



.....not what you expect from opera

GENERAL MANAGER

Job Description

October 2018

Winner best production 2012



Winner best production 2015



Birmingham Opera Company

"The most radical and challenging voice on the UK opera scene"

The Times

About Birmingham Opera Company

We make great opera. We reflect the city we work in: with our diverse audiences, artists and the stories that we tell. Every year our small team draws some of the world's most exciting artists to Birmingham and trains hundreds of volunteer participants to create a large-scale performance in an extraordinary space. With over 70 targeted events per year, across Birmingham's 10 Districts, 98% of those audiences are new to us and may never have experienced opera before.

"I believe we can take inspiration from the fantastic programme run by the Birmingham Opera Company, which combines professional singers and musicians with community performers, and in doing so engages a far more diverse audience with an art form that might otherwise be thought of as inaccessible." - Jeremy Corbyn, The State of the Arts

We compete at the highest industry level and have won the most prestigious industry awards including: The Royal Philharmonic Society (RPS) Award for Opera and Music Theatre 2013 and the International Opera Award Best Production 2015.

"The international, multicultural, multi-everything cast was expertly chosen."- Fiona Maddocks, The Observer

The diversity of our audiences and performers are the envy of the Classical Music world and has won us the RPS Award for Audience Development twice and three nominations.

The Future

Our success has recently been endorsed by a 46% increase in our Arts Council England NPO grant for 2018 to 2022, enabling us to embark on a new vision for the Company. We are increasing our team from three to six and will develop more national and international partnerships to ensure a sustainably resourced company.

The Job

As a key part of this mission we are seeking to appoint a General Manager on a **three year fixed term contract** with the possibility of renewal. This is an exciting opportunity for an ambitious candidate to join a ground - breaking company in a new key management role.

Job Description

Job Title: General Manager

Reporting to: Executive Director

The General Manager will:

Production & Artistic:

- Manage the day to day activities of the company
- Collaborate with Artistic Director, Executive Director and Artistic Associate to develop and deliver the artistic programme
- Manage auditions
- Handle contracts and artists
- Manage rights hire for productions
- During production act as Company Manager, maintaining contact and distributing key information to the production team, performing artists and orchestra
- Manage accommodation for visiting company members
- Manage Box Office
- Be responsible for producing occasional public events
- Act as Licencee
- Submit applications for Certificates of Sponsorship (visas)

Finance:

- Collaborate with Executive Director in preparation of global budgets and targets
- Ensure payment schedules are met as specified in contracts
- Maintain up to date financial records
- Prepare monthly and quarterly management accounts, bank reconciliations and VAT returns with support from Executive Director and Company Accountant
- Collaborate with Executive Director and Company Accountant to prepare for annual audit
- Log and track incoming and sales invoices, making payments as approved by Executive Director
- Manage Office Petty Cash

Office Administration:

- Maintain the smooth running of the office
- Develop and maintain the office systems including IT software and hardware, communications, managing the company's database systems in accordance with the Data Protection Act and GDPR

- Deal with landlords, suppliers for utilities, stationery etc
- Provide administrative support to the Executive Director and Artistic Director
- Monitor maintenance of mandatory policies
- Arrange Board meetings and distribute Board documents

Reporting and Compliance:

- Lead on collation of monitoring and evaluation data for submission to our primary funder Arts Council England
- Submit Birmingham Opera Company information as required by Companies House and Charity Commission

External partnerships:

- Liaise with external production partners as agreed with Executive Director and Artistic Director

Marketing and PR:

- Collaborate with internal team and external partners to develop marketing and website presence

General:

- Advocate and represent Birmingham Opera Company
- Supervise interns and apprentices

Person Specification

Essential:

- An enthusiasm for the ethos, goals and ambitions of Birmingham Opera Company
- Working knowledge of Opera and Music Theatre
- Minimum of 3 years experience in a management role in an arts environment
- A multi skilled self-starter and go-getter with a demonstrable ability to work in a multi skilled and small team
- Proven initiative, entrepreneurship, imagination, perseverance, tenacity, outstanding and persuasive communication skills and nerves of steel
- Strong organisational and administrative skills, with a systematic approach to project management
- Experience in data collection for funders and partners
- Sound understanding of Compliance cf. Companies House, Charity Commission and HMRC
- Excellent working knowledge of Microsoft Office including Word, Excel, Outlook and Access

- Proven ability to build and sustain relationships externally and internally
- Willingness to work evenings and weekends

Desirable:

- Experience of using accountancy software packages
- Experience of working with diverse communities
- Experience of delegated responsibility

Conditions of employment:

- Salary: £30,000- £33,500 per annum (dependent on experience) plus auto enrolment in Legal and General Company Pension Scheme
- Office hours of work are weekdays 10am - 6pm. Some evening and weekend work will be required, especially as we engage volunteers during these times
- Holiday entitlement: 25 days paid annual leave in addition to public and bank holidays
- This post carries a probationary period of six months, during which time the notice period required by either party is two weeks. After a satisfactory review, the notice period is increased to two months
- Subject to contract

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

Application process

Applicants to submit the following information by email to bocoadmin@birminghamopera.org.uk

- CV
- A one page (maximum) introductory letter
- A minimum of 2 references from the last 3 years, including your most recent employer. Please note we will not contact your referees without your permission
- A completed equal opportunities monitoring form (optional). Please use this link <https://www.surveymonkey.co.uk/r/2LZ8FCX>

Deadline: Wednesday, 7th November 2018, at 5pm

If we are to take you forward to interview: we will inform you by Friday 9th November

First interviews: Sunday 18th November 2018 in Birmingham

Start date: As soon as possible

If you would like an informal conversation or have any questions please contact Richard Willacy, Executive Director, on 0121 246 6644 or bocoadmin@birminghamopera.org.uk.

Birmingham Opera Company is an equal opportunities employer and welcomes applicants from diverse backgrounds.