

MAIDEN VOYAGE DANCE

Company Manager Job Information Pack

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JOB DESCRIPTION

Job Title:	Company Manager
Type of Contact:	1 year part-time (annual extensions subject to funding and appraisal)
Hrs:	24 working hours per week.
Salary:	£27,560 pro rata.
Based at:	Company office in The Crescent Arts Centre, Belfast

Summary of Responsibilities

Operational planning and programme delivery

The Company Manager is responsible for the management of administrative and operational aspects of company business and works closely with the Artistic Director to deliver an annual programme in line with the company's artistic policy and strategic plans.

The Company Manager is responsible to the Artistic Director and the Board of Directors and is line managed by Artistic Director.

Administration

- ⇒ Oversee company administration tasks and duties.
- ⇒ Maintain and develop company systems
- ⇒ Implementation of internal policies and procedures.
- ⇒ Returns to Companies House and Charity Commission NI
- ⇒ Monitor and evaluate all operational areas.

Fundraising & Finance

- ⇒ Lead on fundraising applications and strategy initiatives suitable for Maiden Voyage's programme and strategic development in collaboration with Artistic Director ensuring timely submission to meet all appropriate deadlines
- ⇒ Ensure that all funding and reporting obligations are met and reported back to core and programme individual funders and the Board of Directors within agreed time frames
- ⇒ Responsible for financial operations and systems including Inland Revenue, pensions, accountings, payment schedules, lodgements
- ⇒ Oversee budget day-to-day financial transactions and cashflow
- ⇒ Monitor and update Xero, reconcile bank statements and make payments in line with company financial procedures
- ⇒ Prepare financial updates for monthly accounts, board meetings and year-end.
- ⇒ Set budgets for both project and core expenditure with the Artistic Director
- ⇒ Execute budgets, calling down income from all external bodies

Business & Strategic Planning

- ⇒ Set and manage budgets for core activity and projects
- ⇒ Monitor the company's progress against agreed targets and strategic objectives
- ⇒ Provide information to the board analysing company performance against targets, budgets and action plan schedules
- ⇒ Prepare and provide information as required by the ACNI, BCC and other funders

Productions and projects:

- ⇒ Play a leading role in the planning of all productions and projects and work closely with the Artistic Director to ensure that they are delivered on schedule and budget
- ⇒ Work with the Artistic Director to secure and manage freelance teams recruited for productions and projects, including providing and overseeing appropriate contracts

- ⇒ Secure, contact and liaise with venues for tours and negotiate terms and conditions in Northern Ireland and, where appropriate, in Ireland, the UK and internationally
- ⇒ Work with freelance and venue-based marketing managers to ensure the best possible profile for Maiden Voyage's organisational profile and for its productions
- ⇒ Work with the Artistic Director at the programme development stage to create strategies for audience development
- ⇒ Undertake Safeguarding Officer functions and duties
- ⇒ Undertake Health & Safety Officer functions and duties

Management

- ⇒ Management of freelance staff
- ⇒ Marketing management
- ⇒ Production management

IT

- ⇒ Management of office computer systems
- ⇒ Upkeep and updates for company's digital presence

Relationships

- ⇒ Maintain and develop excellent working relationships with key partners including:
 - Venues
 - Core funders (ACNI & BCC)
 - Trusts and Foundations who support, or may in future support, Maiden Voyage's work
 - Umbrella organisations representing dance at home and internationally
 - Education and Community partners across a range of sectors
 - Dance and performance organisations and professionals in all disciplines

General Requirements

- ⇒ Act as an ambassador for and advocate of Maiden Voyage at all times.
- ⇒ Represent Maiden Voyage, its ethos and values through existing and developing networks.
- ⇒ Work collaboratively to meet the organisation's objectives.
- ⇒ Contribute to the maintenance and development of a professional working environment within Maiden Voyage.
- ⇒ Adhere to Maiden Voyage's policies and procedures with particular reference to all legislative requirements and those of principal funders.
- ⇒ Work in a flexible manner and take on other duties as reasonably requested.
- ⇒ Provide excellent customer care when dealing with external clients.
- ⇒ Undertake any training as appropriate.

The above is a broad range of duties and is not intended to be a complete description of all tasks.

Terms and Conditions

Contract Type: This is a part-time role (24 hours per week) for 12 months with annual extensions subject to continued annual funding from the Arts Council of Northern Ireland. Normal Office hours are 9am-6pm. Flexible working hours considered. Occasional evening or weekend working may be required. Over time is not paid, but subject to Time Off in Lieu. TOIL can be taken by agreement. Tax and national insurance will be deducted from the post holder's salary at source.

Annual Salary: £27,560 pro rata

Pension: Maiden Voyage makes a 5% employers' contribution into a NEST Workplace Pension Scheme whilst employees make a balancing payment of 3%. Employees are able opt out of this, or to increase their personal contributions, should they wish.

Working location: The post holder will work from Maiden Voyage Dance office in The Crescent Arts Centre, Belfast BT7 1NH. Occasionally, the job may require attendance at other out of office locations, for meetings, rehearsals, site visits etc.

In the event of continued Covid restrictions the post holder will be equipped to work from home.

Annual Leave: 25 days pro rata plus Northern Ireland public holidays

Sick Pay: Statutory Sick Pay applies

Probation: Appointment is subject to a 4-month probationary period during which time the contract can be terminated by either side by giving notice of one calendar month.

Start Date: Ideal start date in week commencing 1 March 2021

Access NI check will be carried out for the successful applicant.

Date Updated: December 2020

Person Specification

Experience & Skills (Essential)

- Min 3 yrs experience of management and administration in the arts & cultural sector
- Min 3 yrs experience of producing in the arts & cultural sector
- Experience of liaising with statutory organisations and public bodies
- Experience in budget management & accounting software
- Experience in public and private fundraising
- A degree or equivalent level training in a relevant discipline
- Excellent interpersonal skills with a proven ability to quickly build and maintain relationships with colleagues, collaborators and partner organisations
- Excellent IT and administrative skills
- Ability to meet deadlines and manage multiple processes
- High level communication skills
- Ability to work on own initiative and as member of a small team
- Awareness, understanding and commitment to equal opportunities, health and safety, safeguarding, data protection and other relevant policies

Experience & Skills (Desirable)

- Experience and knowledge of the arts, preferably in dance, theatre, live performance
- Experience of dance, theatre or live performance production management and touring
- Understanding of issues and challenges affecting arts organisations in NI
- Confident with new technologies with experience and skills in digital media

Application Requirements

Applicants are required to provide:

1. A current CV detailing relevant experience along with the names and details of two contactable referees.
2. A covering letter of max 3 x A4 pages detailing your skills and experience and how they relate to the key responsibilities of this role.
3. A Completed Equality Monitoring Form. The information provided is kept separately to your application details.

How to Submit

Applications must be submitted via email to Sandy Cuthbert info@maidenvoyagedance.com
Applications MUST include each of the three documents listed above.

Deadline

Application deadline is **12 noon on Monday 18 January 2021**.
Incomplete submissions will NOT be accepted.
Late submissions will NOT be accepted.

Other information

Shortlisted applicants will be contacted on or by Thursday 21 January.
Applicants not shortlisted for interview will be informed via email.
Applicants are advised that it is proposed to hold interviews on afternoon of Monday 25 or Tuesday 26 January 2021.
Interviews will be held via zoom should COVID restrictions still be in place.

Maiden Voyage welcome applications from people of all backgrounds.

Further information about Maiden Voyage is included in pages 7-8 of this document and can also be obtained from www.maidenvoyagedance.com

Thank you for your interest in becoming part of the Maiden Voyage Dance team.

About Maiden Voyage Dance

Maiden Voyage Dance offers discoveries in dance with, by and for artists, audiences and participants. Established by Artistic Director Nicola Curry in 2001, Maiden Voyage Dance commission, produce and tour new dance and new music from selected local, national and international choreographers, composers and collaborators. Maiden Voyage Dance have built a respected reputation for high quality flexible repertoire over three distinct commissioning strands: Maiden Belfast mixed bill touring; Dance Exposed short works for public space and Off Spring touring work for young audiences. The company have performed in festivals and venues across NI, UK and Europe.

Maiden Voyage Dance initiate and deliver professional development events including Dance Labs, Graduate Lab, masterclasses, weekly pro-dance classes, discreet mentoring and opportunities for research and development for dance artists to explore and experiment.

Participation and engagement are a key focus of our programme and include repertoire focused outreach and stand-alone initiatives such as Move Fit a 3-year physical and mental wellbeing schools programme and Belfast Movement Choir a 2-year project working with groups across Belfast.

Maiden Voyage values:

- Artistic excellence and outstanding creativity;
- Good management and governance practice;
- Striving for the highest quality creative process that values the role of the artistic collaborators and company performers;
- Providing a stimulating environment to cultivate the potential of those we work;
- Maintaining a strong commitment to the value of participation and engagement work through a progressive programme closely linked to the company's artistic life;
- Promoting dance as an artistic and cultural expression that has the power to enrich and transform the individual, community, and society.

Staff team includes Artistic Director (PT) and Company Manager (PT).

Freelance commissioned artists, performers, creative and technical personnel per project.



LOTTERY FUNDED



Belfast
City Council

Commissions & Productions 2002-2020

Maiden Belfast

2020	The Here Trio	Liz Roche (IRE) Co-Pro Liz Roche Company
2019	BRINK	Eileen McClory (NI)
2017	Landscape of Loss	Nicola Curry (NI)
2017	Everybody Has A Something	Rachel Lopez (UK)
2017	Korper & Leib	Oona Doherty (NI)
2014	Neither Either	Liz Roche (IRE) Co-Pro Liz Roche Company
2014	Fragile Ghosts	Luke Murphy (IRE)
2013	Echo Room	Dylan Quinn (NI)
	Picture in A Frame	Filip Van Huffel (BEL)
	Fragile Ghosts	Luke Murphy (IRE)
2012	Plants & Hopes	Suzannah McCreight (NI)
2010	BEST	Andy Howitt (SCO)
2009	4Quartets	Dylan Quinn, Suzannah McCreight Jennifer Rooney, Anne Gilpin (NI)
2008	In Her Shoes	Dylan Quinn (NI)
2007	The Match	Liz Roche (IRE)
2007	Cinderella Syndrome	Juha Pekka Marsalo (FIN)
2006	Autumn	Nicola Curry
2004	Wanderlust, Kentucky	Jodi Melnick (NYC)
2003	The Infinity Box	Nicola Curry (NI)
2002	Senses	Liz Roche (IRE) Co-Pro with Rex Levitates

Off Spring

2020	MORF (in development)	David Ogle
2020	Turnabout (in development)	Jennifer Rooney
2019	Alien's Guide to Dance Gone Wrong	Lea Anderson (UK)
2017	Pause & Effect	Eleesha Drennan (Canada/NI)
2014	Quartet for 15 Chairs	Enrique Cabrera (Spain)

Dance Exposed

2018	Each for Other	Jack Webb (SCO)
2015	Tipping Point	Eleesha Drennan (CAN/NI)
2013	Porous	Fearghus O'Couhair (IRE)
2012	Bubblegum	Omar Gordon (UK)
2011	Picture in A Frame	Filip Van Huffel (BEL)
2011	Not Now!... Later!	Stevie Prickett (UK)
2011	Perspectives	Suzannah McCreight (NI)
2010	Bubblegum	Omar Gordon (UK)
2010	Dream A Little Dream	Suzannah McCreight (NI)