



Cassa Pancho's
balletblack

General Manager Recruitment Pack, 2024



[Ballet Black](#) is an award-winning company known for its innovation, creativity, and authenticity. Built over twenty-two years by Founder, Artistic Director and CEO, Cassa Pancho, Ballet Black is now gearing up for the next stage in its development.

We are seeking to appoint a **General Manager** to join our small, committed team. The General Manager will be responsible for the administrative and financial management of the Company. We are looking for a creative, dynamic and resourceful individual, who will help manage the Company's activities and finances with the utmost rigour, while working closely with the CEO/AD to develop and deliver exciting new projects as we look towards our next twenty years. The General Manager reports to the CEO/Artistic Director and to the Board and is responsible for the Executive Assistant.

This role would best suit a candidate who is passionate about the work that Ballet Black does both artistically and in leading the way for societal change in diversity. If you would like an informal conversation prior to applying, please see contact details listed at the end.

Ballet Black are in the middle of moving premises, and it is expected this position will mainly be based in a new office in Hammersmith during the day, with some evening work (e.g.: attending Ballet Black performances and donor nurturing events).

Ballet Black Job Description: General Manager

Job Title: General Manager

Responsible to: CEO/Artistic Director

Responsible for: Executive Assistant

Primary Responsibilities

- To be responsible for financial and business planning, budgeting, cashflow, financial controls, management reporting and statutory reporting.
- Foster and maintain strong relationships with Arts Council England and other significant supporters, and manage relationships with donors, from major trusts to individual sponsors, including the Ballet Black Friends' Circle.
- Identify suitable trusts and foundations and work with the AD/CEO, Board and relevant BB Producer to apply for funding.
- Work closely with the CEO & Chair to ensure that the Trustees can meet the highest standards of governance in an open and collaborative relationship with the Executive.
- Ensure compliance at all times with the company's Equal Opportunities, Health and Safety Policies, Employment Legislation, the Data Protection Act and all other relevant legislation and support the development of new policies as appropriate and ensure staff compliance with them.

Secondary Responsibilities

- To work with the bookkeeper to ensure the maintenance of proper and robust financial systems, controls and reporting.
- To lead the Company through the annual audit.
- To manage the Company's banking relationships and bank accounts. To prepare and manage project budgets, annual budgets and cashflow forecasts, in liaison with the relevant producer and to report to the Board of Trustees on them as required.
- In collaboration with the CEO/AD, identify new areas of business development. Seeking out partners to approach and develop the potential commercial exploitation.
- To ensure all returns to Arts Council England, HMRC, Companies House and the Charity Commission are submitted on time and in good order. Ensure full compliance with Companies House/Charity Commission requirements.
- To ensure that there is adequate insurance cover for all areas of the company's activity including Public and Employers' Liability and Theatrical Combined Insurance.

HR & Operations

- Supporting the articulation of the CEO/AD's artistic vision and ensure that this is communicated effectively to the team, Board, and externally.
- Provide effective line management for administrative staff ensuring best practice in professional development.
- Seeking out partners to approach and develop the potential commercial exploitation.
- Leading on the building of strategic financial partnerships, being responsible for contracting and communications with partners on an ongoing basis.
- In collaboration with the CEO/AD, develop a robust business plan for the Company, leading on its delivery and ensuring it is monitored and updated.
- To issue contracts and ensure that the Company acts in accordance with all legal requirements.
- To manage the Company's legal and statutory requirements and submissions.

Governance:

- In collaboration with the CEO, prepare all board papers for the meetings of the Board and sub-committee(s) and oversee their distribution. Establish and maintain schedule of meetings for Board & Sub-Committee(s).
- Ensure full compliance with Companies House/Charity Commission requirements.
- Attend Board meetings.

The above list of responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the role.

Essential qualities:

- Passion for Ballet Black's mission and ethos.
- Experience of working in a creative environment in an administrative capacity.
- Sound grasp and experience of financial and business planning and financial reporting, audit and cashflow management.
- Exceptional interpersonal skills, able to manage relationships strategically and tactfully with a wide range of colleagues, including Trustees and contracted artistic and production staff.
- Exceptional organisational skills including a methodical and systematic approach to scheduling and budgeting.
- Strong literacy, numeracy and IT skills (Mac-based)
- Ability to work under pressure, meet deadlines, and prioritise workload around changing demands.
- Understanding of good governance and the requirements of both Charities Commission and Companies House.

Desirable qualities

- Educated to degree level or equivalent.
- Experience of report writing for external stakeholders, including Arts Council England. Experience of project management.
- Knowledge of human resources best practice and current legislation.

Outline of Terms and Conditions

Reports to: Artistic Director/CEO

Job type: full time

Salary: £35,000-£40,000 (depending on experience), pa. This is a full-time position working five days a week, but we may consider applications to work four days a week from exceptional candidates.

Contract: 12-month fixed term with the possibility of being made permanent.

Pension: A 3% pension contribution after 3-month probationary period has concluded. Job description to be reviewed at the end of the probationary period.

Hours: typically, 09:30-17:30, 5 days per week, with flexibility required for evening or weekend work. (No overtime is payable but time off in lieu may be taken).

Annual leave: 28 days including public holidays.

Notice period: 3 months on either side

Location: Hammersmith, London

Probationary period: This is a full-time post with an initial probationary period of three months wherein either party can terminate the employment with a reduced notice period of two weeks. Once the probationary period has been successfully completed, the period of notice will be two months.

Applications: Please email a CV (including two referees) with a letter explaining why you are interested in this role and what makes you the best candidate for it to General Manager, Isabelle Drummond: gm@balletblack.co.uk with the subject line 'General Manager'. The CV and letter should be sent as attachments to the email. If you would like an informal discussion with Artistic Director and CEO, Cassa Pancho, about the position, please contact Isabelle and this can be arranged.

Deadline: Friday 13th December

Interviews: W/B 16th December

Ballet Black is an equal opportunities employer and would really like to hear from candidates from the widest range of diversity, culture and experience possible.