



### **THISISPOPBABY General Manager – Maternity Cover**

THISISPOPBABY is seeing a dynamic, highly engaged, multidisciplinary thinker to provide Maternity Cover for our General Manager from the week of 27 August 2018 (with handover to take place in July). This is a part time contract of twenty hour per week with an expected duration of seven to nine months.

The right candidate will have significant experience in financial management, a grá for administration, a passion for teamwork and a penchant for a party. They will be passionate about art and supporting artists as they make exceptional theatre, create incredible events and take audiences on artistic adventures.

They will have experience in a demanding role in the arts or similar environment, and excellent networks to help you make great things happen. They are familiar with THISISPOPBABY's work, share our values, and are as passionate as we are about making groundbreaking art and providing an electrifying access point to the arts, for audiences and artists alike.

Is this you? Get in touch to see a full job spec - [tomorrow@thisispopbaby.com](mailto:tomorrow@thisispopbaby.com)

Deadline for applications **4 June 2018**

*THISISPOPBABY is an equal opportunities employer.*

## **THISISPOPBABY: GENERAL MANAGER JOB SPECIFICATION**

THISISPOPBABY is a busy and dynamic theatre and events production company based in Dublin, Ireland. Primary activities are creating and touring theatre performances around Ireland and the world, organising legendary art parties and curating festival programmes.

We specialise in creating new contexts for live performance, and bringing new audiences to theatre and the arts. We are passionate about explosive multidisciplinary experiences, extraordinary new writing and amplifying outsider voices.

The company, founded by Jennifer Jennings and Phillip McMahon, is ten years old and after our huge success with RIOT at the Dublin Fringe Festival in 2016 and recently in Vicar Street, we are looking to expand our year-round team. Artistically, we are passionate about originality, transformation, collaboration, community, entertainment, integrity and making great art.

Our team values include fairness, adaptability, ingenuity, tolerance, honesty, reliability and professionalism.

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### **ROLE OF GENERAL MANAGER**

The General Manager will oversee administration, finance, compliance, staffing, all internal and some external communication for THISISPOPBABY, and is a central position in the Company.

The General Manager will report directly to the two founding directors. The bookkeeper and the interns report directly to the General Manager.

At any one time, the Company works with multiple project producers, production contractors and communication experts, and some of these will report directly to the General Manager. The Company also has multiple partners for any given production, and some of these relationships will be managed by the General Manager.

THISISPOPBABY has an Advisory Team of creative industry experts, who meet quarterly on a voluntary basis to feed into strategy and sustainability.

The General Manager will be at the very heart of the Company, creating and facilitating smooth working processes between all aspects of the organization and is a key point of contact for stakeholders, artists, suppliers and contractors.

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The General Manager is a part-time role - 20 hours per week - breakdown of which to be mutually agreed. Late nights and weekends occasionally required due to the nature of the industry.

Commencing on Monday 27 August 2017.

The position is for seven months, with a possible extension to nine depending on maternity requirements and includes a two-month probation period.

The role is based at THISISPOPBABY office in Dublin 1.

Remuneration is €45,000 pro-rata for the right candidate.

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Please apply with a detailed CV and a cover letter articulating why you are the right person for this job. Applications to [tomorrow@thisispopbaby.com](mailto:tomorrow@thisispopbaby.com) and must have the following subject line: TIPB GM Maternity Cover Application

Deadline for applications is Monday 4 June 2018.

Interviews will be held the week of 25 June 2018.

## **THISISPOPBABY GENERAL MANAGER**

### **KEY RESPONSIBILITY & DUTIES**

#### **STRATEGIC**

- Work with the Directors and the Advisory Team to implement the ongoing strategy for the company.
- Support the Directors to maintaining networks and partnerships and the management of a financially sustainable business model in a combined subsidised and commercial environment.

#### **FINANCIAL MANAGEMENT**

- Analyse the financial needs of the annual programme including cash flow projections, and devise both year-round and individual project budgets with the Directors.
- Work with the accountants and auditor to prepare the annual audited accounts.
- Maximise resources available to the organisation and negotiate best possible rates from service providers.

#### **COMPLIANCE**

- Ensure compliance with all contractual arrangements and legal requirements.
- Oversee insurance, both year-round and event specific as required.
- Liaise with accountants & bookkeeper on payroll, VAT, annual returns and international withholding tax/ reciprocal tax agreements as required.
- Develop OH&S policy and procedures for the Company – incorporating office, theatre and outdoor environments.
- Post-event reporting to required stakeholders, including government/funding stakeholders.

#### **ADMINISTRATION**

- Oversee the day-to-day administration of the Company, including, but not exclusive to: office management, creating and maintaining excellent systems for filing & archiving, diary management, director/team travel and accommodation, communication systems management including website.
- Draft contracts and memorandums of agreement for artists, contractors and suppliers as required.
- Liaise closely with bookkeeper to create and oversee clear and effective bookkeeping processes.

- Lead on communication with landlord, bank, Revenue Commissions, Company Registrations Office and any other parties or organisations central to the administration of the Company.

## **TEAM MANAGEMENT**

- Responsible for the HR function including development, communication, implementation and review of employment practices and policies.
- Responsible for maintaining a positive and productive working environment.
- Conduct performance evaluations as required, manage disciplinary or grievance issues.
- Manage the recruitment and contracts for all key staff and act as line manager for key administrative and development staff.
- Maintain all company policies and ensure legal compliance including health and safety, child protection, equal opportunities etc.
- Manage & lead a valuable company internship programme.

## **COMMUNICATION**

- Prepare documentation and information as required, including leading on grant applications and grant reports.
- Lead on effective communications and information sharing. Work collaboratively with all members of the team and ensure open and clear communication channels are maintained for sharing information.
- Lead archival processes, insuring detailed and accurate storing, filing and archiving of all Company documentation and materials.
- Manage communications systems - email, conference calls, internet provision as required.
- Liaise with suppliers, partners, arts organisations and other relevant external agencies.
- Coordinate, participate in, and take minutes for, regular team meetings.
- Represent Company at meetings, conferences and other industry events.
- Coordinate post-event debriefs.
- Ensure external communication is consistent throughout all channels, including regular updating of website.

## **SKILLS & EXPERIENCE REQUIRED**

At least four years in a demanding management role, ideally from a similar environment in live music production, arts and culture.

Experience of project management in a similar multifaceted environment that requires flexibility and ingenuity in order to deliver on time and within budget.

Experience of feeding into strategic development and executing strategy.

Significant financial management experience including managing multiple budgets and cashflow projections.

Experience of managing multi-functional, multi-project teams, including all aspects of personnel recruitment and development.

A solid understanding of legal contracts and experience in negotiation.

Excellent computer skills including familiarity with using cloud-based tools and advanced Excel skills. Additional financial/accounting software skills and experience is an advantage.

Experience of producing live events.

Experience of international touring.

## **PERSONAL SKILLS**

- The ability to remain calm, but adaptable, while under the pressure to deliver to tight deadlines.
- A belief in the power of teamwork and collaboration with the ability to build trust and delegate appropriately.
- Rigorous in applying the highest standards in financial, legal and HR practices.
- Demonstrate a natural strength in problem solving.
- Meticulous with a great eye for detail.
- Sound judgment.
- Excellent communication, organisational and time-management skills.
- A good understanding of creative processes and artists' needs and expectations.