



General Manager application pack
January 2020





“Spare Tyre has fearlessly explored difficult territory, ahead of these issues being talked about more widely in mainstream discourse.”

Elizabeth Lynch, Arts Producer & Theatre Research Fellow Birkbeck

“a brilliantly delivered, caring experience from a fantastically imaginative theatre company.”

Stuart Cox, Head of Participation, Jacksons Lane on *The Garden*

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Spare Tyre is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.

If you require this pack in an alternative format, or need to make an application in a video format, please let us know by emailing: gemma@sparetyre.org or calling our office on 0208 692 4446 (ext. 273)

1. Introduction from our Joint CEOs

Rebecca Manson Jones (Artistic Director) and John Holmes (Executive Director)



Happy New Year and thank you for your interest in Spare Tyre.

Spare Tyre is a pioneering touring theatre and multi-art form company. We were founded in 1977 and are still a radical, taboo-busting force in UK theatre. We're a new leadership team, and we're looking for a General Manager to join us in Spring 2020.

We make inclusive performances that tour to arts venues and community locations. Our work is devised with our [Associate Artists](#), new artists and groups from communities under-represented in arts and culture. Alongside touring productions, we also create inclusive projects with community groups and individuals. We advocate and campaign to promote the rights and artistic voices of disadvantaged and under-represented groups in wider society. And we offer training for artists, carers and groups to gain confidence using multi-sensory practice in their arts work.

Currently our focus is on learning disabled adults, older people, people living with dementias and women who have experience of domestic violence and abuse. We take an intersectional and inclusive approach to our work, recognising that many people's lives are complicated by more than one experience of disadvantage. We also aim to see and make visible people's abilities and potentials rather than viewing them from the perspective of disadvantage and disability.

Spare Tyre is multi-art form in that our productions and projects involve arts from theatre to digital arts, music, movement/dance, storytelling, magic and puppetry.

Our General Manager should be someone excited by our mission to create life-changing experiences and change society for the people who are most excluded by it.

They also need to have the stamina, flexibility and imagination to manage our busy office and deal with all kinds of people. Other important aspects of the role include day-to-day finances, tour booking and supporting fundraising.

If any of that sounds a bit like you, please read on and have a look around our website. If you have any questions about the application and would like an informal conversation, contact our current General Manager, Gemma Williams, to arrange a discussion (gemma@sparetyre.org).

We hope to hear from you

Rebecca and John

2. About Spare Tyre

Theatre without prejudice



Some words often used to describe Spare Tyre include...



Spare Tyre is part of a proud tradition of what is sometimes called community, participatory or co-creative arts. We make performances that spring from questions, needs or a sense of mischief shared by our artists and the people we work with. Our work is often non-verbal and multi-sensory.

Spare Tyre was started out of a desire to promote women, their right to speak, their right to be in their bodies unashamedly, their right to make art and to make it about subjects that mattered to them. As with all causes that seek to raise up one discriminated group, that work then shows up prejudices and barriers to expression faced by other groups.

Today, Spare Tyre highlights uncompromisingly and with humour the needs, desires, passions and joy of people in our society who are most disadvantaged and promotes some of its unknown and brilliant artists.

Ultimately, we both seek to improve the lives of the people we work with through arts participation **and** to change society's attitude to those people by revealing their ideas, opinions and talents.

The Practicalities



We are [a small company](#), a registered charity in England and Wales, with a core staff of three people and a revolving team of Associate Artists (12 – 18 people) including one Associate Company. From time to time we engage freelance producers, stage-managers, fundraising support and other consultants as our needs change. Supporting our core team and upholding our charitable obligations is our [Board of Trustees](#), chaired by Michelle Smith.

Our office is fully accessible at [The Albany](#) in Deptford, close to New Cross and Deptford Stations and accessible parking. The Albany is an arts centre hosting several arts organisations with missions like ours.

We like our core team to be mostly present in the office, as some of our associates base themselves here regularly and the role of General Manager is central to supporting them.

We do also understand that everyone benefits from the opportunity to work from home occasionally and being spared a commute.

Although small, we are a nationally renowned and prestigious company. Since 2012 we have been included in the Arts Council England's (ACE) National Portfolio of regularly funded organisations (NPOs). This means we are considered leaders and pioneers in our field and have certain responsibilities, ethics and production standards to maintain. Our jobs are lot of fun and they're also quite demanding and very rewarding.

Spare Tyre receives an annual grant from ACE until 2022 amounting to a substantial portion of our running costs. Every year, however, to be able to carry out our full programme, we are reliant on fundraising from a variety of sources including: charitable Trusts and Foundations, private individuals, commissions and on earning income from workshop and production fees for performances.

You can find the full timeline of our previous productions [here](#).

Read our latest Annual Review [here](#).

3. Job description



General Manager

Salary: £28,000 to £30,000 (full-time. Flexible working and reasonable adjustments will be considered)

Contract: Permanent (after 3 months probationary period)

Responsible to: Joint CEOs – Artistic Director and Executive Director

Directly responsible for: Interns, placements, volunteers as appropriate

Holiday entitlement: 33 days per annum (inclusive of 8 statutory holidays)

Hours: 35hrs per week (normal office hours Mon – Fri 9.00am – 6pm)

Pension entitlement: 5% employer contributory pension with 5% employee contribution

Whilst this is an office-based role the postholder will occasionally be required to work outside these hours in the evenings and weekends, to facilitate the project work of the company. At these times the company operates Time Off in Lieu (TOIL).

The General Manager is appointed by Senior Management.

Main purpose of Post

The General Manager is responsible for managing Spare Tyre's operations. Duties include administration, office management and day-to-day finances. In addition, they support fundraising, help build relationships with potential partners, and work with the CEOs to raise Spare Tyre's profile in the arts sector and beyond.

The General Manager works closely with our Joint CEOs to support the delivery of the company's vision as detailed in the company Business Plan (2017-2020) and the new Business Plan for 2021 onwards.

Major Duties and Responsibilities

- Managing the smooth running of the Spare Tyre Office
- Overseeing day-to-day finances including booking-keeping and management accounts
- Tour booking for Spare Tyre's UK tours
- Working alongside the Executive Director to support fundraising activities
- Strengthening Spare Tyre's links with charities, educational institutions and arts companies
- Acting as lead organiser for What Next? Lewisham (which Spare Tyre convenes)

Finances

- Making Day-to-day payments, book-keeping, invoicing and banking using the company's accounting software
- Preparing quarterly management accounts for circulation to the Board
- Supporting the Executive Director to create organisational budgets as required
- Issuing contracts for all freelance and part-time staff
- Processing payroll and pension contributions



Office Management

- Managing day-to-day administrative and office functions, including office equipment, stationary and petty cash
- Ensuring the office is maintained to support a good working environment
- Overseeing the company's computer systems, database and IT facilities requirements in conjunction with Silvercloud, our IT support providers
- Communication with our landlords, The Albany

Company Management

- Supporting the CEOs to ensure that the Company acts in accordance with all statutory and legal requirements including reporting to the Charity Commission, Companies House, health and safety, insurance and pensions
- Organising DBS checking for Spare Tyre staff, freelancers and board
- Arranging board meetings and taking minutes
- Updating the company diary and holiday schedules
- Respond to incoming communications to Spare Tyre, both email and telephone
- Ensuring effective communication with Spare Tyre stakeholders including patrons, trustees, artists, volunteers and participants

Fundraising

- Working alongside the Executive Director to research and create small project funding proposals and applications
- Supporting delivery of fundraising events
- Contributing to evaluation reporting to funders, including Arts Council England's annual submission



Project Management

- Lead tour-booking for touring activities including to care homes, day centres and community venues
- Leading on collecting and collating monitoring statistics for inclusion in reporting processes
- Working closely with CEOs and freelance producers and artists on documenting all forms of feedback from artists, participants, partners and audiences,
- Contributing to and supporting evaluation processes
- Acting as project co-ordinator for What Next? Lewisham, a network of local artists and organisations which Spare Tyre convenes
- Working with the CEOs to strengthen links with other arts organisations, charities and educational institutions

General

- Being a committed member of the company willing to take on a wide range of responsibilities as necessary to ensure the successful development of projects and the smooth running of this small-scale organisation
- To advocate for and implement the creative case for diversity across the organisation
- To participate in, support and help develop the ethos of safeguarding practice in all aspects of the company's activity
- To embed sustainability into all aspects of the company's work
- To undertake training as requested by Senior Team
- To represent the company at meetings, seminars, conferences and other public fora networking on behalf of Spare Tyre
- This Job Description will be reviewed on a regular basis to ensure that the company's needs are being met

4. Person specification



Essential

- Demonstrable interest in theatre and/ or creative arts
- Experience of working with people from a broad range of backgrounds and communities
- Highly organised with excellent administrative skills
- Experience of day-to-day financial procedures and systems
- Experience managing office systems
- Excellent communication skills, both written and spoken
- Experience working within a busy team to meet individual deadlines
- Excellent attention to detail
- A willingness to work occasional flexible hours and travel as necessary
- Understanding of collaboration and working in partnership with other organisations and artists
- Commitment to safeguarding and advocating for the creative case for diversity

Desirable

- Knowledge and experience of theatre and creative arts
- Understanding of the issues affecting people with learning disabilities/ older people/ women who have experienced violence and/ or other marginalised groups
- Experience in collecting data to produce reports
- A working knowledge of current employment and company law
- Experience managing work experience placement students and volunteers
- Experience booking tours of theatrical productions

5. Being Spare Tyre's General Manager



Being General Manager at Spare Tyre is a varied and exciting job. I've enjoyed being part of a vibrant and busy team that works together to produce theatre shows and create participatory projects.

Life is busiest during the week of one of our theatre productions. Then, there are logistical puzzles to solve, people to meet, performers and production staff to liaise with, sets and costumes to catalogue and transport, and generally to make sure everything goes smoothly and the show is the best it can possibly be.

At other times of year, my role focuses on company administration and office management. The General Manager is at the heart of the office, and has lots of contact with the artists, volunteers and freelancers that come in and out daily. Spare Tyre's Associate Artists and participants are an incredibly diverse and interesting bunch of people. Time is taken to listen, talk about what is going on in the world and reflect on why the work of the company is important and where people are in their Spare Tyre journey.

The General Manager role is very varied. So, as well as running day-to-day IT and finances, I work with our artists and freelancers to collect feedback and data for report and contact community venues to book our tours. I also often represent Spare Tyre at interesting events run by our partners and funders.

My favourite moment in two years of working for Spare Tyre has been seeing the opening night of a show I worked on with a group of performers aged 60+ which was about an important political issue.

I would recommend this role if you enjoy variety, working with a wide range of interesting people from diverse backgrounds, and are both well organised but also able to respond to the unexpected.

Gemma Williams

General Manager, 2018-20

6. How to apply



To apply, complete the application form included alongside this job pack.

Please also complete the Diversity Monitoring Form, which is unattributed and will be separated from your application at point of receipt.

All applications will be dealt with in confidence. We will respond to each applicant on receipt of their application by email and regarding the progress of your application. Please mark clearly at the top of your application that you are applying for the General Manager post and get in touch if you need to submit your application in another format for accessibility reasons.

We are happy to talk through the job description and application process over the phone. To arrange an informal chat, email gemma@sparetyre.org or calling our office on 0208 692 4446 (ext. 273).

The application deadline is **10am on Monday 3 February 2020**. Please email your application to gemma@sparetyre.org. Alternatively, send in the post addressed to Gemma Williams, Spare Tyre, The Albany, Douglas Way, London, SE1 4AG.

Interviews will be held on Friday 14 February 2020.