

GENERAL MANAGER VACANCY RUSSELL MALIPHANT DANCE COMPANY

ABOUT RUSSELL MALIPHANT DANCE COMPANY

Russell Maliphant Dance Company was established in 1996 as the framework to initiate productions and to work with our own ensemble of dancers. Since that time we have received two Olivier awards, three South Bank Show awards and four Critics' Circle National Dance awards for best modern choreography and one for best independent company, amongst many other national and international awards and nominations.

Russell Maliphant's work is characterised by a unique approach to flow and energy and an ongoing exploration of the relationship between movement, light and music. For 20 years, Maliphant has worked closely with pioneering lighting designer Michael Hulls to explore and realise these ideas. Russell Maliphant is an Associate Artist of Sadler's Wells.

OUR MISSION STATEMENT

Through our innovative approach to flow, energy, movement and light, RMDC creates and presents award winning dance experiences and developmental opportunities to inspire and challenge audiences, professional creatives, emerging talent and young people across the UK and internationally.

Based on the vision of Executive and Artistic Director, Russell Maliphant OBE, PhD, our language spans formal classical, and improvised contemporary techniques, draws upon elements of yoga, capoeira, and tai chi, and is heavily influenced by lighting technology, physiology and biomechanics.

From our base at Excelsior Studios, London, and host venues across the world, we create, produce and tour original high quality dance, film and digital work. We push the boundaries of art through our collaborative, creative labs and we develop the artists of tomorrow through our learning and engagement programmes.

Our primary purpose is to:

- Create and tour original dance that inspires and challenges audiences
- Test new artistic boundaries through innovative, experimental collaborations that combine dance with film, site specific settings and other forms
- Developing tomorrow's dancers, choreographers and lighting designers RMDC's work has a strong, loyal core audience and our experimentation in form and medium is aimed at bringing in new and more diverse audiences.



**“Russell Maliphant is now Britain's leading modern dance creator”
Daily Express**

JOB DESCRIPTION GENERAL MANAGER

Job Title	General Manager
Line Manager	Russell Maliphant - Executive / Artistic Director
Responsible for	Freelance staff, interns and volunteers
Salary	£40,000 pro rata
Terms of contract	3-5 days a week 9:30am – 5:30am (working days to be agreed with the candidate). This may include some evening and weekend work. Overtime compensated with time off in lieu
Start Date	ASAP
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary.
Probation	The post has a six month probationary period. In the event of unsatisfactory performance during your probationary period your contract may be terminated with one week's notice.
Notice	Once probationary period has been completed, termination of contract will require 6 weeks' notice either side
Location	Excelsior Studios, London, NW10 6JP Plus, working from home & remote working

ROLE OVERVIEW

Russell Maliphant Dance Company (RMDC) is looking to appoint an ambitious and self-motivated General Manager to take overall responsibility for the company's administrative functions, including tour booking, studio booking and project development, and necessary tasks enabling RMDC to fulfil its charitable aims, policies and intentions of its Business Plan.

The General Manager will work closely with Russell Maliphant and the RMDC Board, overseeing operations, studio hires, tour management, partner development and artistic creations. Being the central point for contracts, producing and capitalising shows, community relationships, evaluations, and reporting.

DUTIES INCLUDE:

Key Responsibilities

- To ensure the company operates efficiently and is compliant with all legal and statutory requirements, including reporting to funders and the charity commission.
- To contribute to the strategic development of the company including operational planning.
- To put systems in place to ensure effective day-to-day operations and future planning.

General Administration

- Leading on administration to the various functions within the organisation.
- Booking hotels, venues, and flights in line with budgets for tours and projects when necessary.
- Answer the company telephone and respond to email enquiries promptly and effectively
- Manage studio hires and liaise with external hirers. Contract hires and ensure they are correctly invoiced.
- Ensure that studio hirers are inducted, well-looked after and accommodated in line with their hire agreements.
- Manage the company internal diary and ensure important dates are communicated, especially the productions show and special project calendar
- Work with the Executive / Artistic Director and Rehearsal Director to schedule their calendar appointments when necessary.
- Invoice where appropriate for special projects.
- Assist with tour management as required.
- Basic marketing and budgeting support to other members of the organisation.
- Website management

Office and Studio Management

Oversee the effective and efficient running of the company studio space (Studio 17 @ Excelsior). Duties include:

- With the Executive / Artistic Director, manage the studio and office space ensuring compliance with health and safety legislation – this includes maintaining/reporting records of damage, and testing fire alarm systems in consultation with the landlord.
- Organise stock and maintenance of equipment.
- Manage office/studio cleaner.
- Manage the studio hire calendar and all external hire enquiries.

Project, Productions & Tour Management

- With the Executive / Artistic Director, originate ideas for Studio 17 @ Excelsior, RMDC productions, projects and participation and secure commissions, co-production investment and associated premieres.
- Develop a viable business and financial plan to deliver the artistic vision and review the plan annually.
- Be the main point of contact for funders and studio hirers.
- Working with partners and agents, secure new regional, UK and international partnerships, developing and maintaining productive relationships and steward established partnerships
- Secure UK and international performance bookings, working with agents.
- Negotiate contracts for UK and international touring.
- Negotiate creative team contracts.
- Plan tour delivery and production schedule.

- Plan, negotiate and maintain a network of international agents.
- Proactively research new touring markets and build networks with co-producers.
- Build and maintain partnerships and dialogue with UK and international promoters.
- Oversee technical and freight schedule.
- Advise the technical production team.

Development

- Maintain positive and productive relationships with Arts Council England and other funders and supporters.
- Research and write applications and present bids and pitches.
- Work with consultants to deliver fundraising strategies and ensure targets are met.
- Advocate for and represent Russell Maliphant Dance Company, articulating artistic ideas to inspire commissioners, funders, donors, collaborators and other stakeholders.
- Steward donor relationships

Governance

- Act as Company Secretary for the company overseeing the servicing of the Board of Trustees and any Sub Committees and ensuring the timely provision of information for decision-making.
- Review governance processes to align with financial reporting and ensure compliance with relevant legal and financial requirements and charity commission reporting requirements.
- Prepare and submit all requirements of charities commission reporting.
- Set up systems to generate artistic, operational, and financial papers for the Board.
- Ensure all company policies are up to date and relevant including Health & Safety and Safeguarding policies.
- Maintain dialogue and communications with board members.

Other

- Undertake any other duty or responsibility, which may reasonably be requested by the management team
- Assist at events organised by Russell Maliphant Dance Company and Studio 17@ Excelsior as required
- Work in accordance with the requirements of the company's Health and Safety Policy and all appropriate legislation
- Act as an ambassador for the company
- On occasion attend UK production press nights and other key performances and events
- In addition, undertake any other duty or responsibility which may reasonably be requested by the company
- Act at all times in accordance to company policies relating to their employment

Equal opportunities

Carry out all duties with an understanding of and commitment to equal opportunities and to ensure that this understanding and commitment is implemented across the company.

The Board of Directors expects to monitor the development of this job description in collaboration with the post holder, Executive / Artistic Director and any other key member of the team.

PERSON SPECIFICATION:

Essential

- Proven, exceptional experience in project management and/or administrative tasks
- An appreciation for arts and culture
- Teamwork skills and proven ability to work collaboratively
- Excellent communication skills
- Proven organisational, multi-tasking and planning skills
- A friendly, confident person who is willing to work off their own initiative
- Ability to work occasional evenings and weekends, with advance notice.
- Ability to work from home (WFH) if required (if studio/office space is booked, for example)

Desirable

- Knowledge of the arts and UK dance sector
- An understanding and appreciation of Russell Maliphant's work.

APPLICATION PROCESS

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

Please email your application to:

m.collins@russellmaliphant.com & r.maliphant@russellmaliphant.com

Deadline: Friday 12th January 2023, 5pm

Shortlisted candidates will be contacted by phone or email. Interviews will take place on:

Interview Date - Friday 19th January 2024 - at Excelsior Studios, London

Russell Maliphant Dance Company champions and promotes diversity and access across all our activities and our workforce. We are committed to equality of opportunity and encourage applications from individuals currently underrepresented in the arts.

We look forward to hearing from you.