

Hello

Thanks for your interest in working with MAYK.

We're looking for a **General Manager** to join our team. This is a new role, and will be instrumental in MAYK's growth over the coming years, managing the day-to-day operations and finance, and ensuring we have the resources and capacity we need to deliver on our vision and mission.

This is a role for someone who gets a kick out of setting up and running the administrative and financial systems that help arts organisations function. You'll be ridiculously well organised, be an absolute whizz with a spreadsheet and have strong financial skills. You'll have a background in administration and finance. You'll have a hawk-eye for detail, be imaginative and resourceful and be a strong lateral thinker. We're looking for someone who understands that great art needs consistent, detailed and innovative management.

This application pack includes:

- A job description and person specification
- Guidance notes for applicants
- An application form and a link to our equal opportunities monitoring form
- Information about support available to assist you to submit an application

If you have any further questions about the role and the application process, please contact Matthew Austin at matthew@mayk.org.uk

The closing date is Tuesday 10 September at 5pm

We will contact shortlisted candidates by Monday 16 September. Interviews will take place on Wednesday 25 September in Bristol.

Thanks again for your interest and we look forward to receiving your application.

Kate Yedigaroff and Matthew Austin
Co-Directors

MAYK is the trading name of MAYK Theatre CIC. Registered in England Company Number: 07611153. VAT Registration number: 188 4457 59 Registered office: Bristol Festivals Hub, 1 Unity Street, Bristol BS1 5HH

About MAYK

"The value of having MAYK as producers for my work has been immeasurable. From the intangible to the practical, the support afforded to me through working with MAYK has been and continues to be essential in fostering my growth as an artist." Dan Canham, Still House

MAYK is a prolific arts organisation making ambitious and meaningful live performance for audiences everywhere. We are a buildingless producing house, and we work in collaboration with artists and partners locally, nationally and internationally to make things happen. Our approach is holistic, and we work across scale. We work alongside artists from idea to reality by developing, producing, commissioning and touring live performance. MAYK is led by its creators; Artistic Directors and Creative Producers Kate Yedigaroff and Matthew Austin. MAYK was established in 2011.

We are acclaimed for identifying and nurturing visionary artists and for producing projects of ambition and scale, with integrity, rigour and humour. We are motivated by the world we live in now; its challenges, and its beauty. We are inspired by people and by community and as we consider our immediate context, by the urgency of both protest and inclusion. We have a reputation for our personal, rigorous and long-term approach to artist development and to working generously and collaboratively in everything we do.

MAYK curates and produces Mayfest, Bristol's international festival of contemporary theatre, and we work with artists to develop, present and tour their work. MAYK is an Arts Council England National Portfolio Organisation and a Bristol City Council Cultural Investment Partner. MAYK is an Associate Company of Bristol Old Vic.

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Job Description

General Manager

Reporting to:	MAYK Directors
Responsible for:	Administration Assistant
Contract:	Permanent, part time (21 hours per week excluding lunch break), some occasional evening and weekend work required
Salary:	£28,000 pro rata
Pension:	NEST pension, employer contribution 3% of salary
Location:	MAYK, Bristol Festivals Hub, 1 Unity Street, Bristol BS1 5HH
Holiday:	25 days plus statutory public holidays and closure over Christmas and New Year
Probation:	3 months probationary period

Job Purpose

The General Manager will be responsible for the smooth running of MAYK's operations. A crucial role within a small team, the General Manager will look after MAYK's finance, office, HR and legal responsibilities.

They will support MAYK's Directors in business planning, income generation and managing stakeholder relationships.

MAYK is a light-footed and ambitious organisation that moves fast to make things happen. The General Manager will ensure that MAYK has the capacity, resources and administrative systems to achieve its ambitions.

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Key Duties and Responsibilities

Strategy, Projects and Programme

- Work with the directors on overall strategy development for MAYK activity and organisational growth
- Support the directors in the development and delivery of MAYK's projects and collaborations

Finance

- Manage organisational budgets and cash-flow
- Maintain and report on an overview of performance against budget and cashflow and of resources and delivery
- Support project lead producers in smooth running of project budgets, including budget management, cash-flow and financial record-keeping
- Bank reconciliation
- Invoicing and credit control
- Work with MAYK's accountants to produce and file annual accounts
- Produce quarterly management accounts and other financial reporting documents for MAYK's Board and Finance Sub-Committee and funders
- Manage MAYK's payroll
- Produce and submit Theatre Tax Relief claims and VAT returns to HMRC
- Oversee and report on membership/friends and donations
- Optimise and manage financial procedures where needed

Legal, Administrative and Governance

- Report to and update information for Companies House
- Board management, including administrating meetings, circulation of papers and minute-taking
- Negotiate and renew MAYK's annual Public and Employer's Liability Insurance
- Set-up and maintain MAYK's work-flow, including project management software and other tools needed to make our operations run smoothly
- Create and maintain MAYK's company policies, handbook and onboarding procedure
- Update and maintain all MAYK's policies and procedures
- Create and update all MAYK's contract templates according to industry standards
- Oversee the smooth running of the office, making sure our working environment is welcoming and tidy

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MAYK Theatre

Bristol Festivals Hub,
1 Unity Street,
Bristol, UK, BS1 5HH

+44(0)117 925 9999

mayk.org.uk

@maykithappen

- Oversee MAYK's storage facility
- Other administrative duties as required

Stakeholder Management & Advocacy

- Work with the Directors on reporting to Arts Council England on MAYK's National Portfolio Organisation agreement and Bristol City Council on MAYK's Cultural Investment Partnership agreement
- Report to other funders and stakeholders as appropriate
- Liaise with Bristol Festivals (landlords)
- Represent MAYK at events, forums locally and nationally as appropriate
- Work with the Directors to build and maintain new relationships with potential partners, stakeholders and funders

HR and Staffing

- Manage the recruitment of new staff members
- Draft and issue contracts for MAYK staff, freelancers and project teams
- Manage MAYK's pension scheme
- Schedule and administer appraisals
- Manage internships and placements

Fundraising

- Provide support to the directors in writing and submitting a range of funding applications for MAYK core activity and projects
- Research new funding streams and update MAYK's fundraising strategy
- Support the directors in managing and growing MAYK's individual giving scheme
- Support the directors in managing existing and cultivating new relationships with corporate sponsors
- Support the directors on delivering MAYK fundraising events
- Support the directors on other fundraising activity for MAYK as appropriate

Communications

- Contribute, with the team, to MAYK's external communications and social media
- Update MAYK's website

Evaluation

- Work with the team and freelance evaluators to monitor and evaluate MAYK's projects and activity
- Work with the Directors on impact documentation, including MAYK's annual report

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Person Specification

Essential

- At least three years' experience within administration and finance
- Highly organised with strong administration skills
- Experience of managing complex budgets
- Experience of managing cash-flow
- Experience of business planning and setting strategic priorities
- Experience of using accountancy software and reporting (MAYK uses Quickbooks)
- Experience of drawing up contracts
- Excellent literacy and numeracy
- Excellent knowledge and understanding of Microsoft Office, particularly Excel
- Excellent communication skills
- Passion for theatre and the arts

Desirable

- Experience of working in the cultural sector
- Knowledge of independent theatre/performance sector
- Experience of managing junior members of staff
- Experience of governance/working with boards
- Experience of marketing
- Other IT skills, including the Adobe suite

Personal Attributes

You know that creativity can flourish when it has watertight administrative systems. You get a kick out of numbers, and are cool as a cucumber when it comes to budget management. You take immense satisfaction from seeing something through from start to finish. You are calm, practical and methodical. You enjoy thinking about the big picture and playing the long game in working towards achieving a vision. You are able to work under your own initiative and can manage an often demanding workload with good humour. You enjoy solving a problem, ticking things off a list, finding the most efficient and pleasing way for things to operate. You thrive in a lively, unconventional office environment, but are able to focus and get the job done. You have a sense of humour and enjoy a challenge. You are equally comfortable talking to artists, funders, stakeholders and partners. You are an unashamed systems geek. You say yes.

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Time Frame

Application deadline:	Tuesday 10 September, 5pm
Shortlist contacted:	Monday 16 September
Interviews:	Wednesday 25 September
Start date:	As soon as possible

Guidance Notes and Access

Please do not attach testimonials or CVs. Applications must be made via an application form. Please ensure you have completed the equal opportunities monitoring form. This can be accessed via a link at the bottom of this document.

If you would like to apply in an alternative format, please contact Matthew Austin on matthew@mayk.org.uk or call the MAYK office on 0117 925 9999.

Please email your completed applications to matthewandkate@mayk.org.uk.

If you're invited to interview, it will be held at MAYK's offices with MAYK's directors, Kate and Matthew, plus a board member and a person external to the organisation.

If an offer of employment is made, this will be subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

[Please click this link](#) to be taken to the equal opportunities monitoring form.

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