

the boundless theatre

General Manager Job Pack

Job Title:	General Manager
Reports to:	Artistic Director & CEO, The Board of Trustees (Chair)
Line Manager for:	Freelance Staff as required
Works with:	Executive Director, Social Media Manager, Talent Development Producer, Marketing and Audience Development Assistant
Purpose:	To manage Boundless' HR, Finance and Operations functions to ensure the day to day running of the organisation is efficient, allowing us to achieve our mission.
Hours:	24 hours 0.6 (3 days per week)
Salary:	£33,000 - £35,000 per annum pro rata, depending on experience.
Start Date:	August 2023
End Date:	August 2024

Boundless Theatre

Boundless was established in 2001 and for over 20 years has been an innovator, disruptor and expert producer of new theatre that engages a global youth culture. Led creatively by Artistic Director & CEO Rob Drummer since 2016, the organisation works across the UK and internationally from a home base in South London. Co-creating a programme of content, creativity and community work with our Advisory Group of 15–25-year-olds means 2023–2024 is an action-packed and vibrant year for the company. With active projects across the country, 2 18–25-year-old Co-Leaders joining the organisation for 6 months, a production planned with London Borough of Culture, several artists under commission and the launch of our pop-up community space, Boundless Boxes, there is a lot to support with.

Your Role at a Glance

The General Manager will be responsible for holding together the day-to-day function of Boundless Theatre as we deliver our production, projects and groundbreaking work with 15–25-year-olds from across the UK. The General Manager will manage the day-to-day operations, the organisation's finance function, HR management, company administration and evaluation.

This role is ideal for a skilled, dynamic General Manager who is keen to work with a small but mighty team undergoing a variety of projects across the year.

Boundless Values

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Boundless has a strong set of values that guide all of our work. These were arrived at in collaboration with our community, including our board of trustees and crucially our 15–25-year-old advisory group. We are an inclusive, creative and diverse organisation where individuals can thrive.

You can read more about our mission and values here:

boundlesstheatre.org.uk/about/our-mission/

Responsibilities:

Finance

- To control expenditure and income within agreed budgets across all departments
- To manage the company's financial affairs within the rules of relevant legislation and current statutory requirements.
- To prepare annual budgets and forecasts in liaison with staff responsibilities for projects: Exec Director, this is already happening
- To prepare quarterly management accounts for the Board with the explanatory notes
- To prepare and monitoring organisations cashflow
- To attend board meetings and present financial report
- To complete Annual Returns for companies' house and the charities commission:
- To liaise with company accountants and auditors in preparation of the financial accounts
- To liaise with the organisation's banks where applicable
- To advice the Exec and the board on the implementation of new account regulations and amendments in relation to VAT, statements of recommended practice, charity fund accounting and similar
- To assist staff responsible for preparing financial project reports for funding bodies: GM / ED
- To ensure the internal administrative systems for recording of purchase invoices, petty cash, payroll and income and expenditure are followed
- To be registered as one of the authorised users for companies online banking account and dual authorise payments when necessary
- Regular review and update financial systems
- To develop and maintain companies' policies in liaison with Exec Producer
- To regularly revise risk assessment with EP

Monitoring, Evaluation and Data

- Be confident in use of software and technology platforms in order to gather and interpret useful insights towards expanding Boundless Theatre's creator and audience base
- Data gathering and interpreting to build audience for all Boundless Theatre's work
- Use data driven methodologies in order to drive further awareness of Boundless Theatre, including to harder to reach communities across the UK and those least likely to engage with theatre or the creative industries.
- To help the leadership team and producers of productions in an advisory function to advise on how to embed community engagement and inclusivity into everything we do at Boundless
- To embed robust documentation and evaluation processes into each initiative and to deliver efficient and timely project evaluation, data and financial reports to the leadership team.

- To manage deliver efficient and timely project evaluation and financial reports to relevant partners and funding bodies
- To lead on Arts Council reporting including quarterly NPO updates and annual survey.

Administration

- Ensure that all policies relating to Boundless employees are legally compliant and that Boundless fulfils its duties as an employer in regard to its statutory responsibilities. Ensure appropriate compliance for all - freelance staff and contractors; and lead on all complaints, grievance and disciplinary procedures with direct involvement as required.
- To be responsible for the company's HR policy and implementation and management of all recruitment processes as and when needed.
- Ensure the cohesive working and collaboration of all creative personnel both with freelance personnel and Boundless staff.
- Maintain a strong relationship between Boundless and its Board of Directors.
- Oversee the arrangement of board and committee meetings, prepare board papers and attend meetings for the presentation of financial information, written or verbal reports.
- Support and initiate board recruitment, undertake appropriate inductions of the trustees.
- Maintain a positive flexible and collaborative working culture at Boundless
- Lead on programmes that focus on recruiting, retaining and promoting diverse talent.

3. General

- Support the vision and mission of Boundless Theatre both internally and externally.
- To network and represent Boundless Theatre at industry events.
- Attend meetings and contribute to the agenda as required including but not limited to; Company Meetings and Project Meetings.
- Share responsibility for maintaining the organisation's CRM and other relevant data processes -Undertake such other reasonable duties as may from time to time be required

Person Specification

Essential

- Minimum of three years relevant management experience in theatre or arts
- Successful track record theatre production, general or project management
- Successful track record of financial management of project or organisation
- Knowledge of policy development and management in the charity sector
- Excellent administrative, organisation and planning skills with an ability to work flexibly under pressure, to prioritise and to meet deadlines
- An affinity to the mission, vision and work of Boundless Theatre and a passion to play a key role in the organisation's success.
- An innovator who has provocative ideas and wants to change how theatre and arts is experienced, accessed and perceived by 15-25 audiences
- Ability to solve problems and manage multiple projects concurrently.
- Ability to develop and monitor evaluation frameworks across multiple projects.

- The ability to work collaboratively and form effective partnerships internally and externally.
- Excellent people management skills and an ability to make quick, informed decision.
- A positive attitude with a high level of self-motivation and ability to work on your initiative.
- Excellent written and communication skill

Terms of Employment

Hours	24 hours per week, 10-6 (inclusive of lunch breaks). Additional hours may be required at evenings and weekends for which time off in lieu will be granted
Salary	£33,000 - £35,000 (0.6)
Holidays	15 days, plus public holidays
Probation	3 Months
Notice Period	2 Months
Contract Type	Fixed Term, Part Time
Overtime	Boundless operates a TOIL policy
Place of Work	London (Boundless HQ), Work from Home
Hybrid Working	Minimum 2 day a week in-person at the Boundless HQ
Benefits	Company MacBook, Training budget

Applications

Applications should be made via our online form by submitting a letter explaining in no more than two sides of A4 what attracts you to the position and evidence of your ability to fulfil the role and meet the person specification. You can alternatively submit a short video or voicenote (4 minutes). Please also submit a C.V. and a complete an Equal Opportunities Monitoring Form.

The application form can be found [here](#).

Boundless Theatre is an inclusive employer and operates a policy to aid the further diversification of our team. Any disabled candidates or candidates who identify as from the global majority who meet the essential criteria listed in the person specification will be guaranteed a first-round interview. *If you feel that this applies to you, please tick the appropriate box on your application.*

Applications should be submitted by **Thursday 20th July 6pm** and interviews will take place **Wednesday 2nd August**.

If you wish to have an informal conversation before making an application please contact Rob Drummer, rob@boundlesstheatre.org.uk by emailing rob@boundlesstheatre.org.uk