



JOB DESCRIPTION

GENERAL MANAGER - Iris Theatre

Salary:	£10.85 per hour
Commitment:	Flexible 2 days a week (with more hours available during busier periods). This role will be a hybrid of home and office working.
Contract length:	Initial contract until the end of February 2022
Employer:	Iris Theatre
Responsible to:	Artistic Director, Executive Director
Responsible for:	Front of house staff, visiting companies, artists and other freelancers

Iris Theatre is looking for a part time General Manager to support our artistic and executive team to help deliver our ambitious vision and charitable aims. The ideal candidate will have a strong passion for the theatre, artist development and a positive and collaborative approach to work. This role would benefit from an individual who carries some experience in producing for the theatre, financial management, administration and marketing.

This role offers a place within our small but dedicated team, where professional development and personal growth are championed and encouraged. This role is suited to individuals looking to refine or learn a wide range of skills from within a professional theatre company.

This is a freelance contract, with the successful candidate being responsible for their own tax. The ideal candidate will start as soon as possible.

The Company

Iris Theatre is an award-winning theatre company and charity based at the world-famous Actors' Church in Covent Garden. Created in 2007, we provide transformational opportunities for early-career artists, and this ethos is the lifeblood of everything we do as an organisation.

Over the past decade Iris has built an exceptional reputation for innovative site-specific theatre with mass appeal. Throughout the year, Iris supports artists through a variety of development and performance opportunities.

Main Responsibilities

Administration

- Act as the the first point of contact for the company
- IT, systems management, website upkeep
- General office management
- General administration support for executive and artistic team

Producing

- Assist with aspects of theatrical productions including contracting, casting, marketing, ticketing, production management and budgeting.
- Operational management including overseeing box office, front of house and bar procedures
- Assist with social media management alongside our executive and artistic team
- Occasional duty management support during performances (shared responsibility with other management)

Financial Processing

- Bookkeeping, payment processing and invoicing
- Assist with general financial management
- Assist with fundraising and project reporting
- Assist executive team with annual accounts



PERSON SPECIFICATION

Essential Skills, Experience and Attributes:

- Some experience of producing for the theatre
- Some experience of financial management and bookkeeping
- Excellent time management skills
- An ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, but dedicated team
- Excellent ability to multitask
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Attention to detail and ability to work under pressure
- Strong IT skills in Office-based software
- A passion for the theatre

Desirable Skills, Experience and Attributes:

- A knowledge of the UK's theatre industry
- A passion for working with early-career artists and young people
- Experience in theatre operations
- Experience with box office systems (Spetrix, Ticketsolve etc.)
- Experience with Quickbooks accounting software
- Confidence with copywriting and marketing asset creation

The successful candidate must be able to be available from November 2021

DEADLINES

Application deadline: Midday, 13th October 2021

Interviews: W/C 18th October

Guidance Notes for Applicants

To apply please send a CV, Cover Letter identifying your experience and skills (with specific examples) relevant to this role (2 sides of A4 max) and details of two references to: **office@iristheatre.com**

Once sent, please complete the equal opportunities form found at www.iristheatre.com/jobs

Please insert **APPLICATION FOR GENERAL MANAGER** as the subject.