

GENERAL MANAGER JOB PACK

SPRING 2024







WELCOME

Thank you for your interest in this exciting opportunity to join the Turtle Key Arts team, supporting productions, projects and our collaborating artists and participation leaders working across the UK and internationally. We hope this pack gives you all the information you need to apply for our new General Manager position including details about the company, job role, person specification and the application process. If you would like to have a conversation about the role, please do call Charlotte or Ali on 0208 9645060 or email us at charlotte@turtlekeyarts.org.uk or ali@turtlekeyarts.org.uk

Turtle Key Arts was founded 35 years ago to make the arts accessible to all. Our ethos has not changed, but the arts ecology has evolved and we have kept pace with it. Access still means supporting young companies/artists who have wonderful creative ideas but who need our help to navigate the current challenges around producing their work and empowering them for the future. Access also means finding the hard-to-reach communities and ensuring that they can take part in the performing arts through our projects and workshops. And finally access means bringing all of our artists and communities together, whenever possible, to enrich our offer.

Our core team is small and we work very closely together across all areas. We also have strong relationships with many of our freelancers, workshop facilitators, musicians, technicians, directors, performers, film makers and choreographers. Our office is based in West London in the vibrant Lyric Hammersmith Theatre where we are partners, and our General Manager will be based here. Our work does however spread across the whole of the UK as well as internationally and we value our long-established links with venues and institutions around the world.

The General Manager will join our existing team and will act as a focal point for us. This individual will help to manage daily operations, support on company finance, HR, administration, governance, and funder reporting/stewardship.

There is a mythical story within which the turtle carries the world on its back. We see this role as the turtle shell that helps to bond all the moving parts within the organisation and supports the projects that we carry. We really look forward to hearing from you.

Alison King CEO and Charlotte Cunningham Artistic Director





ABOUT US

Turtle Key Arts is an innovative and vibrant arts charity whose work has a UK and international reach.

We produce and devise original groundbreaking art to entertain and inspire.

We believe that access to the arts helps to improve quality of life by bringing people together, offering creative opportunities, social interaction, confidence and self esteem.

We produce a portfolio of performing arts companies currently including the circus companies Ockham's Razor and Sadiq Ali Company, physical theatre company Open Sky, integrated dance companies Amici Dance Theatre Company and Young Amici and new writing theatre company ALK.

We devise and manage arts participation projects, free to all participants, throughout the UK for disabled, disadvantaged and socially excluded people including young people living with autism, dyslexia or HIV and for people living with dementia.

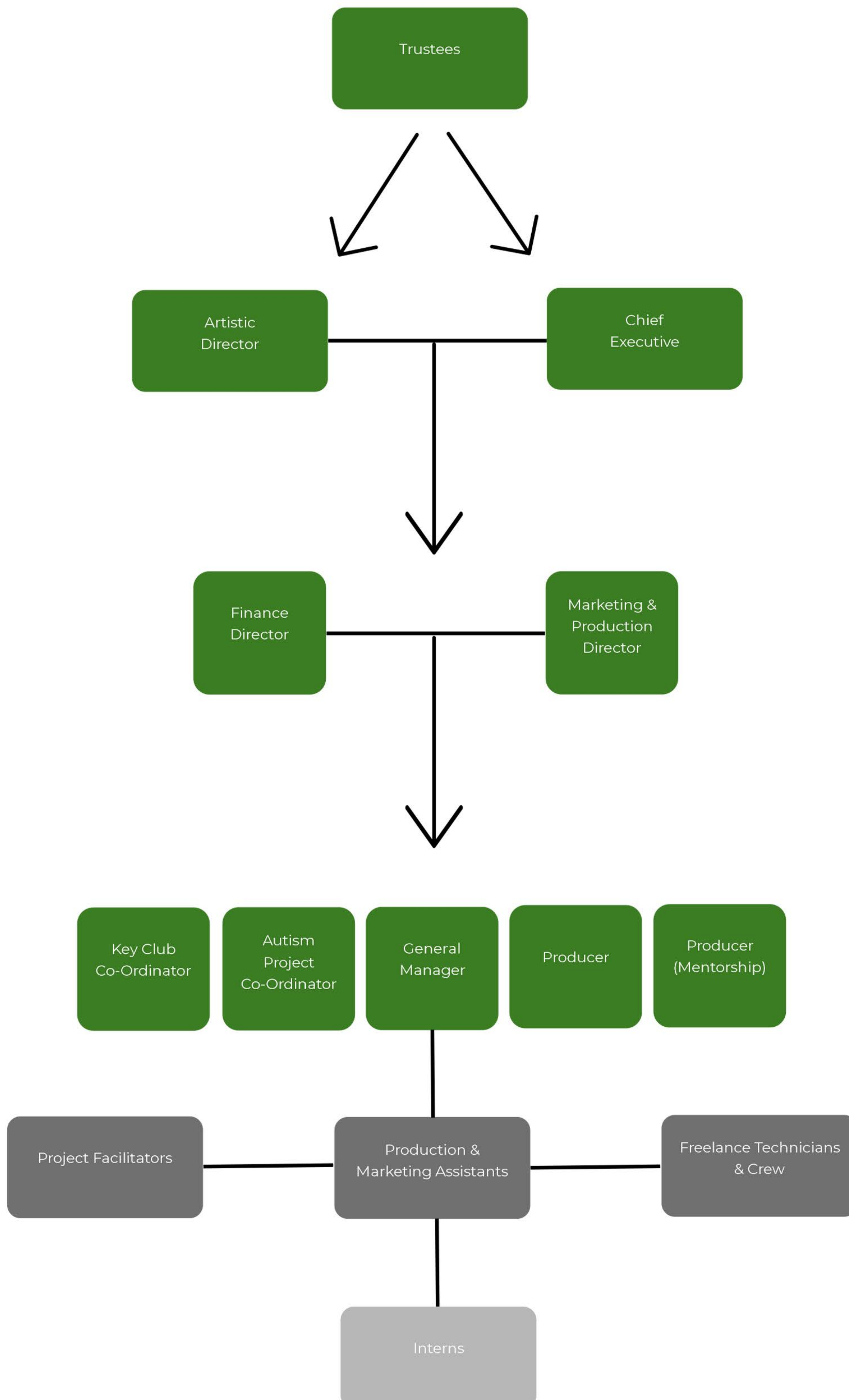
Visit turtlekeyarts.org.uk for more information

“Turtle Key Arts promote many initiatives and implement a series of measures to engage with the most vulnerable and disadvantaged parts of society.”

EVERYTHING THEATRE



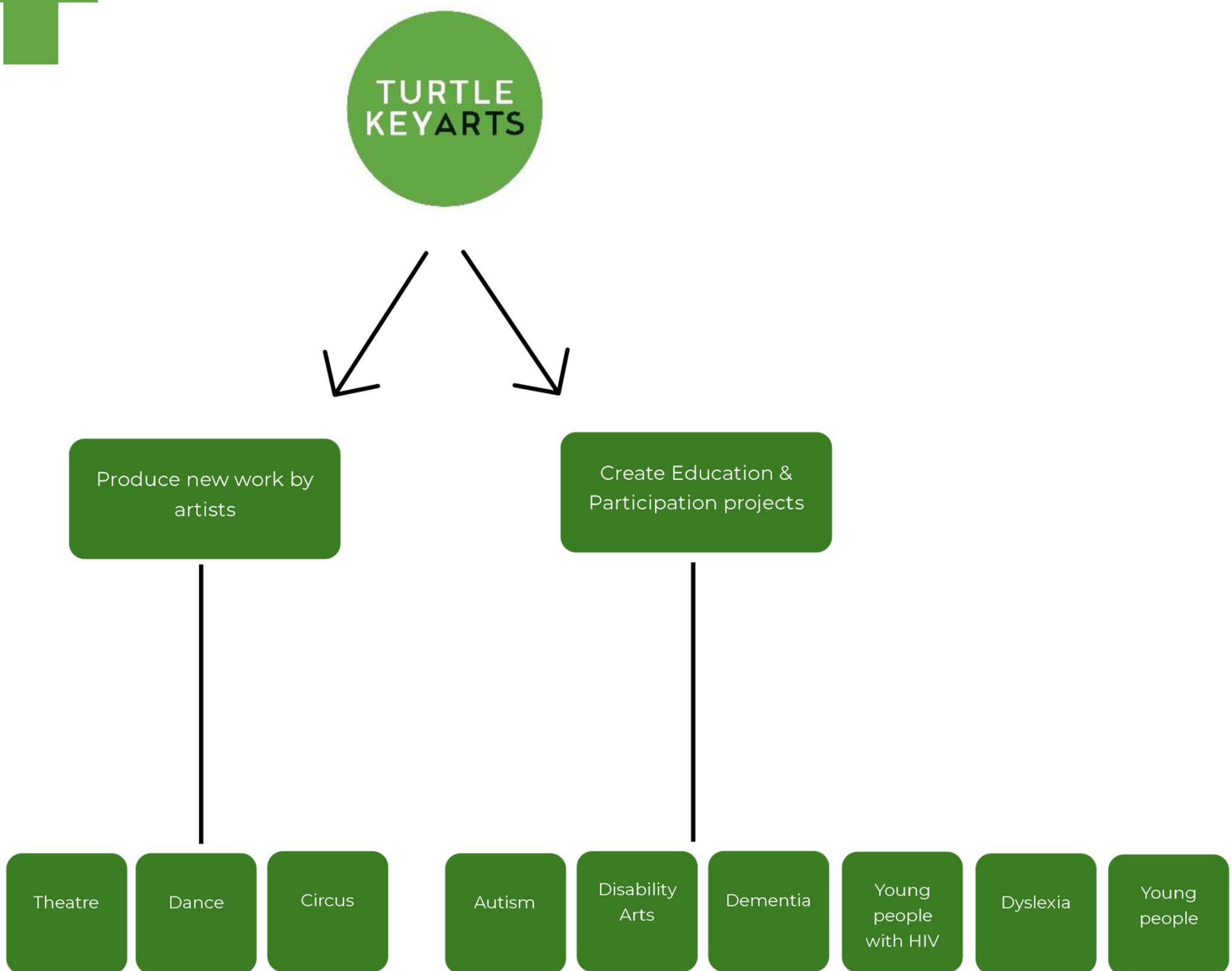
3 COMPANY STRUCTURE





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OUR WORK



ARTISTS AND PROJECTS ARE INTER-RELATED AND EACH INFORMS THE OTHER AND OFFERS OPTIONS FOR COLLABORATION



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JOB OVERVIEW

Turtle Key Arts is looking for a general manager to organise the day-to-day management of their office based at the Lyric Hammersmith Theatre.

POSITION:	General Manager
LOCATION:	Turtle Key Arts Office Lyric Hammersmith Theatre Lyric Square, London W6 0QL
HOURS OF WORK:	Full-time P.A.Y.E. (40 hours per week) 3-month probation period Office hours 10am-6pm. <small>The general manager will occasionally be expected to work some evenings and weekends but is not expected to work more than an average of 40 hours per week across the year in line with the Working Time Regulations. We operate a time off in lieu policy to support this.</small>
SALARY:	£30,000 - £33,000 per annum, based on experience
START DATE:	We anticipate the successful candidate taking up the post by early Summer
HOLIDAY:	20 days paid holiday per annum plus statutory bank holidays

“Turtle Key Arts has a long-standing reputation in its role as creative producers advancing participation in the arts by disabled, disadvantaged and socially excluded people.”

DISABILITY ARTS



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MAIN DUTIES

The general manager will be responsible for the day-to-day management of the Turtle Key Arts office, reporting to the Chief Executive Officer & Artistic Director, duties will include:

- supporting the Finance Director
- supporting development strategy and donor stewardship
- general office communication
- production and project management, administration and IT support
- managing the organisation's diary and staff rota
- trustee liaison and support-assisting with minute taking and preparing board papers
- issuing contracts
- drafting and updating policies and subscription renewals
- supervision of monitoring and reporting systems
- assisting with funding applications and reporting
- managing interns and work placements
- ordering office supplies
- general administrative duties and administration support to the CEO, Artistic Director and senior management team
- liaising with Lyric Hammersmith Theatre including meeting and rehearsal room booking
- event organisation and representing and advocating for Turtle Key Arts at events



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PERSON SPECIFICATIONS

We are looking for someone with professional experience and well developed organisational skills, with a positive attitude who is punctual and reliable and works well as a member of a small team.

demonstrated financial, administrative and organisational skills

experience of bookkeeping and basic accounting knowledge

excellent computer skills

excellent communication and interpersonal skills with experience of liaising confidently and professionally with senior staff

good written communication skills with attention to detail and proofreading abilities

ability to use initiative and problem solving skills

ability to work under pressure and meet deadlines

ability to work well within a team environment, building and sustaining good working relationships

self-motivated and ability to work on own initiative



8 JOB BENEFITS

Lunch provided

Free tickets to Turtle Key Arts productions and its companies

Bank holidays and office closure over Christmas and New Year

Company pension scheme

Training opportunities

Well-being provision

HOW TO APPLY

To apply please email a brief covering letter and CV to ali@turtlekeyarts.org.uk

Interviews will be held at The Lyric Hammersmith Theatre, London W6 0QL week commencing 15th April

Deadline for applications is Fri 22nd March

We welcome all applications and are an equal opportunities employer with an accessible workspace. If you need this job description provided in another format please contact Turtle Key Arts on 020 8964 5060 or email ali@turtlekeyarts.org.uk

