



THE MARLBOROUGH PUB & THEATRE

22 July 2019

Dear Applicant,

Please find enclosed an application pack for the position of **General Manager**.

The pack includes:

- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Guidance for applicants

The closing date for receipt of completed applications is 10am on Monday, August 19th 2019. We regret that applications received after that time cannot be considered.

Please send your completed applications to David Sheppard at the contact details below.

Shortlisted candidates will be contacted by phone or email. The interview will be **on** August 29th 2019 in Brighton.

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us within two weeks of the closing date, please assume that you have not been shortlisted in this instance.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please email David Sheppard (Executive Director): david@marlboroughtheatre.org.uk

We look forward to receiving your application and thank you for your interest in The Marlborough Pub & Theatre.

Best wishes,

A handwritten signature in cursive script that reads "D Sheppard".

David Sheppard
Executive Director
Marlborough Pub & Theatre

Please submit applications, in no more than three attachments (this form, your covering letter and your CV) by e-mail, to arrive by 10am on Monday, August 19th 2019 to:
david@marlboroughtheatre.org.uk

JOB DESCRIPTION

GENERAL MANAGER JULY 2019

Overview

The Marlborough Pub & Theatre is Brighton's home for LGBTQ+ art & culture. Our mission is to amplify queer stories to reach audiences across the UK and worldwide. The work we produce ranges from street parties to museum exhibitions, pushing the boundaries of art form and context.

We are a venue based producing organisation located in a historic former regency boarding house in Brighton & Hove led by Co Artistic Director, Tarik Elmoutawakil and Executive Director, David Sheppard.

Current Activity

Recently, The Marlborough Pub & Theatre has been awarded funding by the Esmée Fairbairn Foundation to develop our first of its kind LGBTQ+ touring network, *New Queers on the Block*, which is supported by Arts Council England. This network encompasses six national partners (Theatre in the Mill (Bradford), Home Live Art (Hastings), Leftcoast (Blackpool), Creative Folkestone and SHOUT Festival developing new audiences for LGBTQ+ work in these places. This project is being delivered by Executive Director David Sheppeard & Creative Producer Xavier De Sousa.

The project encompasses:

- Touring LGBTQ+ led performance projects to each location
- Artist development with each partner organisation identifying new LGBTQ+ talent supported by Jerwood Arts
- Commissioning new LGBTQ+ disability led work with the support of Unlimited
- Peer mentoring and development for partner orgs
- A symposium presenting key learnings from the project

Additionally, our year round programme includes:

- Curated seasons of performance and live art as well as a busy community hires programme
- Our ongoing artist residency programme focusing primarily on LGBTQ+ artists
- Delivery of the LGBTQ+ History Club at Brighton Museum
- Ongoing programming partnerships with organisations across the city including New Writing South, Attenborough Centre for Creative Arts, Brighton Trans Pride and The Spire

To realise the potential of *New Queers on The Block* and develop our ongoing work in Brighton & Hove we are recruiting this new General Manager post at this key point in our development.

Salary

£25,000 pro rata 0.6 fte (£15,000 per year)

We envisage this post beginning in Sep 2019 and running until at least the end of October 2020. We will be fundraising to extend the scope and duration of the role.

This role will be line managed by David Sheppeard (Executive Director) and will work closely with Tarik Elmoutawakil (Artistic Director).

Base

The role will be based at our central Brighton office.

PERSON SPECIFICATION

Essential:

- A minimum of one year General Management experience in an arts or community setting
- Highly self-motivated and used to working independently
- Excellent time manager
- Outstanding attention to detail
- Super-organised and loves refining systems (e.g. booking, hires and evaluation)
- Excellent multi-tasker
- Experienced financial manager with experience of a cloud-based accounting system (we use Xero)
- Knowledge and interest in diverse LGBTQ+ culture
- Knowledge of a range of computer software packages
- Excellent communicator with the ability to work with a wide range of people from varied backgrounds

Desired:

- Good sense of humour
- Knowledge of and enthusiasm for contemporary performance and live art
- Fundraising experience
- Experience of working in and/or knowledge of arts practice in a community setting
- Knowledge of Brighton & Hove and the people that live there
- Digital literacy and experience of digital projects
- A good writer who is able to distill ideas into inspiring narratives

JOB DESCRIPTION

MANAGERIAL

- To support the Executive Director and Artistic Director and Project Producers in managing projects (including coordinating schedules and logistics).
- To oversee and coordinate all the internal company communications ensuring calendars, diaries and notes from meetings are shared and up to date.
- To attend and minute quarterly board meetings.
- To coordinate staff development and training, and to compile and update the staff handbook.
- To develop and maintain close and trusting relationships with all the artists and organisations we work with.
- To develop and maintain respectful and supportive relationships with all the people we work with
- To manage the recruitment and/or contracting of staff – artistic and administrative in line with ITC/Equity and other statutory staffing agreements.
- Other tasks reasonably requested by the Executive Director and Artistic Director

FINANCIAL

- To support the Executive Director in monitoring expenditure on projects and adjusting budgets as necessary.
- To undertake basic bookkeeping tasks (Xero system) and processing of receipts and expenses claims

OPERATIONAL

- To keep a day-to-day overview of company activity.
- To organise meetings with artists and other key partners as required.
- To organise workshops and meetings in community settings, liaising with community building managers and other stakeholders as required
- To manage the IT office systems including shared cloud storage, internet and telephone provision, software licenses and office IT equipment.
- To manage the running of the office including supplies and other premises related activity.
- To maintain an inventory of Marlborough Pub & Theatre's equipment and other assets.

COMMUNICATIONS

- To manage the collection of monitoring data for members, audiences, participants, job applicants and artists ensuring we adhere to the GDPR (General Data Protection Regulations) at all times.
- To keep Marlborough Pub & Theatre's database of members, artists, VIPs, funders and other stakeholders up to date.
- To ensure the website is up to date and integrated with all Marlborough Pub & Theatre's communications
- To send email communication to members, and other interested parties
- To represent the company at events and meetings.
- To maintain a range of formal and informal contacts with others in the arts sector.

DEVELOPMENT

- To lead on the monitoring of all company activity in line with business plan targets and individual project objectives.
- To support the Executive Director and Artistic Director in developing and submitting fundraising bids.
- To support the Executive Director and Artistic Director in developing and submitting funding reports.

Marlborough Pub & Theatre is striving towards equal opportunities and welcomes applications from all sections of the community.

PERSONAL DETAILS

Title:	
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Surname:	Other names:
Address:	
Postcode:	
Home telephone number:	Work telephone number:
Mobile telephone number:	E-mail address:

Please complete this and the following sheets and send your CV (no longer than 1 page of A4) and a covering letter with your name clearly stated at the top (no longer than 2 pages of A4) outlining:

- Why you are applying for this position and,
- Drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

Refer to the guidance notes on page 11 of this form for further support to complete this application.

REFEREES

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can

express a professional opinion on your work and your ability to perform the job for which you are applying.

Name of referee:	Name of referee:
Name of organisation:	Name of organisation:
Occupation:	Occupation:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Contact number:	Contact number:
Relationship to you:	Relationship to you:

May we request a reference

☐	at any time
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☐	only after an offer of employment
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Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Marlborough Pub & Theatre CIC. This information will be treated as confidential and will not necessarily preclude you from employment.

DECLARATION

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed:

Date:

EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to

employment. The information provided here is entirely confidential, and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

PERSONAL DETAILS

Name:

Date of Birth:

Gender:

CULTURAL DIVERSITY

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

Black British		Asian British	
Black African		Pakistani	
Black Caribbean		Indian	
Any other Black background		Bangladeshi	
White British		Any other Asian background	
White European (non British)		Chinese	
Any other White Background		Any other Chinese Background	
Any other or mixed background (please specify)			

Do you consider yourself to have a disability?

☐	Yes	☐	No
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If yes, please state the nature of your disability:

GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form.

REVIEW THE CONTENTS OF THE APPLICATION PACK

The application pack includes a full job description with a person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

COMPLETING THE APPLICATION FORM

General Points

- Please send no more than 3 attachments in your email application (this form, your supporting letter and CV).
- Please limit your CV to one page and your supporting letter to two pages.
- Please return via e-mail.

Working through the form

- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a

role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.

- The covering letter is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Applications received after the closing date cannot be considered.

SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. We aim to offer feedback to all applicants but cannot guarantee this and it will be dependent on the amount of applications we receive.

If you are shortlisted, we will contact you by telephone or email to invite you to interview. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment (freelance contract for services included) at Marlborough Pub & Theatre are made subject to receipt of satisfactory references. Additionally under the

Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the equal opportunities monitoring form will be used to monitor Marlborough Pub & Theatre's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.