

# AVANT GARDE DANCE

GENERAL MANAGER – AVANT GARDE DANCE COMPANY



“Bold, inventive dance... an adventure in hip-hop” The Stage



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

## **Avant Garde Dance Company (AGDC) is recruiting for a General Manager.**

Founded in 2001, Avant Garde Dance Company (AGDC) is an ACE NPO, led by Artistic Director and CEO Tony Adigun. AGDC is a critically acclaimed company at the forefront of London's innovative Hip hop/Contemporary Dance scene. Dedicated to creating and distributing world-class dance, the company enjoys a broad appeal to diverse, intergenerational and multi-cultural audiences nationally and internationally.

AGDC has produced over 20 productions, events and platforms, touring nationally and internationally, with works commissioned, co-produced and presented at venues and festivals including: The Place, Sadler's Wells, Pavilion Dance, Southbank Centre, The Barbican, DanceXchange, Greenwich Dance, Brighton Dome, Stratford Circus, Breakin' Convention, Latitude Festival, British Dance Edition, Greenwich+Docklands International Festival, Barcelona Festival and Shanghai International Arts Festival.

AGDC's recent works have reached over 170,000 audiences and engaged over 2,000 young people taking part in learning and participation opportunities.

Nominated for the Best Independent Dance Company category in the National Dance Awards, The AGDC mantra 'Innovate Never Replicate' is evident throughout the work, as the company embraces a sense of difference and individuality.

***"Daring, dynamic and hugely enjoyable."\*\*\*\* The Times***

AGDC remains focused on its ambitions to take its artistic work to new audiences, to provide innovative development opportunities to diverse artists, children and young people and to build a magnetic brand on multiple platforms from the base of a solid and sustainable organisation.

***"Adigun hits you with fast, precise choreography – contemporary dance sharpened by hip hop." The Stage***

With plans for national and international touring of new work, release of new digital and physical participation and learning platforms and a variety of film projects over the next three years, now is the perfect moment to join AGDC's team. As the sector re-emerges in the wake of COVID-19, we are looking for an experienced and dedicated individual to take up this critical role, strengthening our senior management team. We're looking for an experienced and dedicated individual to take up this critical role, strengthening our team. We're looking for someone with the appetite, ambition and drive to grow the company's impact whilst also developing their own knowledge and skills base. With plans for national and international touring of new work, release of new digital and physical participation and learning platforms and a variety of film projects over the next three years, now is the perfect moment to join AGDC's team.

Find out more about the companies work here: <http://www.avantgardedance.com/>

Flexible work arrangement: AGDC is open to filling this post with one full time candidate or splitting the post between two part time candidates with complementary skills and experience.

This pack includes: Information about the company, a job description and person specification, Equal Opportunities form

## How to apply

Please apply in writing with a CV of no more than 3 sides of A4 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 also complete and return the Equal Opportunities Monitoring Form as a separate attachment.

Please return your application by **4pm 9<sup>th</sup> September 2021**, via the following Google form link: <https://forms.gle/a9ZeyZx8VjhTggwa7> please email [prince@avantgardedance.com](mailto:prince@avantgardedance.com) should you have any queries.

Unfortunately, we are unable to acknowledge receipt of applications, so if you have not heard from us within one week of the closing date, please assume that you have not been shortlisted in this instance.

Shortlisted candidates will be contacted by phone or email. Interviews will take place via zoom on **16<sup>th</sup> September 2021**. Please ensure that you can be available for the interview date and confirm this in your application.

AGDC 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.

## **JOB DESCRIPTION**

**Job Title:** General Manager

**Reporting to:** AGDC Board

**Responsible for:** Freelance staff

**Salary:** £36-£40K subject to experience + 5% employer pension contribution, 25 days holiday + bank holidays

**Terms of contract:** Full time/parttime, permanent.

AGDC is open to filling this post with one full time candidate or splitting the post between two part time candidates with complementary skills and experience.

**Working hours:** flexible hours, some flexible working required to include evenings and weekends events out of office hours

**Location:** Theatre Deli, Liverpool Street Central London, home working days encouraged, In keeping with current government COVID recommendations and requirements.

**Start Date:** ASAP

Probation period: 3 months

**Application Deadline:** 4pm 9<sup>th</sup> September 2021

**Interviews:** 16<sup>th</sup> September 2021, second round interview to be agreed

## **PURPOSE OF THE ROLE**

To work closely with the Artistic Director & CEO and the Executive Producer in supporting all aspects of company administration, compliance and development. Liaison with key funders and stakeholders, to develop and maintain financial systems and reporting functions; to play a vital role in managing monitoring and evaluation framework. To manage day-to-day company administration; to support fundraising efforts of the company. The role will also provide additional support with marketing, website management and social media.

## **KEY RESPONSIBILITIES**

### **Stakeholder Management and Governance**

- To participate in strategy and decision-making including drafting, implementing and reviewing the Business Plan
- To manage relationship with Arts Council England and other funders, leading on the co-ordination of project deliverables and reporting
- To draw up, issue and maintain contracts for staff and freelancers
- Ensure the fulfilment of legal and financial procedures and good practice required by statutory and regulatory bodies
- To co-ordinate Board meetings and the preparation of papers and reports as required and liaise with the chairperson to create agendas and accurate minutes
- To update, disseminate and monitor the company's policies and procedures
- Leading on AGDC's environmental responsibility strategy implementation
- Hold formal responsibility of company secretary

### **Financial Management**

- Manage resources efficiently to ensure the company achieves value for money in all aspects of its work
- Be responsible for the timely and accurate preparation of the business plan, annual budget, management accounts, cash flow forecast, trial balance and financial information for auditors, trustees and funders
- Ensure the timely submission of the audited accounts to Companies House.
- To manage the company payroll and pension scheme
- Ensure all finances are carefully managed to ensure funds are used and allocated in line with funders' requirements
- Handle general bookkeeping, including invoicing, chasing payments and bank reconciliation

### **Fundraising and Evaluation**

- Act as the main point of contact for funders to ensure compliance with their requirements for monitoring, reporting and payment
- To co-ordinate the company evaluation processes, including ACE Annual Audit, ensuring that data collection and reporting are carried out as required
- To co-ordinate on the development and implementation of a fundraising strategy and lead on bid writing, including cultivating new relationships across sectors

### **Human Resources Management**

- To oversee HR and ensure that AGDC operates as a good and fair employer
- Develop and implement up to date policies and procedures for the recruitment, retention and development of staff
- Ensure up-to-date job descriptions and performance evaluation procedures are in place and implemented
- Organise training and risk assessments as required

### **Office Management**

- To oversee the day to day administration and general management of the company
- Take overall responsibility for the legal, management, maintenance, security and cleanliness of the Company base
- To coordinate collection and collation of figures and data for statistical reports for funders and to inform artistic and financial decisions
- Manage compliance with the Data Protection Act and copyright legislation
- Facilitating smooth communication across the company, its board and external partners

### **General**

- To carry out such responsibilities as the Board of Directors may reasonably require within the job remit
- To advocate for the company in all areas of work, public platforms and professional arenas
- To work some evenings and weekends as required. A flexible approach to work to manage numerous projects

## PERSON SPECIFICATION

### Essential

- Demonstrable experience working as a member of the management team within a publicly funded arts organisation or equivalent
- Experience in contributing to the development and delivery of a strategic business plan
- Demonstrable experience in managing the finances of a not-for-profit organisation, utilising financial software (ideally Xero)
- Knowledge and understanding of the regulatory frameworks relevant to the organisation, including charity governance
- Proven track record of successful strategic fundraising and bid writing, raising funds from trusts and foundations, local authorities or the corporate sector.
- Excellent analytical skills and financial awareness
- Minimum intermediate level Microsoft Office Suite and database skills, competent with Apple Macs
- An understanding of and commitment to equality, diversity and equal opportunities
- Excellent interpersonal / communication skills and great attention to details
- Experience in working in partnership with a wide range of stakeholders
- Knowledge of compliance, policy and safeguarding work

### Desirable

- Experience as a Company Secretary
- Knowledge of data protection and copyright legislation
- Experience in developing and implementing environmental responsibility policies
- Experience with Arts Council England reporting and evaluation models
- Track record of successful income generation from trusts and foundations.

### All AGDC staff are expected to be/have

- Team players with open and sincere communication skills
- A flexible and pro-active, can-do approach to work,
- A willingness to learn and develop
- Ability to manage own workload with minimal supervision
- Able to remain calm under pressure
- Good time-keeping and attendance
- An understanding of and commitment to diversity and equal opportunities
- Ambition for the organisation and an alignment with company culture and values

### Please note

This job description reflects the requirements of Avant Garde in May 2021 as we move towards post Covid-19. The role and duties of the post are subject to change as the arts sector emerges from the impact of the pandemic and in line with evolving government regulations affecting our operations. Avant Garde reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.