

# IMPACT DANCE

## GENERAL MANAGER - JOB DESCRIPTION

### **Purpose of the Role:**

The role will manage the day to day operations of our studio including some Duty Management, upkeep effective company systems and policies, provide robust financial administration and ensure we have an effective well run office for our creative dynamic team in central London.

**Responsible to:** Business and Development Director

**Responsible for:** Freelance Duty Staff

**Working with:** Artistic Director, Head of Engagement, Producer, Marketing Manager, Communications Coordinator, Academy Coordinator and a host of freelance teachers and choreographers

### **Key Responsibilities**

#### **Duty Management**

- Oversee the studio to the highest standards - ensuring the space is ready for hirers
- Provide friendly point of contact to respond to queries and troubleshoot any issues
- Provide exemplary customer service to ensure repeat bookings and maintain our reputation as a premiere London rehearsal space for dance workshops and rehearsals, west-end rehearsals, read throughs, castings and auditions.
- Liaise with cleaners and building staff

#### **Administration**

- Ensure the smooth running of the company office, studio and systems
- Manage the studio booking procedure and Duty Manager rota
- Maintain and update organisation's policies and records
- Prepare and submit reports to funders such as Arts Council England (training will be given), and ensuring submissions are made on time.
- Keep staff records up to date
- Administrate Board meetings and take board minutes

#### **Financial**

- Financial administration on Quick Books, including issuing invoices and generating reports as required (training can be provided)
- Upkeep of accurate reconciled Management Accounts (training can be provided)
- Authorise and process payments.
- Supervise the management of office petty cash.
- Ensure Annual Accounts and Company House submissions are made on time, working with company accountant.

- Bank cheques and cash as needed
- Review and update finance procedures in discussion with Business and Development Director.
- Support the team with fundraising applications

### **General**

- To attend and contribute to scheduled company meetings and team planning days
- Support the values and culture of the organisation
- Promote and advocate for the company and its work where appropriate
- Attend and support company events, sharings, performances and platforms
- To adhere to agreed company policy, practice and procedures including Health and Safety, Equality, Environmental and Safeguarding Policies.
- Ensure compliance with the Data Protection Act.
- To contribute to team appraisals and project evaluation as appropriate.
- Any other duties that may reasonably be expected in order to support the delivery of the company's aims and objectives.

### **PERSON SPECIFICATION**

The successful candidate will demonstrate the following skills, experience and personal qualities:

#### **Essential Skills, Knowledge & Experience**

- A passion or interest in youth dance/Hip-Hop Dance
- Dance Studio or facilities management experience
- Experience of finance administration
- Ability to adopt, develop and share new systems with the team
- Excellent interpersonal skills - confident and articulate with good computer literacy
- Pro-active and intuitive learner, able to quickly absorb information in a fast-paced, changeable environment.
- Knowledge about current legislative framework and good practice guidance for not-for-profit companies.
- Ability to represent the organisation to a broad range of stakeholders

#### **Attributes**

- Enthusiasm and a creative solution focused approach
- A strong team player working effectively with colleagues and external stakeholders.
- An active commitment to equality of access and opportunity and generating a diverse and inclusive creative sector.
- Calm and measured approach - unflappable under pressure
- A commitment to our values

#### **Desirable Skills, Knowledge and Experience**

- Knowledge and experience of QuickBooks accounting software
- Understanding of the subsidised arts sector
- Track record of taking financial responsibility for organisations or projects, bookkeeping and/or managing budgets.
- Understanding of London arts and culture scene and Impact Dance's role within it
- Confident with digital office tools for online meetings and project management
- Track-record of successfully managing duty staff
- Experience of reporting to Arts Council England
- Knowledge and/or experience of Safeguarding Practice

### **Terms & Conditions Salary**

- Fixed term January 2024 – 31 March 2026
- Full time position 37.5 hours per week
- Office based – due to space management requirements we are looking for candidates who can be with us for the full 37.5 hours.
- Some evenings (on days to be negotiated - no later than 8pm) and some Saturdays will be required for which TOIL will be granted
- Salary Range £35,000 - £40,000 per annum, offered depending on experience.
- Office: Impact Dance, 235 Shaftesbury Avenue, London WC2H 8EP
- All Impact Dance employed staff are required to be cleared by DBS