

stellar projects

**GENERAL MANAGER
APPLICATION PACK**



INTRODUCTION

Stellar Projects are producers of creative projects and imaginative events. We create amazing collective experiences, bringing people together in celebration to share those 'you just had to be there' moments. In a world of grey, where everything stays the same, we add the colour. We create projects and events where people can rediscover play and creative potential, and enhance their well-being. We especially aim to engage with people who did not catch or have lost the habits of colour and play in their lives.

Stellar Projects was established in 2016 by the directors, Rachel Willis & Lyndsey Stephenson. Based in the Tees Valley, we have over 40 years' combined experience of producing high quality cultural projects and events, specialising in public realm and outdoor arts. We work in partnership with other cultural organisations, festivals and local authorities across the region to deliver projects which engage our local communities and artists, helping instil a sense of pride of place.

We exist to:

- Devise innovative and ambitious projects & events for local communities, providing opportunities for people of all ages to participate in creative activity
- Collaborate and co-create with our communities
- Make a difference to the people we work with, the audiences we attract and the places we inhabit. Create change and make a positive impact on culture in the Tees Valley
- Inspire happiness, wonder and connection, contribute to people's wellbeing, improve the lives of those who attend/take part
- Work in collaboration with a wide range of partners including local authorities, community organisations and initiatives, cultural venues and heritage organisations



We produce a wide range of arts projects, events and festivals including Nightfall Light Festival, Make & Mend Festival and Happy Rooms. Take a look at our website for more information on current and past projects

www.stellarprojects.co.uk

SUMMARY

Terms of appointment

Role: General Manager

Contract: Fixed term until March 2024, with option to extend

Probation: 6 months

Notice Period: 2 months

Salary: £32,000 pro rata

Working hours: This is a part-time post 2 days/16 hours per week (will include some weekend and evening work)

Location: The post will be based at our office, in Billingham, Stockton-on-Tees but we anticipate a degree of home and flexible working.

Holidays: 20 days per annum pro rata, plus bank holidays and plus discretionary additional days over Christmas for two week office shut down. Time off in lieu (TOIL) applies

Pension: Auto-enrolment with 3% employer contribution

Reporting to: Directors

Purpose of the Role

Stellar Projects are seeking to appoint an experienced General Manager who will play an instrumental part in helping shape the future of the company. The General Manager will work closely with the Artistic Directors on the operational development of the company and will be in charge of ensuring the smooth, efficient and professional planning and delivery of all projects and events.

You will have proven experience of working closely with artistic teams in delivering creative projects, project and financial management, and providing high level administrative support.

TASKS & RESPONSIBILITIES

Events & Creative Projects:

- Provide support to the Directors in the delivery of the company's wide range of creative projects and events.
- Manage the touring of artworks and installations to include researching and contacting potential bookers, managing a database of potential touring locations, managing the touring schedule and technical team etc.
- Co-ordinating company and project travel.
- Supporting the Directors and Creative Producer with the research and development of projects.
- Supporting the Artistic Directors with recruitment of staff, freelancers, artists etc.
- Lead on project monitoring, evaluation and reporting.

Office Management:

- Manage day-to-day company administration
- Maintain staff and consultants' personnel records, organisational health & safety, HR and environmental policies and insurance
- Maintain electronic and paper filing systems
- Manage office and meeting requirements, supplies and IT provision
- Support the Director's work where required
- Support and manage freelancers and other team members

Finance:

- General bookkeeping using Xero, Paypal and online banking
- Responsible for overseeing monthly salary payments, ensuring pensions are paid and paying freelancers
- Maintain invoice, expenses and receipt records
- Maintain and update management accounts and project budgets
- Collate and prepare documentation as required for meetings, funding bodies and annual accounts

HR:

- Preparing contracts for company members and staff employment contracts Ensuring all staff and freelancers hold the correct certification (DBS checks) and training to carry out their roles safely and effectively, and arranging new checks or training where necessary
- Support induction of new staff and/or freelancers
- Lead on the development and implementation of a company Safeguarding policy
- Coordinate student placements, work experience, internships and volunteers

Governance & Reporting:

- Support the Directors, including arranging and minuting meetings, distributing papers etc
- Ensuring that the company is compliant with all legal requirements as covered by the relevant legislation, including Health and Safety, Insurance, Employers and Public Liabilities and the Equality Act 2010, through ongoing research and by updating company policy documents
- Reviewing company policies as required, supporting the development of new policies as appropriate, and ensuring freelance staff are aware of and compliant with them

Fundraising & Reporting:

- Support the delivery of the company fundraising strategy e.g foster and maintain corporate relationships, earned income development and applications to trusts and foundations
- Collate data for funders monitoring and evaluation requirements and prepare monitoring and evaluation reports
- Co-ordinate the preparation and submission of fundraising applications in collaboration with Directors/fundraising consultants.

Communications:

- Ensure all mailing and distribution lists are up to date and correct (Mailchimp)
- Work on the content of Stellar Projects website (WordPress)
- Be the contact point for website developers, server support and technical maintenance

General Team Responsibilities:

- To act as an advocate for the company at all times
- To ensure good working practices in all aspects of the company's work furthering its stated policies and working within the Company's guidelines
- To give due consideration to, monitor and report on Environmental Sustainability in all aspects of work.
- Attend training where required
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose

PERSON SPECIFICATION

Essential:

- At least 3 years experience in a similar role
- Experience of the key areas of accounting processes and systems, including management accounts, banking and cash management, balance sheet, VAT, payroll, budgeting and monitoring
- Experience of working with and reporting to funding bodies
- Excellent communication skills with a wide range of people
- Event and project management experience
- Ability to work autonomously and as part of a team
- Excellent level of IT skills - familiar with Microsoft Office and proficient in Microsoft Excel and Google Drive shared document working
- Experience using a range of online services (Mailchimp, SurveyMonkey, Hootsuite, WordPress)
- Recent experience of working with accounting software such as Xero or transferable knowledge of equivalent
- Ability to resolve problems using own initiative and an eye for financial opportunities
- Excellent attention to detail with high level of numeracy and accuracy
- An entrepreneurial approach, creative and resourceful when faced with challenging situations

Desirable:

- Experience of using Grantium (Arts Council funding portal)
- Interest and knowledge in the arts, culture, festival and creative industries
- Understanding and using various social media platforms
- Experience in managing event ticketing platforms
- Experience of working with Grant Funders, Trusts & Foundations
- Experience of corporate partnerships and sponsorship
- Knowledge of, or ability to develop understanding of Teesside's cultural sector.
- A commitment to sustainability and understanding of the climate change agenda

HOW TO APPLY

Please submit the following as either Word or PDF document. If you would prefer to submit in an alternative format, contact hello@stellar-projects.co.uk to discuss how we can support this.

1. CV - 2 sides A4 max
2. Completed Diversity Monitoring Form.
3. Supporting letter (2 sides A4 max)

Application can be submitted as an audio/video max 8 minutes duration

Submit your application via email to hello@stellar-projects.co.uk and we will confirm receipt of your application. Any queries about the role should be directed to the same email and one of our team will respond.

Application deadline: 5pm on Monday 12th June 2023

Interviews: Wednesday 21st June (either in our Billingham office or online)

In your Supporting Letter please include:

- What appeals to you about the role
- What makes you a really good fit for the job
- What particular experience you'll bring to Stellar Projects
- How you fit the person specification

In your covering email:

- Confirm that you have the legal right to work in the UK
- Confirm your availability on the interview dates, live or online
- State where you saw the job advertised
- Indicate if you have any access needs for the interview
- Give the name of two referees (not to be contacted before interview)

We are committed to further building representation across our team and board and ensuring we represent the diversity of Tees Valley. We particularly welcome candidates for this role from people who are currently underrepresented within the UK arts sector including those from lower socioeconomic backgrounds, people from the Global Majority, people who are disabled and neurodiverse.

Equal Opportunities Monitoring:

To help us monitor our Equality and Diversity Policy, we would be grateful if you could complete the attached equal opportunities monitoring form. When your application is received, this form is removed and is not used during the short-listing process. The information submitted is kept in the strictest confidence, following data protection requirements, and will only be used to monitor and analyse the progress of this policy.

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**TEES
VALLEY**



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