



# SICK! PRODUCTIONS LTD GENERAL MANAGER APPLICATION PACK JULY 2023



“We like to think that we’re beyond taboos, that nothing is off bounds any more. But, when it comes to the health of our bodies and minds and the universal, inescapable experience of death, we’re still pretty tight-lipped. In attempting to break the silence and confront the unspoken – often with humour and imagination – SICK! Festival has a vital role to play.”

The Guardian \*\*\*\* review SICK! Festival 2019





# WELCOME

Thank you for your interest in the role of General Manager at SICK! Productions. This pack gives background about the work of SICK! and some of our plans for the future.

It's a very exciting time to join SICK! – In the current and post Covid environment we believe that the themes that we address - such as physical and mental health, disability, gender, death, inequality, politics, and protest – are ever more important and relevant. Whilst our partners and funders are investing in our long-term vision because they understand both our current and potential impact locally, nationally, and globally.

We have embarked on a 10-year strategic community engagement programme in the Moston, Harpurhey, and Charlestown neighbourhoods of North Manchester, including rolling out a major programme of arts and mental health work. We recently delivered our 2022 Festival and as part of this we have developed newly commissioned art works with partners in South Africa, Finland, Netherlands, and Switzerland.

We're looking for a dynamic and enthusiastic individual to join us, to work closely as part of our fantastic team here at SICK! and help us achieve our potential and grow our impact and reach. We're looking for someone who will bring their unique energy to this, along with their experience of general administration, office management, operations, setting up systems, and creative problem solving, and is also passionate about, and interested in, the areas in which SICK! operates – arts, health, diversity, community development and international work.

While we are proud of our diversity achievements in our creative programmes, we want to further diversify our workforce to be representative of all sections of society. We actively welcome candidates who are currently underrepresented in the arts including people who face discrimination as a result of racism, those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled. We know that everyone has different commitments in their work/home lives and we are open to requests for varied working hours or work patterns. These will be considered taking into account the impact on the organisation and work colleagues.

We look forward to hearing from you.

All the best

**Helen Medland, CEO/Artistic Director**



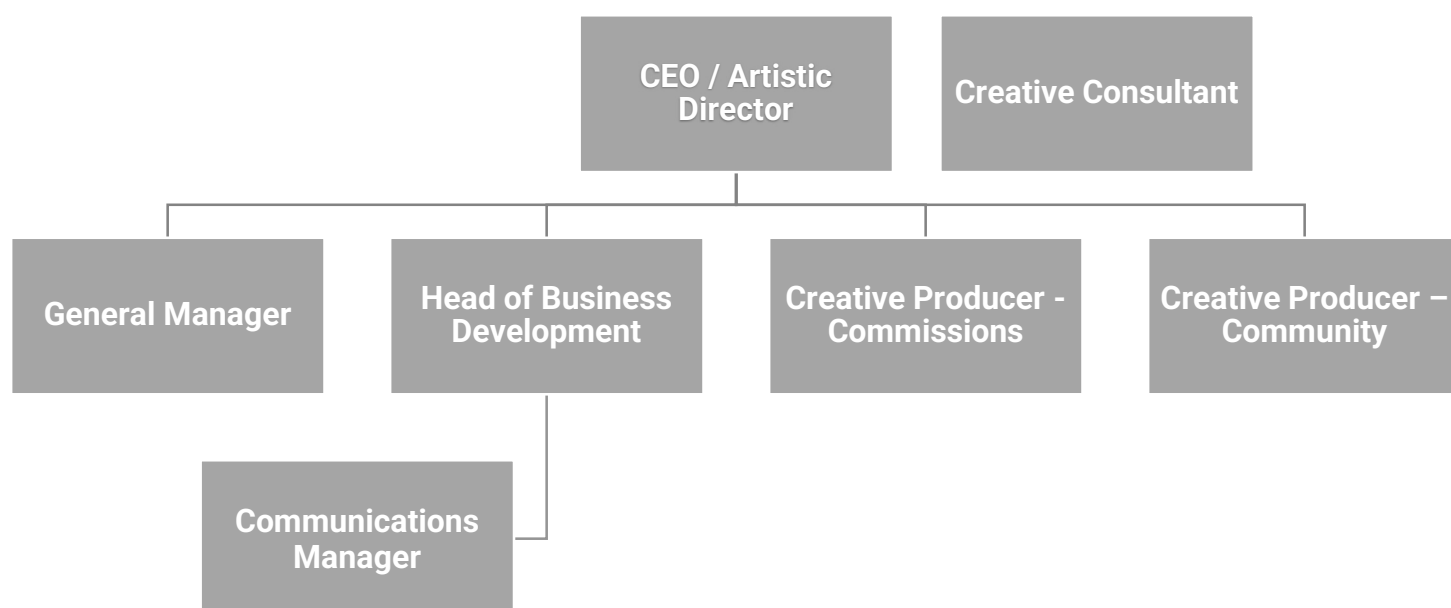
## ABOUT SICK! PRODUCTIONS

SICK! Productions (also known as SICK! Festival) is a Manchester based, diversity-led arts organisation which shines a light on the complexities of mental and physical health. We give voice to the experiences of diverse and often marginalised communities by presenting an outstanding international arts programme, which encourages participants, audiences and partners to learn from and talk about difficult and challenging issues, often hidden from public view.

Rooted in the local community while operating internationally, we commission powerful and engaging work by international, national and GM based artists, who make their work with, and alongside, local communities with lived experience, health professionals, charities and researchers.

Our activities include a biennial international festival which takes place across Manchester, an innovative cross-artform commissioning programme which brings artists together with local communities with lived experience, the health sector, community groups/charities and researchers and a growing year-round programme of community engagement in local Manchester neighbourhoods.

Our staff team consists of seven permanent staff: CEO/Artistic Director, Creative Consultant, Head of Business Development, Creative Producers x2, Communications Manager, General Manager and a Freelancer Finance Manager. We have a strong, diverse and supportive Board of Trustees and are planning to expand membership to at least 10 members over the next 12 months.



We receive core funding from Arts Council England through their National Portfolio programme and attract funding from a wide range of sources, including extensive international funding. While, like most arts organisations in the UK, we have had challenges due to the Covid 19 crisis, we are in a solid financial position and have ambitious plans to develop our organisation over the next three years.

### **SICK! Festival:**

SICK! delivers a biennial festival in Greater Manchester, in cultural venues, community spaces, public realm and online - our 2022 Festival took place in May 2022.



The festival featured commissions, exhibitions, performances, public realm projects, workshops and symposia. We have presented a range of international artists including Eetu Rantanen and Essi Rossi, national companies including Company Chameleon and Jimmy Cauty, and regional and local artists including Allie Crewe and Toni Dee Paul. We've created online content through our SICK! Digital programme, which includes a major programme of international commissions/events in public spaces in Manchester and online in partnership with Finnish Institute, DutchCulture, Dutch Embassy and local arts partners, looking at mental health and the landscape we live in.

Projects were delivered with Transport for Greater Manchester, Manchester City Libraries, Manchester City Council, SafeLives, Manchester Metropolitan University, University of Manchester, alongside, Manchester Central Library, STUN Studio, Contact, FC United, Simpson Memorial Hall, Boggart Hole Clough and HOME.

### **SICK! Commissions:**

SICK! commissions innovative cross-artform work, bringing artists together with local communities with lived experience, the health sector, community groups/charities and researchers. We create high impact/profile works, with strong legacy in GM and beyond. Our commissioning model attracts considerable international support – e.g. Finnish Institute, Government of Flanders, Dutch Performing Arts and Pro Helvetia. Our commissions are regularly exported to other international festivals.

### **SICK! Community:**

In 2021, SICK! committed to working in Moston, Harpurhey and Charlestown for 10 years+ to make real difference in the community. We will invest in communities and local artists and deliver year-round community-based projects, bringing international calibre artists and companies to co-create work with communities.

Our key objectives for this work are to: improve the quality and experience of the local environment and contribute to local community pride; and build bridges between communities.

Local people will participate in regular creative activity, sharing experiences and work with international, national, and local artists. Projects will connect with the history of the neighbourhood and the personal and social histories of people from a range of communities, complementing other creative community activity. Programmes will be driven by our Creative Producers who will be embedded in the community, with a local office base.



## ABOUT THE ROLE AND APPLICATION PROCESS

<b>Job Title:</b>	General Manager
<b>Employer:</b>	SICK! Productions Ltd (also known as SICK! Festival)
<b>Responsible to:</b>	CEO & Artistic Director
<b>Responsible for:</b>	Freelance staff
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time – 37.5 hours per week
<b>Holiday Entitlement:</b>	25 days per annum, plus Bank Holidays
<b>Notice Period:</b>	Two months
<b>Probationary Period:</b>	Six months
<b>Salary Range:</b>	£28,000 - £32,000
<b>Pension:</b>	The People's Pension Scheme, Employer contributions 3% gross salary
<b>Location:</b>	Working at The Sharp Project, Thorp Road, Manchester, M40 5BJ
<b>References:</b>	All offers of employment are subject to receipt of satisfactory references

**Application Deadline:** Tuesday 1 August 2023 at 9am

**Shortlisting:** Thursday 3 August 2023 by 5pm

**Task One Issued:** Monday 7 August 2023 (a short task to be prepared prior to interview)

**Interviews:** Thursday 10 August 2023, which will include a second task.

### Application Process:

We can accept written, audio and video applications. For written applications, please attach as PDF, for audio or video files, please limit your length to 12 minutes and send a WeTransfer or Dropbox link.

1. CV - 2 sides A4 max
2. Completed Diversity Monitoring Form (this information will be stored anonymously and separately to your application)
3. Covering letter (1500 words max) outlining how you meet the criteria in the Person Specification, with examples from your previous work (you will have the opportunity to expand on these examples during interview)
4. Details of two professional references with current knowledge of your experience and abilities

Please send the above to [info@sickfestival.com](mailto:info@sickfestival.com) marked **General Manager**

**Please contact the above address if you have any questions relating to the role, access requirements, or you'd like to receive this pack in an alternative format.**



## JOB DESCRIPTION: GENERAL MANAGER

JULY 2023

### OVERVIEW OF POST:

The General Manager is accountable for managing the operational infrastructure of the organisation, ensuring that it provides an effective and efficient framework for the delivery of SICK!'s vision and strategic objectives. The General Manager will work closely with the Finance Manager to deliver robust financial management procedures and have lead responsibility for office management, HR and IT systems. Working with the SICK! team to contribute to strategic business planning and communications.

### Operations

- Working with the CEO/Artistic Director to implement and maintain the company's administrative systems, improving efficiency
- Co-ordinating and updating shared company calendar
- Scheduling and minuting SICK! company meetings, distributing agendas and in advance documents to relevant company members
- Co-ordinating relevant meetings with external partners and institutions when necessary
- Ensuring company policy documents are up to date including Equal Opportunities, Environmental and Health & Safety
- Arranging necessary insurance cover for company activities and ensuring legal requirements are in place for each project and staff member, including freelancers. i.e. DBS, Visas etc.
- Oversee and liaise with IT outsourced support and hold IT provider to account for services
- Identifying and managing suppliers
- Maintaining relationship with landlord and co-ordinating maintenance
- Organise and oversee office cleaning and staff welfare care arrangements

### HR

- In conjunction with the CEO/Artistic Director oversee the general care of company members, communicating and managing grievance procedures and responding to employment issues
- Co-ordinating recruitment process, working with the Creative Producer's to ensure all contracts and necessary copyright and intellectual property agreements are in place
- Maintaining an overview of contracted obligations insuring they are communicated to relevant SICK! team members and fed into company milestones
- Ensuring equal opportunity forms are collated and recorded
- Managing holiday bookings, TOIL and absence records

### Planning and Communications

- Managing and monitoring planning frameworks for the company.
- Supporting internal communications
- Managing relationships with external organisations, providing information to stakeholders
- Working with the Communications Manager and Creative Producers to manage guest lists and complimentary tickets
- Being the main point-of-contact for SICK! for general enquires
- Fulfil the role of Data Control Officer for SICK! and lead responsibility for GDPR/data protection
- Working closely with the Communications Manager to develop the CRM functionality and usability.
- Oversee the cultivation of content and be responsible for its day-to-day management

### Financial Administration

- Working with the CEO/Artistic Director and Finance Manager in setting the company's budget
- Responsible for project financial projections and management of allocated budgets

- Supporting the development of a finance strategy as part of the company's reviewed 3-year business plan
- Co-ordinating information for monthly bank statement reconciliation, ensuring the company's accountancy software, SAGE, is up-to-date and fed into financial reporting
- Reviewing suppliers to ensure the best value
- Managing Creative Producer's prepayment cards and staff expense claims
- Taking an active role with the CEO/Artistic Director to ensure long-term organisational sustainability
- Liaise with the Finance Manager and the external accountants on ensuring relevant compliance with UK financial regulations and requirements
- Work with the Finance Manager and auditors to ensure timely preparation of the Annual Accounts and Trustees' report for Board approval
- Overseeing cashflow and credit control
- Issuing and processing invoices, actioning payments and liaising with the Finance Manager in processing payroll, pensions, co-ordinating tax and reporting requirements
- Working closely with the Head of Business Development to manage financial and other information required for either applications or reports to revenue funders, statutory bodies and stakeholders, including Companies House, Charities Commission and Arts Council England

### **Governance**

- Ensure regular and effective Board meetings and the AGM are scheduled
- Co-ordinating with the SICK! team the production of board agenda, reports etc in a timely manner to distribute to Trustees and relevant team members.
- Attending and minuting Board meeting

## PERSON SPECIFICATION

### ESSENTIAL EXPERIENCE AND SKILLS:

- At least 3 years' management experience in the charity sector and / or in an arts and culture environment.
- Strong IT skills and proficiency in accounting software (ideally Sage).
- Understanding of the legal requirements for charities and companies, including the requirements of the Charities Commission and Companies House.
- Excellent communication skills, both written and verbal, with the ability to quickly gain credibility internally, externally and at Board level.
- Experience in HR functions such as recruitment, induction of new staff, keeping records and monitoring annual appraisal processes and ensuring all activity is compliant with current legislation.
- Financial literacy, business acumen and significant experience in managing budgets and restricted/unrestricted funds.
- Experience of financial management, including setting, monitoring and controlling annual and project budgets, producing management accounts and cashflows, preparing year-end annual accounts and risk management.
- High level of integrity and professionalism with the ability to demonstrate diplomacy, trust and confidentiality and a "can-do" attitude.
- Highly organised with experience of implementing operational systems and the ability to plan, organise, schedule and budget effectively.
- Excellent interpersonal skills and ability to work with people of different backgrounds building strong relationships with a wide range of individual and institutional stakeholders.
- Experience implementing policies and procedures, including Health & Safety; Equality, Diversity & Inclusion; HR; Data Protection; Environmental and Safeguarding.
- A demonstrable commitment to equality, diversity and environmental sustainability.
- An understanding of financial and risk management within the charitable sector.
- You must have a full driving licence and access to a vehicle.

### FRONT PAGE CREDITS:

(top – bottom, left – right)

**Robert Softley**, *If These Spasms Could Speak*, SICK! Festival 2014

Photo Credit: Eoin Carey

**Candy Chang**, *Before I Die*, SICK! Festival 2017

Photo Credit: Trevor Coe

**Paraorchestra**, *The Nature of Why*, SICK! Festival 2019

Photo Credit: Paul Blakemore

**Jaamil Olawale Kosoko**, *#negrophobia*, SICK! Festival 2017

Photo Credit: Umi Akiyoshi