and Communications

- Create and monitor planning frameworks for the company
- Support internal communications
- Work with the Executive Producer to manage guest lists and complimentary tickets
- Be the main point-of-contact for Rachael Young Company general enquiries
- Work with the Executive Producer to plan branding and PR strategies
- Oversee website and social media updates, along with the Marketing & Creative Content Officer
- Support Executive Producer with creating timelines for company development goals and reporting on progress.

Other

- Lead on Advisory board recruitment
- Schedule quarterly board meetings & disseminate meeting minutes

PERSON SPECIFICATION

ESSENTIAL

- A passion for and proven experience of working with artists.
- Proficient at managing budgets.
- Experience of writing funding applications.
- Experience of supporting creatives and being sensitive to the creative process, and a genuine interest in the work that Rachael makes.
- Excellent administrative and IT skills.
- Excellent organisational skills and eye for detail, with the ability to create and manage systems for efficiency.
- Excellent communication skills.
- Ability to multitask and handle a fast paced working environment.
- Forward thinking, able to take initiative and anticipate needs.
- Able to maintain a broad overview of multiple current and future projects of many different forms.
- Progressive, and with a positive, flexible outlook.
- Genuine commitment to cultural diversity, access and inclusivity.
- Someone who has a vision for how their role might develop, and who wants to grow along with Rachael and the future company.

DESIRABLE

- Working knowledge of supporting individuals who are neurodiverse.
- Experience setting up and managing advisory boards or board of trustees

We are keen to receive applications from a diverse range of candidates, so we would particularly encourage applications from the following interested candidates

- Black and/or Global Majority identifying.
- Female or non-binary identifying.
- Queer identifying.
- Disabled identifying.

To apply for this role: please send a CV and covering letter of no more than 2 pages by 1st August 2021 to info@rachaelyoung.net

Please answer the following questions in the cover letter:

1. How do you think your past experience will support this job role?
2. Why would you like to take up this role specifically?
3. Would you be interested in this becoming a long-term role and why?

Applications in other formats are welcomed. Any audio or video submissions should be no more than 10 minutes long.

If you would like an informal conversation first, please contact info@rachaelyoung.net

Interviews

Interviews will take place on Monday 9th and Tuesday 10th August

Feedback

We will offer feedback to all shortlisted candidates.