



August 2019

Job title: -

General Manager

Location: -

Leeds

Contract type: -

Freelance, 3 days per week, £120 per day

Start date: -

October/November 2019

Introduction: -

Many thanks for your interest in the role of General Manager with Invisible Flock.

This is a new role designed to support the organisations daily running and production of a number of exciting projects. We have ambitious, large scale plans for the coming year and the General Manager will play a pivotal role in their success, working alongside the senior team to develop and implement.

This document aims to outline information on the organisation and the role but if you have any questions do get in touch with Catherine Baxendale, Executive Producer; catherine@invisibleflock.com before the deadline on 12 September.

Invisible Flock welcomes and encourages applications from those with less visibility in the arts and are committed to a policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnic or national origin, gender, sexual orientation or any disability.

About Invisible Flock: -

Invisible Flock are an award winning interactive arts studio operating at the intersection of art and technology.

We believe that art today must have a positive impact on society and the world we live in and that as artists we have a responsibility to open up collective thinking and to build space for critical inquiry.

Drawing directly from the world around us we aim to create art and foster relevant practices that have a long lasting transformative effect and that sit across multiple contexts and adjacent sectors, allowing us to bring our creative thinking and unique ways of employing technology to bear in contexts such as education, design, the developing world, urban planning and healthcare.

We create highly sensory installations and environments asking us to renegotiate our emotional relationship to the natural world.

Over the last ten years we have created GPS powered AR art games, transformed discarded beach plastic into 3D printed artworks, built mechanical sound responsive flowers, co-designed work with individuals living with dementia, created large ambisonic public sound installations as well as pioneering digital/physical installations that exist out at sea. Most recently we created Aurora, a multi sensory installation about climate change that reflooded a disused reservoir in Liverpool.

www.invisibleflock.com

Company structure: -

Invisible Flock is a National Portfolio Organisation based in Leeds. A company limited by guarantee currently in the process of applying for charitable status.

The role: -

Are you someone who loves to be challenged and work on multiple tasks? Are you an effective organiser, on top of finances with solid project management skills? Then this role might be perfect for you. We would welcome any candidate with several years of experience from a similar background.

Based at Invisible Flock's studio in Leeds you will work closely with the Executive Producer and Creative Director to ensure the successful management of the organisations projects and daily running, the role will suit someone who has fantastic communication and organisational skills. We are looking for someone who is friendly, confident and able to thrive in a fast paced international organisation.

Responsibilities: -

Company Management

- responding to all general company enquiries
- management of the company calendar
- management of weekly company catch up meetings
- organisation of physical and virtual filing systems and maintaining company archives

- management of the organisations content management system

Administration

- produce documentation and reports in line with ACE grant conditions; managing systems for the collection of statistical and qualitative information from across the organisation
- liaise with insurance brokers to arrange insurance for the company and projects; collating all information required

Personnel

- manage HR systems, policies, procedures and benefits
- manage recruitment processes and issue personnel contracts, including staff, freelance artists, creative teams, technical and other project personnel, as directed
- oversee the collection of data for equal opportunities monitoring

Production

- working with the Executive Producer negotiating partner contracts and schedules
- working with the Executive Producer and Creative Director in creation and maintenance of production budgets
- responsible for booking company travel, accommodation and organisation of visas when required
- responsible for creating and maintaining company production schedules
- responsible for logistic requirements of projects including international freight
- support tendering and procurement processes
- help ensure contract compliance and reporting

Legal and Compliance

- support legal compliance and due diligence with all applicable statutory regulations, undertaking research where required
- update of key policy documents, including equal opportunities, sustainability, grievance procedures, diversity action plan, public and employers' liability and insurance policies, and ensure implementation

Marketing and PR

- working with the Executive Producer to develop and implement the organisation's communications strategy
- working with the Executive Producer and Creative Director in the development and management of the organisation's branding strategy
- management of activity such as press, media, online and digital communications
- responsible for maintaining audience databases
- responsible for update and maintenance of the organisation's social media profile and website
- responsible for sending monthly newsletter

Essential skills and experience: -

- Significant experience in an arts management role, where similar skills were required
- Experience of working with funding bodies, including developing and presenting budgets, monitoring and reporting processes

- Excellent verbal and written communication skills, with the ability to convey information effectively
- Proven administrative, analytical and organisational skills and attention to detail
- Ability to work under pressure, on budget and to schedule
- Excellent attention to detail with a creative, positive approach to problem solving
- Willingness to work flexible hours when required, such as during a production period
- Collaborative, with proven ability to work as part of a small team and experience of working well with multiple stakeholders

Desirable skills and experience: -

- Technical or production management experience
- Experience using adobe design applications to create assets
- Experience in web based marketing including updating websites

Person specification: -

- Flexible and responsive within a fast paced company
- Willingness to learn new skills and apply them with confidence
- Confident and comfortable speaking to partners and stakeholders
- Able to travel easily to our studio in Leeds
- Willing and able to travel nationally and internationally when required such as during site visits or production installs
- Enthusiasm for Invisible Flock's work and the arts sector

Invisible Flock may be required to adjust and grow the duties and responsibilities of the role, the above list is therefore subject to change.

Fee: -

£120 per day for 3 days per week freelance contract

3 months initial contract with a view to extend on a rolling basis

You will be registered as self employed and responsible for your own National Insurance and tax

Timescale: -

Deadline: 12 September 2019

Interview Date: 26 September 2019

Start Date: October/November 2019

Application Process: -

Please send us an up to date **CV** and a **covering letter** detailing your relevant experience and reasons for applying plus details of **two relevant references** to jobs@invisibleflock.com by 12 noon on 9 September 2019.

Please ensure that your CV and covering letter are attached to your email as separate documents and that each are titled with your name, please also ensure that your email is titled as follows 'YOUR NAME General Manager'.

In order to help us ensure this policy is being properly implemented, we request that you complete the following **Equality and Diversity Monitoring Form**;

<https://forms.gle/Pfgfm6P99HGj16mN6>