**Mandinga Arts – General Manager**

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| **Deadline:** 28 December 2020, 5:00 pm | **Interviews:** 4 January and 5 January 2021 |
| **How to apply: E**mail **info@mandingaarts.co.uk** with a covering statement of no more than 2 sides of A4 (Word or PDF format). Include a CV as a separate document with two references. | |
| **Salary:** £26,000 - £28,000 pro rata depending on experience | **Hours:** 20 hours / week (flexible) |
| **Location:** Mandinga Arts, London, SW12 0AL / Work From Home  **Start Date**: Monday 15 February 2020 | **Job type :** Part time |

**About Mandinga Arts:**

Mandinga Arts researches, designs, creates, and delivers extraordinary and innovative artistic experiences using custom-made costumes and puppets, engaging communities in lively processions and performances throughout the UK and Europe, and as far afield as China and Colombia.  
  
Mandinga is known for its distinctive style bringing together live music, carnival, street costume, puppetry, and dance, drawing on diverse influences from Europe, Latin America, the Caribbean, and Africa. Mandinga facilitates high quality community contributions and brings a new aesthetic to the growing carnival and outdoor performance movement in the UK and overseas.  
  
The company blends a range of traditional skills with new technology for an inventive and imaginative approach to design and performance. This adventurous practice, and a willingness to share new ideas and methodology, keeps Mandinga Arts at the forefront of design and delivery for outdoor performing arts.

**Context to the Role:**

Over the last three years, Mandinga has expanded the reach of its work; developing projects with partners across the UK and overseas. The Company was successful in sustaining its National Portfolio Organisation status and Mandinga continues to be supported by ACE for 2018 – 2022.

We are now seeking an enthusiastic and experienced **General Manager** to join us at this exciting time of organisational development and transition. The General Manager will have responsibility for ensuring efficient running of Mandinga’s office, finances, reporting and marketing as well as having significant input into the company’s planning, and an overview of its annual programme of activities as we navigate the current pandemic restrictions. This role is part-time as activity is currently reduced however there is opportunity to grow into a full-time role.

We are looking for a highly motivated and organised individual who has strong initiative to provide management and foresight at core of the organisation. The role would suit someone with experience in arts management and a passion for working in the outdoor and performing arts sector. You will have the energy and enthusiasm to be part of a small but motivated team that ensures Mandinga remains at the forefront of carnival design, performance and delivery both in the UK and internationally. Mandinga Arts strives for equal opportunities. We are particularly interested in receiving applications from people with diverse backgrounds, including BAME applicants.

**JOB DESCRIPTION:**

**Role: General Manager**

Part time

**Reporting to:** Artistic Director (full-time)

**Relating to:** Associate Creative Director (freelance)

Wardrobe Manager (freelance)

**Responsible for:** Internship Placements (occasional temp placements)

**Salary:**  £26,000 - £28,000, pro rata dependant on experience

**Contractual Hours:** 20 hours / week, flexible (Mandinga operates flexitime hours standard office hours are 9:30 am – 6:00 pm with one-hour lunch break)

Some evening and weekend work may be required over the summer season. Time off in lieu is given for overtime at the earliest convenience.

**Annual Leave:** 21 days, plus one for every completed year of service up to 30 days. Providing there are no ongoing projects or deadlines to meet, the office is closed between Christmas and New Year.

**Notice Period:**  3 months from either party

**Probationary Period:** The position is offered as a permanent contract, following an initial 6-month probationary period.

**Key Responsibilities:**

* Management of the company’s day to day operations and systems.
* To provide an administrative service to support the artistic work of the company and effectively manage all aspects of the company’s administrative and financial operations.
* To maintain thorough familiarity with all Mandinga projects in order to identify coordination requirements and contract freelance project management staff as required.
* Maintaining relationships with partners and stakeholders, researching potential funds and brokering new partnerships.

**Duties:**

**1. Funding and Stakeholder Relations:**

* Maintain good relationships with the company’s current funding partners.
* Ensure that the company delivers all of its funding objectives and reports this accordingly.
* Compile budgets /management accounts for existing funding partners as and when requested, including quarterly reports NPO Annual Survey for Arts Council England.
* Ensure that the company receives scheduled payments from funders on time.
* Working with a freelance fundraising consultant to write large- and small-scale funding applications, including to Arts Council England, and trusts and foundations.

**2. Strategic Planning:**

* Writing, implementing, and monitoring of Mandinga’s strategic plans (some with consultancy assistance); Business Plan, Equal Ops Policy and Action Plan, Environmental Policy and Sustainability Actions Plan including reporting to Julie’s Bicycle annually, and Audience Development Plan.
* Explore potential of corporate hire, partnerships, and sponsorship.

**3. Finance and Budgeting:**

* Manage the day-to-day finances of the company, including paying invoices and managing the company cash flow.
* To issue contracts and invoices on the company’s behalf when necessary.
* Complete monthly finances to be provided to the Finance Consultant for production of financial management statements, and quarterly reports to Board.
* Maintain and monitor the annual overhead budget, and all project budgets, and report to the Finance Consultant, Artistic Director(s), and Board.
* Prepare all finances for the Finance Consultant to be able to produce quarterly VAT Returns and Financial Year End.

**4. Programme and Project Development:**

* To maintain thorough familiarity with all Mandinga projects in order to identify coordination requirements and support required.
* Develop detailed plans for internal projects and advise other team members of issues, risks, and milestones as appropriate.
* Contract project staff to deliver all of the Company’s external partner projects from Mandinga pool of freelance contractors.
* Broker new partnerships, and nurture relationships with ongoing project partners.
* Establish and monitor detailed project budgets from initial consideration of a project to final delivery.
* Collate monitoring, evaluation, and archiving of all Mandinga projects, requesting reports and documents from freelance staff as required.

**5. Marketing & Communication:**

* In conjunction with the Artistic team (and guided by the Director’s vision), promote the company’s work to venues, event and festival producers, funding bodies and potential clients.
* Update Mandinga’s simple CMS website as and when required.
* Manage and maintain Mandinga’s social networking sites; Facebook, Twitter, Instagram, Linked In, You Tube, and Vimeo.
* Compile regular quarterly newsletters to Mandinga’s mailing list
* Manage and update Mandinga’s marketing mailings lists as and when required.

**6. General:**

* Manage the day-to-day office administration, maintaining an efficient office environment, ensuring that all operational systems are up to date, and maintaining central filling systems.
* Oversee board communication, writing board meeting and subcommittee meeting agendas, preparing necessary paperwork and taking minutes.
* To work within and have a commitment to Equal Opportunities in all areas of company practice.
* Establish and maintain an appropriate company database (within the parameters of the Data Protection Act).
* Ensure that all insurances (Combined Commercial, Public Liability) are renewed on time.
* Adhere to stated policies and procedures relating to health and safety and act as nominated Health and Safety Officer ensuring that risk assessments are completed when necessary and company staff are kept up to date regarding Health and Safety procedures.
* Undertake training as and when necessary.

**PERSON SPECIFICATION:**

**Essential skills, qualities and experience:**

* 3 years minimum experience in a management role within the arts
* Experience of financial management and maintenance of budgets
* Strong administrative and organisational skills
* Excellent and demonstrable communication skills, both verbal and written
* Ability to work under pressure, prioritising between conflicting demands and retaining excellent attention to detail
* Experience of overseeing a programme of activity
* Knowledge of the arts funding system and best practice.
* Ability to work independently and be self motivated
* Excellent computer literacy especially with Word, Excel and Outlook
* Passion for high quality outdoor arts and events
* Flexibility and a good sense of humour
* Commitment to Mandinga’s goals and values.
* Commitment to equal opportunities policies and practice

**Desirable skills, qualities and experience:**

* Experience in working for a small arts organisation
* Previous experience of street/carnival arts
* History of working for outdoor arts, street theatre, or other performing arts organisations.
* Educated to degree level or higher.
* Competency with Sage 50cloud accounting
* Full UK Driving License