**Loft Theatre Company**

**GENERAL MANAGER**

This fulfilling and exciting volunteer role is about working with colleagues to ensure a healthy future for this independent theatre company of volunteers working to professional standards in the heart of Leamington. With a team staffed almost entirely by volunteers, the role is very much about channelling the enthusiasm and skills of others into achieving the success of this non-professional organisation. The Loft produces between nine and eleven shows a year directed by one of our fifteen directors and involving up to 100 actors. Its financial condition is secure and it has a turnover of over £150,000 (see below for more information about the Loft Theatre Company).

**Responsible to:** Board of Trustees

**Responsible for:** Head of Marketing, Head of IT, Building and Maintenance Manager, Box office Manager, Health & Safety Officer, Bar Manager, FOH Manager, Head of Technical Team.

**Jointly responsible (with Artistic Director) for:** two employees - Production Manager and Cleaner.

**Functional Relationships with:** Artistic Director (AD) as Chief Executive and leader of the organisation, and the Accountant - both of whom, along with the General Manager, are Board appointments.

**Role outline:**

The General Manager’s role is to enable the smooth running of the theatre’s operational support services. The role is one of co-ordination to enable departments, staffed by volunteers, to deliver the operational support that is required for the success of the theatre.

**Main areas of responsibility:**

* The recruitment, appointment, and management of the Heads of Department listed above.
* Working with the heads of departments to ensure all operational facilities are managed appropriately.
* Supporting the AD on season planning, as required, and working with the AD and the Accountant to assess the practical and financial implications of seasons before they are confirmed.
* Joint line management (with the AD) of the two Loft employees – the Production Manager and cleaner.
* Ensuring that the theatre meets all legislative requirements.
* Holding the theatre licence.
* Working with the Accountant and Artistic Director to produce an annual budget.
* Reporting to the Trustees at Board meetings and between meetings, if necessary.
* Initiating ideas for the development of the Loft, internally and externally, for discussion with colleagues and the Board.
* Working with team leaders to encourage new volunteers, helping them to gain a satisfying and lasting active engagement with the Loft

**The ideal person would:**

* Have an ability to build and effectively manage a team of volunteer managers.
* Have a passion for doing things well and an appreciation of producing exciting theatre.
* Be diplomatic, with an ability to mediate and manage conflicting interests effectively.
* Be able to build positive working relationships with a wide range of people, including the AD, the Board of Trustees, and all volunteers and staff.
* Be well organised, but flexible in their ways of working and open to new ways of doing things.
* Be transparent and respectful in their dealings with others, trustworthy and reliable.
* Have excellent communication skills.
* Be a safe pair of hands who is willing to let others shine.

**More about the Loft Theatre Company**

* The Loft Theatre Company has been producing live theatre in Leamington Spa since 1922. This independent theatre company works to professional standards to bring the very best in theatre to Leamington Spa, to Warwickshire and to our wider audience beyond.
* The company has earned a strong reputation nationally for the professional quality of productions. It is run almost entirely by volunteers, many of whom have theatrical or academic drama qualifications and experience, who devote their talent, time and energy to the theatre simply because they find it fulfilling.
* Each year we produce around nine shows in the main 200 seat auditorium and a smaller number in the 50 seat Douglas Ford studio theatre. Our work covers the range of theatrical styles from classical to modern, tragedy to comedy, farce and musical theatre. Whether you like to be shocked, enlightened or simply entertained, you will find something for you here.
* The company is a member of the Little Theatre Guild of Great Britain and a registered charity (Charity No 1134863), receiving no regular funding from any external source and supporting itself through subscriptions and ticket sales.
* The theatre has been at its current site since 1944, although the building dates from the 1960s when an earlier building was destroyed by fire.
* Anyone can come and see Loft shows. Generous discounts are available for concession tickets and season tickets. You do not have to be a member of the Loft to attend or be involved in shows.
* Participation is open to anyone with a contribution to make. There is a wealth of opportunity for talents of all kind. Casting is by audition and a warm welcome is extended to anyone who wishes to join the company to help in other aspects of our work – providing high quality theatre which is affordable by all.

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