

Job Description

GENERAL MANAGER

Finborough Theatre

Job Title: General Manager

Location: Finborough Theatre, Earl's Court, London SW10.

Reports to: Artistic Director/Chief Executive.

Fee: £19,000 to £25,000 p.a. dependent on experience and willingness to work evenings and weekends. Like all positions at the Finborough Theatre, the post is offered on a self employed contract. This is a full time position.

To start: As soon as possible.

Hours: The post is based on the needs of the Finborough Theatre's performance schedule, and as supervising and running the Box Office is an essential part of the position, working hours would ideally be based around late afternoons and evenings. The precise number of evenings to be worked will be negotiated with the successful candidate. Some weekend work – including at least one full weekend every month during the show changeover period – would be required. It should be clear at the outset that this position is based on the needs of a busy working theatre, and is not a "9 to 5" office job.

Probation Period: There will be a 3 month probation period.

Summary

As part of an ongoing restructuring and repositioning of the multi-award-winning Finborough Theatre, we are recruiting for the first time for a full time paid General Manager.

The General Manager will be responsible for all aspects of the day-to-day running of the Finborough Theatre, working closely with the Artistic Director/Chief Executive, Neil McPherson, who celebrates his 20th anniversary at the Finborough Theatre in 2019.

This is an exciting and demanding role and responsibilities will include box office and front of house activities, financial management, general theatre administration, basic theatre maintenance, managing a large team of volunteers, and all of the tasks connected with the running of what *Time Out* has called "probably the most influential fringe theatre in the world."

Artistic Director/Chief Executive |

Neil McPherson

Managed by The Steam Industry

A company limited by guarantee

Registered in England 3448268

Registered Charity 1071304

Registered address as above

About the Finborough Theatre

Founded in 1980, the multi-award-winning Finborough Theatre presents plays and music theatre, concentrated exclusively on new writing and rediscoveries from the 19th, 20th and 21st centuries. We offer a stimulating and inclusive programme, appealing to theatregoers of all generations and from a broad spectrum of the population. Behind the scenes, we continue to discover and develop a new generation of theatre makers – through our vibrant Literary Department, and our internship programme.

Despite remaining completely unsubsidised, the Finborough Theatre has an unparalleled track record of attracting the finest creative talent to work with us, as well as discovering new playwrights who go on to become leading voices in British theatre. Under Artistic Director Neil McPherson, it has discovered some of the UK's most exciting new playwrights including Laura Wade, James Graham, Mike Bartlett, Jack Thorne, Simon Vinnicombe, Alexandra Wood, Al Smith, Nicholas de Jongh and Anders Lustgarten; and directors including Blanche McIntyre, Robert Hastie, Sam Yates and Kate Wasserberg.

We are a registered charity. We are not in receipt of any public funding and our continued survival is completely dependent on box office income, theatre rental and grants from organisations.

The Press on the Finborough Theatre

"Probably the most influential fringe theatre in the world." *Time Out*

"No small theatre in Britain has a larger impact on the theatrical ecology than the tiny Finborough in Earl's Court... Even the National and Royal Court are hard pressed to make as many discoveries (or rediscoveries) as it routinely does." Mark Shenton, *The Stage* – Top Venues 2016

"A theatre in a class of its own: last year's programme was so good that it was worth moving to West Brompton for..." *Time Out*

"The tiny but mighty Finborough...one of the best batting averages of any London company." Ben Brantley, *The New York Times*

"Audacious and successful...West London's Finborough Theatre is one of the best in the entire world. Its programme of new writing and obscure rediscoveries remains 'jaw-droppingly good'". *Time Out / The Hospital Club*

"One of the most stimulating venues in London, fielding a programme that is a bold mix of trenchant, politically thought-provoking new drama and shrewdly chosen revivals of neglected works from the past." Paul Taylor, *The Independent*

"A disproportionately valuable component of the London theatre ecology. Its programme combines new writing and revivals, in selections intelligent and audacious." Ian Shuttleworth, *Financial Times*

"A blazing beacon of intelligent endeavour, nurturing new writers while finding and reviving neglected curiosities from home and abroad" Dominic Cavendish, *The Daily Telegraph*

"Few leading fringe theatres have walked off with so many awards or promoted such a rich variety of writers as the Finborough." Jeremy Malies, *Plays International*

"The Finborough Theatre has developed a reputation out of all proportion to its tiny size. It has played its part in the careers of many remarkable playwrights, directors, and actors." Alastair Macaulay, *Financial Times*

Background

For 20 years, the Finborough Theatre has been run by one full time paid member of staff, supported since 2004 by a large team of interns and volunteers. Over the past three years, the staffing has increased with the addition of a part time paid General Manager who is now leaving to pursue a full time salaried position elsewhere.

The Finborough Theatre, despite its unparalleled reputation, faces a number of challenges, not least that it has to pay full market rent for its premises in one of the wealthiest areas of London, whilst still charging one of the lowest rents in the capital to its visiting companies, in order to ensure the quality and accessibility of its artistic work.

The theatre has made huge progress in working towards fair pay for all working at the theatre, but there is much that still remains to be done. Progress has included 7 of 12 main shows in 2018 paying Equity Fringe Agreement rates or above, slightly down from 9 of 12 main shows in 2017; the investment of our funds held in reserve to cover our rent with the profit going to paying actors and creatives working on in-house productions; the use of Tax Relief funds to pay actors and creatives working on in-house productions; ongoing and constructive discussions with Equity; interest free loans to visiting companies currently totalling more than £30,000 (including over £10,000 to allow a visiting company to meet its obligations under the Equity Fringe Agreement); and, for 2019, a trial cancellation for one year of our Sunday-Monday-Tuesday production strand as its runs were too short to permit proper payment of cast or creatives; and much more.

The purpose of this newly created paid full time position is to put the day-to-day running of the theatre on a sound and properly remunerated professional footing, so that we can concentrate on the development of our business model which will involve a rebranding of the venue, professional fundraising and also work on moving to a new and larger venue.

Job Description

The General Manager reports to and supports the Artistic Director/Chief Executive in delivering the effective operation of the Finborough Theatre.

The General Manager is responsible for the day-to-day running of the Finborough Theatre.

Duties will include (in order of importance and time required):

Day to day administration and management of the Finborough Theatre including basic health and safety duties, being on call for emergencies, and being a main point of contact for visiting companies, members of the public, sub-contractors, trade contacts etc.

All aspects of Box Office management including staffing, supervision of volunteers, and financial management.

Recruiting, managing, training, supervising and mentoring our many interns and volunteers.

Social media management, and proofing press releases, programmes and other written media, and, in due course, management of the Finborough Theatre website.

Providing general support to the Artistic Director/Chief Executive and other members of staff, and undertaking any reasonable duties as required by them.

Training will be provided as required.

Person Specification

Essential

To carry out the responsibilities of the post with due regard to the Finborough Theatre's Equal Opportunities Policy.

High-level inter-personal, verbal and written communications skills.

A "can-do" attitude and a willingness to take a full and proactive approach to respond to the needs of the organisation.

Excellent communication skills and the ability to deal effectively with a wide range of people.

Excellent customer service skills.

Strong organisational and time management skills.

The ability to work calmly and accurately under pressure.

Strong Microsoft office skills (particularly Word and Excel).

The ability to use initiative and work unsupervised as required.

The ability to work within a small and busy team and manage teams of people.

A demonstrable interest in the work of the Finborough Theatre (please note that this position is not suitable for someone whose primary focus is concentrated on their own creative projects elsewhere).

Desirable

Experience of venue management, including staffing, management of Health and Safety and emergency procedures.

Basic competency in maintenance and technical aspects of the work of a busy working theatre.

First aid training.

Knowledge and experience working with Spektrix box office systems.

To Apply

Please submit your CV and cover letter to admin@finboroughtheatre.co.uk by **11pm on Friday, 18 January 2019**. Please write GM Position Application in the subject line of your email.

We would also welcome applications from people who wish to job share, or from single applicants who would be willing to job share. We are still imagining this new role, and it may be possible that the position would be better served by sharing it between two people.

Short informal first round interviews will take place the week beginning January 21 with formal final round interviews on Wednesday 23 January 2019.