



**General Manager  
Job Description  
2008/9**

in harmony with  
English Pocket Opera Company and Children's Music Workshop

**MUSIC  
PLATFORM**

# General Manager, Music Platform

## SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

This full time post is offered on an initial one year contract, to be reviewed and renewed annually.

**Hours of Work:** Monday to Friday, 10am-6pm (negotiable)  
Extra hours worked as necessary, including occasional evenings/weekends. Time off in lieu given by prior agreement.

**Place of work:** MUSIC PLATFORM Office, Pooles Park Primary School, Lennox Road, Finsbury Park, London N4 3NW, plus outreach/venue locations as required.

**Salary:** The salary will be set on an incremental scale of £28,000 - £38,000pa depending on experience and skills.

**Probationary Period** Six Months

**Termination:** The appointment will be subject to two month's notice to be given by, or served to, the Director.

**Leave:** The annual leave entitlement is 4 weeks (excluding public holidays).  
In addition to this, the office is closed between Christmas and New Year. Bank Holidays may only be taken as additional to annual leave entitlement, where this does not clash with key periods of Company activity.

**Special Details:** As part of the company's Child Protection and Recruitment policies, all employees are required to undertake an enhanced Criminal Records Bureau disclosure which Music Platform will organise. Employment will depend on this check being acceptable. Failure to disclose information that appears on this check may result in termination of the contract.

## **JOB DESCRIPTION**

**Role:** General Manager

**Responsible to:** Director

**Responsible for:** Full time staff: 2 x Project Managers (Education), Evaluation and Research Officer, Visual Director. Part time staff: Finance Officer (book keeper). Freelance Staff: (Musicians, workshop leaders etc), Work Experience Students and Volunteers.

### **Main Objectives:**

To work with the Director on key areas of company work including:

- Strategy
- Policy
- Programming
- Budgeting
- Company management
- Fundraising

The postholder will manage a small team of staff, and take responsibility for the implementation of the above and all aspects of day-to-day company activity including HR, tour booking and fundraising.

### **Main responsibilities:**

The postholder will undertake a wide range of responsibilities as follows:

Company Management:

- Develop and implement the short- and long-term plans of the company.
- Manage the Project Managers (Education) and work with them on the administration of company education projects.
- Oversee the running of the office and ensuring that necessary resources are purchased to run it effectively.
- Maintain and develop working relationships with key project partners, funders and other stakeholders.

HR

To manage the administration of the human resources policies, procedures and programs including:

- Recruitment and contracting of company and project staff;
- Performance management and improvement systems;
- Employment and compliance to regulatory concerns and reporting;
- Employee development, and training;
- Policy development and documentation;
- Employee relations;
- Company-wide committee facilitation including planning, production, staff and Board of Directors, including arranging meetings and agendas, attending and minuting meetings;
- Employee safety, welfare, wellness and health; and

Financial Management

- Devise annual company and project budgets in consultation with the Director and Finance Director.
- Liaise with the Finance Director to manage company finances
- Produce the financial reports and management accounts in consultation with the Finance Director and Finance Committee.

#### Project Management:

- Oversee the booking of tours this includes: venue liaison from negotiating the deal to distribution of audience questionnaires, programmes and merchandise.
- Oversee organisation of company transport, subsistence and accommodation.
- Manage hire and distribution of music scores and parts, including any performing rights payments.
- Liaise with Production Manager to oversee hire and delivery / transport of all technical and production equipment.

#### Marketing and PR:

- Oversee content, production and distribution of all marketing and publicity materials (posters, programmes, flyers, mail outs, brochures etc) with director, designer and project manager
- Manage press development;
- Manage advertising opportunities in other theatre programmes, press and at venues.
- Organise the availability of company members for media/PR events as necessary.
- Co-ordinate the invitation of potential future promoters and supporters of the company.

#### Fund-raising and Development:

To manage the administration of fundraising and development resources policies, procedures and programs including:

- Funding: preparation of project application packs for trusts and funds;
- Sponsorship: preparation of packs, liaison with Board, development of relationships with existing and potential sponsors;
- Partners: development of relationships with venues, funders, agents, music services, LEA's, Children's Services, schools, education agencies etc
- Corporate and private entertainment: develop and market the sale of Music Platform's work in this area and all concert performances.
- Events: develop and manage any fundraising or gala events in association with the Music Platform board.
- Friends of Music Platform: oversee and develop the revival activities and fundraising possibilities in this area.

#### Evaluation/Documentation

- Oversee evaluation of company projects
- Oversee documenting of projects through digital video and stills photography. Storage and retrieval of visual evidence for reports and publicity.

#### IT systems

- Supporting staff in their day to day use of the IT systems
- Oversee acquisition of required IT resources

Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

# PERSON SPECIFICATION

Role: General Manager

The successful candidate will be expected to demonstrate the following attributes, skills and experience:

## Essential:

- Educated to degree level
- A minimum of 2 years' relevant experience in the education and/or the arts/cultural sector
- Excellent administrative, organisational and scheduling skills
- Experience of budgeting and financial management
- Experience of staff management
- Good communication skills – written and oral
- IT literacy, in particular familiarity with all MS Office applications, including word processing, databases and spreadsheets. Good knowledge of the Internet and how to use this for research purposes.
- Motivated self-starter who is enthusiastic and willing to be fully involved as part of a team
- A keen interest in the performing arts and community and educational applications thereof
- A flexible approach to working hours and job demands
- A thorough understanding of and commitment to equal opportunities and all related issues
- Ability to develop excellent working relationships
- Good problem solver
- Ability to work on own initiative, prioritise work and keep a cool head under multiple demands on time
- Commitment to personal development and training
- Resourceful
- Friendly, confident and articulate

## Desirable:

- A practical and/or professional background in one or more of the following: Music/Opera/Singing/Theatre
- Teaching experience/familiarity with the education sector
- Knowledge of issues and policy affecting the education and charity sectors and the arts funding system
- Knowledge of IT network systems, use of web applications
- Book keeping skills or experience of using accounting software, particularly SAGE
- Skills in document layout and DTP applications
- Full driving license