

JOB DESCRIPTION

The ideal candidate will have demonstrable experience of financial management and of working collaboratively to consistently deliver high level administration and reporting.

This is a permanent, full-time role (37.5 hrs. a week) flexibly based in Sheffield plus home working.

The salary is **£36,000 - £40,000 depending on experience**

We actively encourage applications from those with less visibility in the arts and particularly welcome applications from global majority candidates and people from lower socioeconomic backgrounds.

MISSION, VALUES AND AIMS

MISSION

To create exceptional dance theatre projects which connect, strengthen, and inspire communities, participants, audiences and artists.

VALUES

We work with professional artists, working class and marginalised people, forging enduring relationships to ensure authenticity in the telling of our and their stories. Our creative practice redefines the ways in which people can be part of creative processes and the making and performance of excellent shows.

We work with care and respect for our company members, family of artists, creative workers, collaborators, community participants and audiences and we are constantly committed to creating a supportive and progressive work environment in which people can develop and thrive.

AIMS

- Make extraordinary, powerful work that marks, reflects and comments on significant events in working-class social history, politics, culture, and people.
- Involve and engage people from diverse communities in the research, development and performance of touring shows, local projects, and digital works, empowering them through a sense of ownership and achievement.
- Be a force for good in Barnsley and South Yorkshire through working collaboratively with local partners and involving local people in high quality creative and cultural activities with the potential to effect transformational change.
- Build lasting partnerships with venues that nurture and grow audiences in areas of England (and beyond) where arts engagement is low.
- Demystify dance for venue staff with little experience of it, increasing their confidence and skill in promoting and presenting it.
- Support the development of young, northern producers and creatives from marginalised communities.

- Evolve as a dynamic, adaptive, and sustainable organisation, able to meet the challenges of a changing world

COMPANY STRUCTURE |

From 2015, GARY CLARKE COMPANY was the trading name of independent choreographer Gary Clarke whose work and determination, along with independent producer Annabel Dunbar, achieved early successes which established the reputation of the company. The incorporation of Gary Clarke Company Limited as a company limited by guarantee in 2021 and as a charity in 2023 allows for stabilisation and growth building on this strong foundation.

BOARD OF TRUSTEES |

Since 2021, our founding trustees and advisers, all successful arts leaders, have worked with Gary and Annabel to ensure the company infrastructure is strong and grounded in good practice. Our current committed volunteer Board of Trustees have oversight of everything we do and support and drive us in achieving our ambitions and ensure we are compliant as a company and registered charity.

Trustees:

- Janet Smith, MBE; former Principal and Artistic Director, Northern School of Contemporary Dance (Chair)
- Adam Knight, Chief Executive, Blackpool Grand Theatre
- Paul Russ, CEO and Artistic Director, FABRIC
- Clare Clarkson, Deputy Director, Cast, Doncaster (Company Secretary)

GARY CLARKE COMPANY PERMANENT STAFF |

We currently have a small, permanent core team of Artistic Director, Gary Clarke and Executive Producer, Annabel Dunbar who work closely together and are joint CEO's. They are jointly responsible for overall, planning, decision-making and delivery of the programme of activity and the company's operation. Part-time Engagement Manager, Laura Barber, joined the staff in autumn 2023 having worked freelance for the company for seven years.

GARY CLARKE COMPANY FREELANCER/ SERVICE SUPPORT |

GCC collaborates with a team of regular specialist freelancers (including performers, creative collaborators, production staff, marketing, design, funding, finance, and organisational development) who form the additional 'backbone' of our light-touch, core operation. For example, when we tour, we engage 20+ freelancers - each playing an essential part in the creation, delivery and operation of our work.

Website NOTE | We will be developing a full company website from Spring 2024 in collaboration with Hans de Kretser Associates Please feel free to visit our micro websites. <https://coaltour.co.uk> and <https://wastelandtour.co.uk> to get a flavour of our recent productions, their creative collaborations, audience and engagement strands and touring history.

ADMINISTRATIVE DIRECTOR ROLE | OVERVIEW

SUMMARY OF THE ROLE |

The Administrative Director is responsible for ensuring the smooth running of daily operations, company finance, HR, administration, governance, and funder reporting so we can deliver our touring productions, projects and ground-breaking works across the UK.

This exciting new role will suit a dynamic and skilled individual who is keen to collaborate as part of a small, highly professional, and passionate team. You will use your experience to help shape and grow **GARY CLARKE COMPANY** as it transitions from an acclaimed project-by-project operation to a robust, year-round organization, supported by Arts Council England as a National Portfolio Organisation.

REPORTING TO: Executive Producer (Joint-CEO), working closely with Artistic Director (Joint-CEO)

RESPONSIBLE FOR: Line managing the Bookkeeper, and other team members as the company grows.

SALARY

£36,000 - £40,000 depending on experience

TYPE OF CONTRACT: Permanent. Full time

HOURS OF WORK:

- You will be required to work an average of 37.5 hours per week
- Standard hours are between 9.00am - 5.00pm (Monday to Friday), although hours worked may vary, particularly around touring schedules. Occasionally some work outside of these hours will be necessary, for which notice will be given and TOIL accrued.

BENEFITS:

- Auto enrolment into Workplace Pension Scheme (upon eligibility) with 3% Company contribution
- Health care scheme
- Training provision agreed with Line Manager
- Wellbeing provision agreed with Line Manager

LOCATION: Flexibly based in designated GARY CLARKE COMPANY spaces in Sheffield and Barnsley and home working.

START DATE: We anticipate the successful candidate taking up the post no later than 1st July 2024.

PROBATION PERIOD: Three months

GARY CLARKE COMPANY: ADMINISTRATIVE DIRECTOR JOB DESCRIPTION & PERSON SPEC

ANNUAL LEAVE: 25 days holiday plus 8 bank holidays per annum. Time off between Christmas and New Year is usually gifted.

NOTICE PERIOD: One month's notice in writing on either side during the probationary period. Thereafter three months' notice in writing on either side once the appointment is confirmed.

OVERARCHING NOTE:

- This job description is a guide to the known nature of the work required by the Administrative Director.
- It is not wholly comprehensive or restrictive.
- As this is a new position, within a small team, a degree of flexibility will be required as the role develops.
- This job description will be reviewed with the post-holder annually or at significant points for the organization.

If you would like to discuss this post further in confidence and with no obligation, please contact Theresa Beattie, Recruitment Consultant theresa.beattie1@gmail.com

MAIN DUTIES AND RESPONSIBILITIES |

ADMINISTRATION MANAGEMENT |

Work closely with the Executive Producer and Artistic Director, Joint CEOs, upholding the company values of collaboration and care to:

- Manage the company's financial and human resources to support the successful delivery of GARY CLARKE COMPANY'S work
- Contribute to and implement the company's business plan to meet agreed artistic and engagement programme objectives and targets
- Support the Joint CEOs in the delivery, marketing, and evaluation of the programme of work by gathering and collating data
- Report to Arts Council England and other stakeholders in a timely fashion in line with funding agreements, including NPO requirements, working to maintain positive relationships with all funders
- Help build, nurture, and sustain regional, national, and international partnerships, collaborations, and co-productions through effective external communications
- Implement and develop GARY CLARKE COMPANY'S Environmental Policy and Action Plan in collaboration with Production Manager, Artistic Director and Executive Producer
- Ensure GARY CLARKE COMPANY compliance with Health and Safety legislation in collaboration with Joint CEOs
- Advocate for the work of GARY CLARKE COMPANY and dance theatre as required
- Keep abreast of current dance theatre and other arts practice to inform the company's artistic planning
- Contribute to the mentoring of emerging artists and producers, particularly those from marginalised backgrounds.

HR MANAGEMENT |

- Line manage the part-time Bookkeeper, and other members of the team as GARY CLARKE COMPANY grows.
- Update, implement and develop GARY CLARKE COMPANY'S policies and HR systems in line with legislation and to recruit and retain a strong and cohesive staff team.
- Ensure Equality, Diversity, and Inclusion continues to be embedded throughout the company's operations in collaboration with Artistic Director and Executive Producer.
- Ensure that payroll and pension systems are well administered and fit for purpose, and that HMRC returns and payments are accurate and timely.
- Conduct annual appraisals and six-month reviews for staff using templates and methodology agreed with the leadership team and board, identifying areas for, and obstacles to improvement, where necessary.
- Work with Joint CEOs to address and manage poor performance in a timely and effective way.

- Monitor staff satisfaction through an annual survey reported to the board.
- Issue and monitor freelance contracts, ensuring that services are delivered as agreed and that GARY CLARKE COMPANY receives good value for money.

FINANCE & FUNDRAISING |

- Collaborate with Joint CEOs and board to set, agree, and manage the overall annual budget.
- Collaborate with the Executive Producer to integrate project budgets within the overall annual budget and monitor them monthly.
- Produce quarterly management accounts for approval by Joint CEOs and board.
- Agree and implement revised quarterly forecast figures.
- Keep GARY CLARKE COMPANY cashflow forecasts up to date with accurate data, alerting the Joint CEOs and board to any cashflow issues in a timely and accurate way.
- Ensure that the financial systems, policy and procedures are adhered to and fit for purpose.
- Produce annual Statement of Accounts for GARY CLARKE COMPANY, working with appointed Accountants.
- Implement fundraising strategies including new income streams in collaboration with the Joint CEOs and board to ensure Gary Clarke Company's financial sustainability.
- Support the preparation of applications to funders including Arts Council England by providing accurate and up to date financial reports, budgets, and forecast figures.

GOVERNANCE |

With the Joint CEOs and Chair of the Board of Trustees

- Keep up to date with and ensure statutory compliance with relevant legislation, achieving best practice where possible.
- Arrange Board of Trustees' meetings, preparing and distributing papers and taking minutes.
- Prepare and distribute quarterly reports in line with agreed formats that detail progress against agreed targets
- Support the recruitment and induction of new trustees.
- Maintain and adhere to GARY CLARKE COMPANY'S Privacy Policy in line with ICO guidelines and GDPR UK law.
- Fulfil the function of Company Secretary by submitting returns to Companies House and Charity Commission as required.
- Take on additional responsibilities as reasonably requested by the Board of Trustees and Joint CEOs.
- Meet with and support such committees as the Board of Trustees deems necessary to ensure the compliance and efficiency of the core operation.

PERSON SPECIFICATION

ESSENTIAL DEMONSTRABLE EXPERIENCE OF:

- Financial management of an arts charity or third sector organisation including, production of management accounts, setting annual budgets, providing relevant data for annual Statement of Accounts.
- Management of staff in line with a defined HR system, implementing and developing good practice.
- Governance and statutory compliance of an arts charity or third sector organisation.
- Working with Boards of Trustees or equivalent Management Committees.
- Exemplary administrative skills.
- Computer literacy in relevant administrative applications and software such as Microsoft 365 or Office, Dropbox and similar.

DESIRABLE EXPERIENCE OF:

- Experience of National Portfolio Organisation administration or National Lottery Project Grant management.
- Working within a small and efficient team.
- Working knowledge of middle-scale touring and venues.
- Partnership working and relationship building with a range of stakeholders.
- Direct working with marginalised communities in the creation of artistic work and participatory practice.
- Managing teams of freelance artists, dancers, and creatives.
- Fundraising & report writing in an arts context.
- Distributing digital content.
- Using cloud-based accounting software such as Xero or Quickbooks.
- Mentoring artists, producers, and other creatives.

HOW TO APPLY

Please read our **Administrative Director job pack** for full details

<https://wastelandtour.co.uk/engagement/vacancies/>

Large print, and Word only versions are available on our **website**.

If you would prefer to apply in a different format or require reasonable adjustments, please contact garyclarkecompanyltd@gmail.com

We particularly encourage people who think that they could do this job, but are not sure, to have a confidential chat with Theresa Beattie, our recruitment consultant. Theresa can be contacted on theresa.beattie1@gmail.com

The closing date for applications is **12 noon on Friday 23 February** and first interviews will take place at Cast in Doncaster on **Thursday 07 March**.