



**ZooNation: The Kate Prince Company
General Manager Application Pack 2018**



Thank you for your interest in the post of General Manager at ZooNation: The Kate Prince Company (ZN:KPC). This role has been created to steer the organisation through a dynamic and exciting time as we join Arts Council England's National Portfolio of regularly funded organisations and embark on programme of national engagement and touring.

About the role

The General Manager will work closely with the Executive Directors to ensure the organisation effectively and efficiently capitalises on this newly recognised NPO status and our ambitious plans for creation, touring and engagement work across the country. As a new role, the post holder will have the opportunity to shape our administrative culture, working both autonomously and bringing the team together as needed. Flexibility and focus are key to this new role. We require a candidate with astute financial and operational knowledge and experience.

You will be joining a small and dynamic team committed to realising the artistic vision of our Artistic Director Kate Prince.

The contents of this pack include:

- Information about the company
- Job Description
- Person Specification

How to apply

Please apply in writing with a CV of no more than 2 pages detailing referees and a cover letter which explains why you are applying for this position and how you meet the requirements set out in the job description and personal specification.

We are an equal opportunities employer and encourage applications that reflect the diversity of society and welcome applications from individuals currently under represented in the arts.

To ensure fairness we ask that you anonymise your CV.

Please return your application by **Thursday 22nd February 2018, 5pm** to annie@zoonation.co.uk with the subject title GENERAL MANAGER.

Please assume if you haven't heard from us within three weeks of the closing deadline that you haven't been shortlisted for this role. Unfortunately we can't acknowledge receipt of or offer feedback on non-shortlisted applications.

Shortlisted candidates will be contacted by email or phone. Interviews will take place on **Friday 9th March 2018** in London.

Key Details of Application

3 days per week/ £33,000 per annum pro rata

Deadline Thursday 22nd February 2018 5pm

Shortlisted Candidates will be interviewed on Friday 9th March 2018.

About ZooNation: The Kate Prince Company

ZooNation: The Kate Prince Company creates narrative work with original music, writing and dance informed by Hip Hop culture which we tour nationally. We fortify this work with an extensive programme of engagement and talent development, working with different communities and young artists to increase their skills, knowledge and confidence in our styles of dance theatre.

Our work challenges preconceptions about musical theatre, dance and Hip Hop culture. We seek to inspire a generation of theatre makers and goers through the creation of enchanting and powerful stories that do not exclude, patronise, or intimidate.

Artistic Director Kate Prince founded ZooNation in 2002 with a vision to create innovative, entertaining and accessible pieces of narrative Hip Hop dance theatre that provide a platform for dance artists from non-conventional dance backgrounds. Surrounded by ballet, contemporary, jazz and musical theatre dancers, she found there was a distinct lack of opportunity for 'street' dancers to take to the stage.

ZooNation: The Kate Prince Company enjoys numerous supportive and creative associateships including Associate Artist (Kate Prince) and Resident Company at Sadler's Wells, Resident Company (ZooNation Youth Company) at Southbank Centre and Associate Artist (Kate Prince) at Old Vic

Artistic programme

Our portfolio of productions includes:

- **Into the Hoods**

Into the Hoods was the first ever Hip Hop dance show and the longest running dance show in the West End's history at its time. It re-tells classic fairy tales in our trademark innovative style – combining comedy with Hip Hop dance, physical theatre and a strong narrative. It opened in 2008 at London's Novello Theatre and has since toured nationally.

- **Some Like it Hip Hop**

Some Like it Hip Hop is a story of love, mistaken identity and female revolution. Influenced by the themes from classic movie Some Like it Hot, US hit show Mad Men and Shakespeare's Twelfth Night, Some Like it Hip Hop is a complicated comical tale that has entertained audiences across the country.

- **Groove on Down the Road**

This production, initially performed at Southbank Centre by ZooNation Youth Company, puts our unique twist on the well-known tale of The Wizard of Oz, with the underlying theme being the importance of creative subjects in the classroom. This production has been successfully remounted in Wales, Wolverhampton and Birmingham with a cast of young people from the region.

- **The Mad Hatters Tea Party**

The company's latest work, *The Mad Hatter's Tea Party*, had a sell-out premiere run at the Royal Opera House in 2014 and was reimagined for the unique space of the Roundhouse. True to form, this dance adventure uses our energetic and accessible

style to reinvent Lewis Carroll's original story in an imaginative, 21st-century way, exploring perceptions of mental illness and what counts as 'normal'.

Future

From 2018 ZooNation: The Kate Prince Company is embarking on a new production cycle that will be delivered nationwide which alternates emphasis between touring and engagement through 2018-2022.

Our national work will focus on 4 principal regional venue partners (Birmingham Hippodrome, Salford Lowry, Leicester Curve, Southampton Mayflower) in the first instance as we develop the breadth and depth of our engagement work and presence outside London.

This change in model requires a significant scaling up of operations and planning as we build our national engagement profile in conjunction with creating and touring our work.

We are expanding our staff, board and remit to deliver on our ambition to bring our work to more people outside London. The post of General Manager is a critical part of this organisational development.

ZooNation: The Kate Prince Company

General Manager Job Description

Job title	General Manager
Salary	£33,000 (per annum pro-rata), 3 days per week.
Time limited contract	Initial 12-month contract, with view to extension. Full-time
Responsible to	Executive Director & Artistic Director
Responsible for	Line management of Administrator, any freelance staff and office based placements and volunteers.
Hours of work	22.5hrs a week.
Start date	As soon as possible after appointment
Notice period	3 months
Annual leave	25 days per year (pro-rata) plus Bank Holidays. The annual leave period runs from April to March
Office Base	Sadlers Wells Theatre
Expenses	Travel during business will be reimbursed in line with expenses policy
Benefits	You will be auto-enrolled into our stakeholder pension scheme
Overtime	Overtime payments are not made. Time off in lieu is provided
Key internal relationships	Board of Directors, Artistic Director, Executive Director, Producer
Key external relationships	Funders, local authority, partners, venues, artists, consultants, charity commission, HMRC

Purpose of the post

- To ensure strong and effective financial management, reporting and overview across all activities of ZooNation: The Kate Prince Company (including Touring, Engagement, ZooNation Youth Company, Agency)
- To ensure ZooNation: The Kate Prince Company operates efficiently and is compliant with all required legal and statutory requirements
- To ensure effective day to day operation of ZooNation: The Kate Prince Company Work with Artistic Director and Executive Directors to steer the strategic development of ZooNation: The Kate Prince Company

Responsibilities

Financial

- Prepare and monitor annual budgets with oversight from Executive Directors
- Implement effective financial systems to manage revenue and project income accurately and provide clear financial reporting
- Prepare VAT returns as required
- Produce quarterly management accounts and financial reports for the board and Finance committee
- Manage day to day financial operations, ensuring effective financial controls are in place and implemented including petty cash, credit cards and bank reconciliation
- Manage company payroll and pension scheme
- Process and maintain records for all expenditure including, issuing invoices, and online payments
- Process and maintain records for all income, including issuing invoices, chasing overdue payments and depositing payments
- Manage the core operations budget ensuring value for money is achieved
- Prepare and contribute to financial reporting and analysis for funders
- Work with Company Accountant to produce annual financial auditing information for Companies House and Charity Commission
- Be a bank signatory and credit card holder
- Liaise with HMRC to ensure ZooNation: The Kate Prince Company is up to date with relevant tax changes and ensure timely and accurate tax filing

Operations

- Oversee day to day operations at office base and take overall responsibility for all administrative filing, IT systems and functions of the Company.
- Oversee data management to ensure accurate analysis, reporting and evaluation for funders and stakeholders
- Manage overheads for operational base at Sadler's Wells Theatre
- Take overall responsibility for the legal, management and maintenance of the Company's office and storage spaces

- Ensure best value from service providers, be pro-active in contract renewals e.g. insurances, utility bills
- Update and monitor all company policies and procedures

Governance, legal and statutory

- Oversee coordination of board meetings, including creation and collation of staff papers and ensuring timely dissemination
- Ensure compliance with relevant legal, financial, company and charity legislation including Companies House and Charity commission
- Ensure company policies are up to date and relevant

Personnel and HR

- Line manage Administrator, any freelance staff and office based placements and volunteers
- Provide advice, guidance and oversee professional development and staff training
- Devise and set up personnel systems to ensure legal compliance (e.g. DBS checks, performance reviews, health and safety, induction) and reporting
- Oversee recruitment and performance management of staff
- Oversee issuing of contracts to freelance and short term staff ensuring consistency and best practice
- Manage pension auto-enrolment

Production and Touring

- Support the Executive Director and Production General Manager as necessary with all touring queries from promoters, agents and performers
- Together with the Production General Manager ensure accurate record keeping for contracts and associated documentation

Strategic planning

- Contribute to business and artistic planning
- Ensure resilience for the future through effective financial and operational planning and decision making
- Support Executive Director with partnership development and devising fundraising bids as necessary

Representing the company

- Maintain high quality relationships with stakeholders
- Advocate for and represent ZooNation: The Kate Prince Company positively
- Attend ZooNation: The Kate Prince Company performances and events as required

We expect our staff to carry out all duties with an understanding of and commitment to equal opportunities.

Person specification

You will be a tenacious and resourceful individual who is excited by bringing together multiple agendas and people to create a unified and clear organisation structure and culture. You will be focussed on creating effective systems that contribute to delivering the company's ambitions and provide clarity. You will be comfortable working autonomously as well as being a team leader. You will evidence an understanding of how to work with colleagues and partners remotely and create a central hub and culture that positively supports our way of working.

You will be responsive and determined to make the company a success even if that involves difficult decisions and challenges.

You will be a problem solver and creator of order and efficiency.

You will be excited by the prospect of your work making us better.

Essential

- Minimum 3 years' experience of working in an arts organisation or charity with one year working at middle/senior management level with a finance remit
- Experience of financial software and preparing annual budgets, management accounts, reports
- Highly numerate with ability to analyse and interpret complex financial data
- Excellent organisational skills
- Experience of reports and evaluations
- Excellent IT skills and knowledge including Quickbooks, Word, Excel, PowerPoint
- Experience of recruiting and line managing staff and freelancers
- Excellent verbal and written skills and the ability to build rapport with a wide range of people and organisations
- Ability to work with multiple priorities and create a central hub of information
- Experience of working with a board or management committee
- Commitment to equal opportunities

Desirable

- Dance experience and knowledge
- Experience in generating income for an organisation
- Understanding of the current environment for the arts and charitable
- Understanding of how to make organisations more digitally active