

MICHAEL CLARK COMPANY

GENERAL MANAGER

The internationally acclaimed dancer and choreographer Michael Clark has been one of the most innovative and influential forces in dance for over thirty years. Michael Clark Company, whose mission is to enable and empower Michael Clark to realise his artistic vision and to sustain his cultural legacy, seeks to appoint a General Manager to join our small, committed team.

This is a newly created post. The General Manager will be responsible for the administration and financial management of the Company as well as for organising its productions, performances, tours and residencies. We are looking for a creative, dynamic and resourceful individual, who will manage the Company's activities and finances with the utmost rigour, while working closely with the Artistic Director and Associate Director to develop and deliver exciting new projects with dance venues, museums, galleries, festivals and other partners worldwide.

This is a thrilling time to join Michael Clark Company. After garnering rave reviews for its Barbican premiere in October, Michael Clark's compelling new work "to a simple, rock 'n' roll . . . song." is poised to begin a worldwide tour in August 2017.

RESPONSIBLE TO: Artistic Director, Associate Director and the Board of Trustees.

SALARY: £33,000 per annum. (This is a full-time position working five days a week, but we may consider applications to work four days a week from exceptional candidates.)

PROBATIONARY PERIOD: This is a full time post with an initial probationary period of three months wherein either party can terminate the employment with a reduced notice period of two weeks. As this is a new post the probationary period may be extended for an additional three months. Once the probationary period has been successfully completed, the period of notice will be two months.

HOLIDAY: 25 working days paid annual leave plus public holidays.

LOCATION: Michael Clark Company, Stage Door, Barbican Centre, Silk Street, London EC2Y 8DS.

APPLICATIONS: Please email a CV (including two referees) with a letter explaining why you are interested in this role and what makes you the best candidate for it together with a scan of the completed Equal Opportunities Monitoring Form to: info@michaelclarkcompany.com. with the subject line 'General Manager'. The CV, letter and EOM form should all be sent as attachments to the email.

DEADLINE: 03 July 2017 at midnight.

(All shortlisted applicants will be informed on 07 July 2017.)

INTERVIEWS: Week of 10 July 2017 in central London.

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ABOUT MICHAEL CLARK COMPANY

Hailed as “British dance’s true iconoclast”, Michael Clark is a defining cultural figure of our time. Since emerging in the 1980s as a prodigy at London’s Royal Ballet School, he has remained at the forefront of innovation in dance, collaborating with such compelling artists as Sarah Lucas, Leigh Bowery, Peter Doig and Charles Atlas, and musicians from Wire and The Fall to Jarvis Cocker.

From the outset, Michael Clark’s performances have been marked by a mixture of technical rigour and experimentation, intense and fine-tuned choreography intersecting with elements of punk, Dada, pop and rock. His productions repeatedly break new ground, provoking and electrifying audiences all over the world, winning rave reviews and countless awards for the Company’s dancers and Michael Clark himself, who was made a CBE in 2014 for services to dance,.

Michael Clark founded his own company in 1984. It has since toured worldwide to perform at leading houses in Europe, North America, Asia and Australia, as well as on its home stage at the Barbican in London, where it has been a resident company since 2005. Michael Clark Company is proud of having introduced dance to new audiences by performing at unorthodox venues such as the Glastonbury Festival, where it was the opening act on the Pyramid Stage in 2015; the legendary Barrowland Ballroom in Glasgow; and contemporary art museums, including Tate Modern in London and the Whitney Museum in New York, as well as through its ongoing collaborations with leading artists, fashion designers, musicians and filmmakers.

PRAISE FOR MICHAEL CLARK’S NEW WORK “to a simple, rock ‘n’ roll . . . song.”

“A triptych of abstract dances that look fantastic, sound terrific and knocked me sideways. Clark has always been a huge talent, but here his artistry reaches a zenith in which being chic and being smart are allied to a real passion for dance.”
The Times, 11 October 2016

“Michael Clark has perhaps the most useful attribute that any artist of any kind can have: he is incapable of being boring.”
The Telegraph, 8 October 2016

“Raw, dynamic and witty... Mixing the sacred and the profane, the classical and the raw, to sophisticated and often hypnotic effect.”
The Guardian, 10 October 2016

“The night I went, there was a standing ovation. As the lights came on, the man beside me gasped: “Just wow.” I think he spoke for us all.”
Evening Standard, 10 October 2016

MICHAEL CLARK COMPANY

JOB DESCRIPTION

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| Job Title: | General Manager |
| Responsible to: | Artistic Director, Associate Director, Board of Trustees |
| Responsible for: | Book Keeper (part time) |

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial management and administration

- To be responsible for financial and business planning, budgeting, cashflow, financial control, management reporting and statutory reporting.
- To manage the process of business planning and reporting to Arts Council England and other relevant funding bodies in collaboration with the Associate Director.
- To supervise the work of the Book Keeper and the maintenance of proper and robust financial systems, controls and reporting.
- To lead the Company through the annual audit.
- To manage the Company's banking relationships and bank accounts.
- To liaise with the Auditors on the annual Theatre Tax Relief application.
- To enter all payments weekly and liaise with the Book Keeper regarding all day-to-day financial management, maintaining efficient systems for purchase and sales ledger activity.
- To lead on the evaluation of the Company's activities and performances, feeding this into future planning as appropriate in collaboration with the Associate Director.
- To prepare and manage project budgets, annual budgets and cashflow forecasts, in liaison with the Associate Director and Hon. Treasurer, and to report to the Board of Trustees on them as required.
- To support the fundraising activities of the Company, as required.

Production, tours and event management and administration

- To manage touring activity in the UK and internationally, and to ensure that all productions are realised to the highest possible standard.
- To contribute to the realization and production of the Artistic Director's collaborations with artist, musicians, composers, designers, film makers and other creative practitioners.
- To manage the production process and tours, including contractual negotiation with venues as required.
- To manage the Company's relationship with booking agents as required.
- To make travel arrangements in partnership with venues and festivals.
- With venues and co-producers, implement MCC's Audience Development Strategy with the Associate Director and Communications Manager.
- To assist the Associate Director with the administration of the Creative Engagement programme.
- To ensure that all music licensing is up to date, and to report on royalties to the copyright owners.

Human resources

- To issue all contracts and ensure that the Company acts in accordance with all legal requirements as well as ITC, Equity and other relevant agreements.
- To support and manage artists, performers, stage management and technical personnel engaged for each production, dealing with any contractual and personnel management issues as they arise, in consultation with appropriate parties.

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Statutory / Legal / Policies / Insurance

- To manage the company's legal and statutory requirements and submissions.
- To ensure all returns to Arts Council England, HMRC, Companies House and the Charity Commission are submitted on time and in good order.
- To ensure compliance at all times with the company's Equal Opportunities, Health and Safety Policies, the Data Protection Act and all other relevant legislation.
- To review and renew all company policies annually, support the development of new policies as appropriate and ensure staff compliance with them.
- To ensure that there is adequate insurance cover for all areas of the company's activity including Public and Employers' Liability and Theatrical Combined Insurance.

General administration

- To be the main contact for MCC in all administrative areas of the organisation.
- To maintain a global schedule of MCC's activities.
- To make arrangements for all board meetings and sub-committee meetings including the preparation of board papers in collaboration with the Associate Director and Chair.
- To attend and minute all board meetings
- Office management including IT

The post holder must at all times:

- Adhere to the Michael Clark Company's Equality and Diversity Policy.
- Comply with all human resources policies and procedures, including those relating to Health and Safety in the workplace.
- Act as an ambassador for Michael Clark Company by communicating and sustaining a positive image of it.

The above list of responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the role.

You may also be required to travel to other locations where MCC is working. This post will involve working unsocial hours and travel outside London at times. Overtime is not payable, but time off in lieu (TOIL) will be given. All members of staff are required to be professional, co-operative and flexible at all times in line with MCC's changing needs.

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PERSON SPECIFICATION

The General Manager of Michael Clark Company will be responsible for the overall financial, administration and business management of the Company. They will work with the Company's small administrative team in its offices in the Barbican, where Michael Clark Company is a resident company. The General Manager will work closely with the Associate Director to ensure that the Company enables Michael Clark to realise his creative vision and to sustain his cultural legacy. The post holder must be highly organized, disciplined and rigorous with excellent financial, administrative and communication skills; an understanding of the publicly funded cultural sector; the ability to work constructively and sensitively with gifted people to strict deadlines; and the authority and sensitivity to manage the Company's relationships with a complex and eclectic network of collaborators, funders and partners.

The successful candidate does not necessarily need to have previous experience in dance, providing they meet all of the other requirements for the role. However, they must be passionate about dance, contemporary culture and, above all, the extraordinary work of Michael Clark.

ESSENTIAL QUALITIES

- Passion for dance, in particular, for Michael Clark's work and legacy
- Experience of working in a creative environment in an administrative capacity
- Sound grasp and experience of financial and business planning and financial reporting, audit and cashflow management
- Exceptional interpersonal skills, able to manage relationships strategically and tactfully with a wide range of colleagues, including Trustees and contracted artistic and production staff
- Exceptional organisational skills including a methodical and systematic approach to scheduling and budgeting
- Strong literacy, numeracy and IT skills (Mac-based)
- Ability to work under pressure, meet deadlines, and prioritise workload around changing demands

DESIRABLE QUALITIES

- Educated to degree level or equivalent
- Experience of touring performance work
- Experience of report writing for external stakeholders, including Arts Council England
- Experience of project management
- Knowledge of human resources best practice and current legislation

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EQUAL OPPORTUNITIES MONITORING FORM

Thank you for applying for this position. Michael Clark Company is committed to the active promotion of equal opportunities in all aspects of our work.

To check whether our employment procedure is appropriate and fair, we need information about people working with us. We would be grateful if you could complete this form.

You will notice that we monitor on grounds of age, gender, ethnicity, disability, and sexual orientation. **All the information you provide here will be kept confidential, used only for monitoring purposes and stored separately from your files.**

Position with Michael Clark Company:

Gender Identity

- Female (including male to female trans women)
- Male (including female to male trans men)
- Non-binary (for example, androgyne)
- Prefer not to say

Age

- 0-19
- 20-34
- 35-49
- 50-64
- 65+

Sexual Orientation

- Heterosexual / Straight
- Lesbian / Gay Woman
- Prefer not to say
- Gay Man
- Bisexual

Do you consider yourself to have a disability?

- No
- Yes, how would you describe your disability?
 - Visual impairment
 - Physical disabilities
 - Mental health condition
 - Other long term/chronic conditions
 - Hearing impairment/Deaf
 - Cognitive or learning disabilities
 - Invisible disabilities

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Ethnicity

White

- English/Welsh/Scottish/
Northern Irish/British
- Irish
- Gypsy/Irish Traveller
- Any other White background

Asian

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Chinese or other ethnic group

- Chinese
- Arab
- Any other ethnic group
- Not known / Prefer not to say

Mixed

- White and Black Caribbean
- White and Asian
- White and Black African
- Any other Mixed/Multiple ethnic
background

Black / African / Caribbean group

- African
- Caribbean
- Any other Black/African/Caribbean
background