



UNEXPECTED
PLACES



JOB PACK

GENERAL MANAGER



OUR STORY

UNEXPECTED
PLACES



Rosanna Sloan,
Artistic Director



UNEXPECTED PLACES &

LIGHT UP

It is a pleasure to have a moment to reflect on how Unexpected Places and our education arm, Light UP, have grown and developed since the company was first founded by myself in 2014.

Our story began when I noticed a lack of affordable drama classes for children and young people in the Hampshire area, as I was directing a new show, 'From Scraps' for the Bristol Festival of Puppetry - in this moment, Unexpected Places and Light UP was born. We have come a long way since running those first classes in Hamble, Southampton and, before the disruption of the pandemic, taught 400 students a week across 8 locations, making us one of the largest youth theatres in the country.

In 2020, as our team and ambitions grew, Unexpected Places found a permanent venue at UP Studios, a creative hub of activity and innovation. UP Studios encompasses our office space, rehearsal space and a performance space.

In May 2021, we were successful in our application to the charity commission to develop from a not-for-profit organisation to a charity, which reinforced our mission in providing incredible arts experiences for children and young people, from original productions, to classes; training the next generation of performers and arts audiences.

September 2021 brought a new addition, Little Lights, into our lives and the lives of parents and carers. Initially a 6 week course of creative and sensory sessions for 0-3 yr olds, funded by the National Lottery Community fund, the sessions are now a much loved addition to our regular line up of classes and outreach.

Now, we are looking ahead to a 2022 and 2023 full of new firsts for our organisation; building on the incredible work our team delivers. If you'd like to be part of something special and travel to unexpected places with us, then read on, and I look forward to reading your application. Best of luck - Rosanna.

A CLOSE UP

ON

UNEXPECTED
PLACES



From Scraps, 2014

Unexpected Places is a diverse charitable organisation in three parts: a touring professional theatre company creating devised, imaginative performances which take our audiences to unexpected places; a thriving education strand, consisting of 'Little Lights', sensory and creative play classes for under 3's, and our youth theatre 'Light UP', which focuses on providing value for money classes for over 400 children a week to foster creativity, confidence and curiosity; and lastly, UP Studios, a venue hosting creative events, performances and classes which also supports other local creatives.

Our Charitable Aims

To advance public education in, and appreciation of, the performing arts and broader creative industries by:

- a)** Providing workshops in acting and artistic performance which develop knowledge, skills, confidence and creativity
- b)** Delivering high-quality original theatre performances for public presentation
- c)** Providing opportunities to participate in other areas of theatre production including working backstage, as well as lighting, sound and production design
- d)** Providing opportunities to participate in educational creative activities such as arts trails, festivals and events.



Blighty One, 2018



Looking Down on Me, 2019



Puppeteering Workshop

STAFF BENEFITS

Expect the Unexpected

When we aren't putting together new projects, coming up with original and creative ideas for our classes, throwing themed birthday parties, or keeping up to date with everything going on in our communities - we enjoy fun, unusual and sometimes 'unexpected' team events!

As a company, we believe that hard work should be rewarded with great benefits and donuts! We also appreciate how important taking time off to be with your family and friends are or just to have a little break, that's why employed staff get bank holidays off on top of their holiday allowance. This adds up to an additional 8 days a year for full time staff. To further support our staff, we have regular staff events and activities for staff wellbeing and training to boost team members development. There are many routes to progression and promotion, whilst working with a wonderful and welcoming team.

Other Benefits include:

- Generous holiday allowance (pro rata 28 days a year, exclusive of bank holidays)
- Hybrid working
- Pension contribution
- An inspiring office space less than five minutes away from the beautifully tranquil Hamble Common Beach
- Paid training and development opportunities
- Free rehearsal space
- Free entry to our Adult Acting Classes, UP to Something
- Free access to The Stage and Drama Education Magazine and others through our annual subscriptions
- A friendly, supportive work place environment



+ + + + +
+ IF YOU CAN DREAM IT,
+ YOU CAN DO IT. +
-Walt Disney

UP TEAM

STRUCTURE



Board of Directors

Youth Advisory Board

Artistic Director

Human Resources

Executive Assistant

General Manager

Education & Outreach Manager

Senior Management Team

Marketing Manager

Little Lights Manager

Creative Content Producer

Youth Theatre & Outreach Officer

Marketing Assistant

Youth Theatre Coordinator

Youth Theatre Assistant

Little Lights Leaders

Party Leaders

Youth Theatre Leaders

Assistant Teachers

Student Assistants

UNEXPECTED PLACES

THE ROLE

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Post: General Manager

Contract: Part-Time, permanent

Reporting to: Artistic Director

Hours: 22.5 hours (3 days a week)

Pro-Rata Salary: £26K - £27.5K depending on experience

Location: Based at UP Studios (Hamble), with options for some home working. Some travel will be required to the sites we operate in. We offer flexible working arrangements.

Benefits: Generous holiday allowance (pro rata 28 days a year, exclusive of bank holidays.) Pension contribution.

We are looking for an organised and dedicated General Manager, who believes in our organisation's core values and will work with us to reach our charitable objectives, as well as our short and long term business goals.

Job Description

We are looking for an experienced, organised and determined individual who will thrive in a busy work environment. The General Manager provides the glue that holds together all the people, projects, resources and priorities of the organisation.

This is not an entry-level job and it is not for the faint-hearted. While COVID-19 is still disrupting work produced by creative organisations, we anticipate that the next few years will be challenging. We need someone who has the capacity to hit the ground running.

You will need to fit comfortably into an informal, but hard-working environment and this role will require you to work independently, and to collaborate effectively, with other members of our team. You will care about achieving the high standards we set ourselves in everything we do. The role of General Manager offers you the opportunity to drive our work forward and continue to build up our reputation and profile.

The General Manager will be responsible for ensuring the smooth running of the organisation's operations, including financial and HR processes, reporting and evaluation, communication, services and contracts.

They will support the Artistic Director in business planning, development and income generation, as well as managing relationships with supporters and funders.

THE ROLE



Key Duties & Responsibilities

- Managing the smooth delivery of the artistic programme (including classes, workshops, shows, inset days and UP Studios events) alongside a programme of external hires
- Managing the day-to-day operations and administration of Unexpected Places
- Overseeing the production management of all events
- Managing, updating and ensuring all staff members adhere to all Unexpected Places policies including Staff Policy, Child Protection Policy and Data Protection Policy
- Acting as a deputy for the Artistic Director if and when required
- Managing all tasks related to HR, including but not limited to, writing and overseeing contracts, employment policies, recruitment, references, scheduling and running performance reviews, staff wellbeing and staff progression and rewards
- Managing UP Studios utilities, connections, office requirements and stock
- Managing renewals and quotes of Unexpected Places insurances
- Ensuring UP Studios is well maintained, tidy, safe and a positive environment for staff, hirers and students
- Production of Unexpected Places' projects and performances, including contracting, recruitment, tour management, communications, quotes and budget management
- Overseeing the management of Unexpected Places, Light UP and UP Studios
- Creating relationships and contacts to further the company aims and plans
- Completing funding evaluations, keeping track of key project dates and compiling appropriate information for review and submission

Responsibilities

Planning, Programming & Administration

- Planning and producing all Unexpected Places productions from bid writing to schedules and delivery, in line with our artistic and financial goals
- Administration and scheduling of the UP Studios building, including increasing our earned income through hires
- Overseeing and supporting the Youth Theatre Department in the delivery of Light UP in line with our business plan, vision and values
- Running weekly General Meetings with the team and ensuring staff are collaborating efficiently and feel supported
- Contracting freelance artists for Unexpected Places' productions
- Producing events, festivals and productions, such as our upcoming Light UP Festival
- Working with the Artistic Director and senior management team on business planning and operational work plans

Financial and Budgeting

- Maintain an overview of performance against budget and cashflow
- Undertake regular finance updates with the Artistic Director
- With the Artistic Director produce quarterly reports for the Board of Directors and Funders as required

HR

- Running the HR function for the organisation with support from the Education and Outreach Manager
- Managing all human resource policies and procedures, as well as maintaining employee records, including absence and leave
- Coordinating with relevant line managers to carry out regular appraisals for all staff members
- Leading in the recruitment and induction of permanent and/or freelance staff, including developing a strategy for widening our pool of applicants from people who are underrepresented in the creative industries
- Managing ad-hoc placements and volunteering placements
- Issuing contracts for permanent and freelance staff, as well as other external services, when appropriate
- Creating training and entry level opportunities within Unexpected Places, e.g. work experience, paid internships and apprenticeships

Responsibilities, cont.

General Management

- Managing insurances, office and tenancy arrangements and ensuring the smooth running of the organisation day to day
- Raising the profile of UP Studios, its offerings and links with local artists and performers, including hiring the space for rehearsals and performances to local companies
- Being an authority on all aspects of Unexpected Places' work
- Communicating regularly and effectively with colleagues and Senior Management about activities and seeking support from appropriate staff at the earliest opportunity, should problems arise
- Maintain Company's House records and register of Directors' interests
- Leading on the open recruitment of new board members with a commitment to widening the pool of applicants from people who are underrepresented on boards in the creative industries
- Inducting new trustees to the organisation, supporting the training and professional development of the board
- Guiding the organisation, with the Artistic Director, into its new charitable status, assisting with the opportunities and responsibilities this entails
- Leading impact documentation, including annual reports
- Undertaking any other duties as reasonably required

Person Specification

- Significant management experience in theatre or the arts
- Sound understanding of company and project finance
- The ability to prioritise a complex workload with excellent organisational skills
- A motivated self-starter who enjoys working with managers and artists with diplomacy, discretion, professionalism, pragmatism and a can-do attitude
- Flexibility and the ability to adapt to changing circumstances
- The ability to engage confidently and pleasantly with a wide range of people
- A good knowledge of charity governance
- Experience in collaborating on funding applications and generating earned income
- Capable of taking responsibility and making quick, informed decisions
- Experience in managing HR and understanding employment/freelance contracts
- Excellent written and verbal skills
- A passionate interest in theatre, youth theatre and the performing arts, with a good knowledge of the sector
- A positive and forward thinking attitude

HOW TO APPLY



We are committed to employment practices that promote diversity and inclusion and so welcome applications regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We are committed to providing an accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application form, contact us and we'll put you in touch with HR who can provide further support.

To apply, please send your CV and covering letter (max two A4 sides) demonstrating how your experience, skills and qualities make you the ideal candidate for this role to caroline@unexpectedplaces.co.uk.

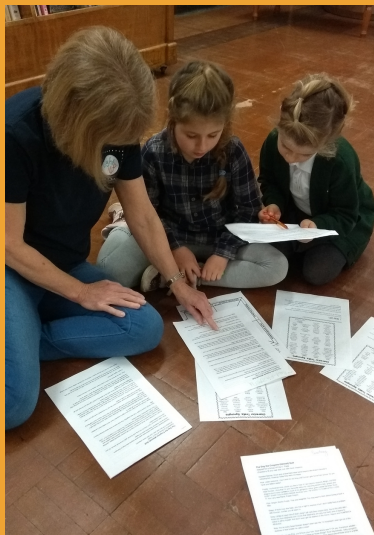
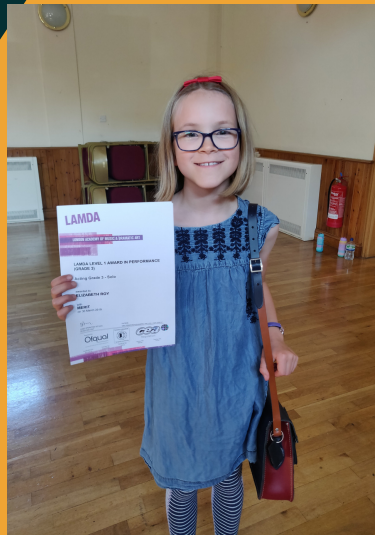
Deadline for Applications: 30th April, 12 noon

Good luck and we look forward to hearing from you.



If you would like an informal conversation about the role, or require any additional support, please contact caroline@unexpectedplaces.co.uk.







www.unexpectedplaces.co.uk
www.lightupdrama.org.uk



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@lightupdrama



UP STUDIOS
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Hamble-le-ric, Southampton, SO31 4RA

WHERE UNEXPECTED THINGS HAPPEN