

## General Manager Summer Cover Job Description

### Role Summary

We're looking for an efficient and responsible administrator to oversee the general management of the Unicorn while the General Manager takes a period of sabbatical leave.

You will work closely with the Executive team to offer support across the following key areas; administration including HR, recruitment and training; line management of the Stage Door team; policies and working groups; management of overheads like IT and utilities; commercial hires of our spaces.

This would be an ideal opportunity for someone looking to take the next step in their arts administration career with a short-term, part-time contract.

**Responsible to:** Co-Executive Directors

**Responsible for:** Stage Door Administrator, Stage Door Team (7 casual staff)

**Working closely with:** Heads of Department, Facilities Manager, FOH Manager

### Key responsibilities

#### HR and administration

- Manage the recruitment process for any new roles being advertised: put together job descriptions, arrange suitable deadline and interview dates, publicise roles, and supervise effective processing of applications by Stage Door and running of in-person interviews
- Preparation of employment contracts, letters and emails relating to employment, for employees and casual workers.
- Manage Starters and Leavers' checklists as required.
- Book in relevant training for staff, planning and recording spend against budget.
- Monitor overheads budgets, authorising spend, coding invoices and recording entries on the General Manager budget ledger.
- Attend and minute Board meetings and Board sub-committee meetings as required.
- Companies House and Charity Commission updates as required.
- With the support of the Executive, administrate any insurance claims which may arise.
- Act as lead contact for our IT contractor, ICT.
- Office and Green Room management including overseeing stationery, Green Room hospitality, furniture and IT purchases.

#### Stage Door

- Line manage the Stage Door Administrator and Stage Door Team (7 casual staff), supporting their performance and wellbeing, and addressing any issues as they arise.
- Create and maintain the Stage Door rotas, to match planned activity in the building.

- Process weekly timesheets for Stage Door.
- Cover Stage Door lunchbreaks, and take on ultimate responsibility for emergency cover (in case of staff illness etc).

#### **Commercial hires**

- Provide timely responses to hires enquiries, monitoring the hires@ inbox.
- Schedule, pencil and confirm commercial hires of our spaces (auditoria and rehearsal rooms), arranging tech support and staffing in consultation with the Technical Manager and Front of House Manager.
- Arrange site visits where appropriate.
- Act as lead contact for Told by an Idiot, a theatre company with whom we share space at the Unicorn.

#### **Policies and working groups**

- Schedule, plan and minute meetings of the Health & Safety Committee, Safeguarding Committee, Green Team and IDEA (Inclusion, Diversity, Equality and Access) Working Group as necessary.
- Schedule and set agendas for monthly All Staff meetings (opportunities for us to undertake training as a group, or to learn more about a particular aspect of the theatre's work).
- With the support of the Executive Team, research and develop new and existing policies and procedures as needed.

#### **Other**

- Represent the Unicorn at external events and platforms.

*This list of responsibilities is not exhaustive and you may be required to perform duties outside of this as operationally required and at the discretion of your line manager.*

#### **Person Specification**

##### **Essential**

- Demonstrable ability to prioritise a varied workload
- Strong IT skills and excellent written and verbal communication
- An enthusiasm for the Unicorn's mission and values
- The ability to work as part of a team as well as independently
- Able to undertake unlock and lock up rounds of an eight storey building, including ensuring that stairways are clear, and windows and doors are secure (for Stage Door cover as needed)

##### **Desirable**

- Experience of managing a team of casual staff
- Experience arranging commercial hires
- First Aid and Fire Warden trained (certificates less than two years old, training provided if needed)

- Enhanced DBS check (provided if needed)

## About the Unicorn

***We create new, inventive and enthralling performances for every stage of childhood. We believe in the imaginative power of theatre to transform young lives.***

We are the largest children's theatre in the UK, specialising in developing new devised and written shows alongside adaptations of classic texts, offering an innovative and inspiring year-round programme of sector-leading theatre for children aged 0 – 13 years old.

Our purpose-built home at London Bridge (opened in 2005) is a creative and welcoming space designed with and for young people. Our building comprises two theatre spaces (Weston Theatre at around 290-seat capacity and Clore Theatre at around 90-seat capacity) plus two rehearsal spaces, along with backstage set, prop and costume facilities. We produce and present a thrilling and varied programme, exploring stories, ideas and themes that enrich and broaden children's view of the world. We welcome 65,000 families and schools every year, subsidising around 30% of tickets to schools and community groups.

The Unicorn has incoming annual resources of around £2.5 - £3 million. We aim for approx. 20% of income to come via our Box Office – with almost all tickets being sold to children at concessionary rates – and to raise a similar amount from fundraising.

### **Mission, Vision and Values**

The Unicorn is the UK's leading theatre for young audiences. We believe that all children deserve to have access to the arts, regardless of their circumstances and our mission is to transform young lives through theatre by:

- Creating innovative and outstanding theatre for children up to 13 years.
- Supporting artists to make work with ambition, integrity and hope.
- Encouraging children to question and explore the world through stories; developing empathy, understanding and imagination.
- Collaborating with children in schools and communities to inform our practice, and inspiring children to fulfil their potential through creative projects with inventive theatre-makers.
- Extending our reach through online theatre experiences, national and international partnerships and subsidised tickets.
- Recognising that climate action is vital to protecting children's futures, and actively reducing our environmental impact on the planet.
- Believing in equality, diversity and inclusion; we take action to advocate for, and promote the rights of children.

Our values are curiosity, courage and respect.

### **Structure of the Unicorn**

The Unicorn was founded in 1947 by Caryl Jenner, who took theatre around the country to children. Jenner's original aim was that: 'the best of theatre for children should be judged on the same high



standards of writing, directing, acting and design as the best of adult theatre', a value which still holds very much true today. The Unicorn has become a vital institution, not only in children's theatre in the UK, but across Europe, and within the ecology of British theatre as a whole.

The Unicorn has recently undergone a period of extensive change, propelled by the current Covid-19 pandemic. Under a newly formed Executive team of Justin Audibert (Artistic Director), Bailey Lock and Helen Tovey (Co-Executive Director), and with the appointment of a new Chair of the Board of Trustees in March 2021, the Unicorn is emerging as a company with a renewed artistic focus and a vision to transform the lives of young people through theatre.

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## How to Apply

To apply for this post, please fill in the Application Form, which includes an Equal Opportunities monitoring form, and email it to [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com).

**Salary:** £15,000 per annum pro rata (£25,000 FTE)

**Contract:** Part-time (24 hours per week), Fixed Term for 12 weeks Monday 27 June – Friday 16 September 2022. We will consider applications for flexible working. You may occasionally be required to work on weekends and evenings.

Two week probationary period. Annual leave allowance is 4.5 days, plus statutory Bank Holidays (a pro-rata of 20 days plus Bank Holidays). Unicorn staff are auto-enrolled into the NEST pension scheme.

**Closing date for applications:** Noon, Wednesday 25 May 2022

**Interviews:** Monday 30 May 2022

Because of the nature of this role, we would hope to meet in-person at the Unicorn building for interviews. If this is not possible, a Zoom interview can be arranged.

If you need this information in an alternative format, please contact [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com) in the first instance.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black candidates, and candidates from diverse ethnic backgrounds, and those who self-identify as disabled.

All candidates who identify as disabled and demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equalities Act 2010.

The Unicorn Theatre is supported using public funding by Arts Council England.



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