



Job pack // General Manager

- 30 hours per week, £27,300 for 0.8 FTE
- Deadline for applications // 10am on Thursday 03 October 2024



Salary & benefits:

- **£34,125 per annum pro rata, 0.8 FTE (£27,300 for 30 hours per week)** - potential to increase slightly for an exceptional candidate.
- **25 days holiday per annum pro rata (20 days for 0.8 FTE)** + public holidays + closure between Christmas and New Year annualised hours scheme providing flexibility across the year.
- **Annualised hours scheme** supporting a work/life balance, allowing working patterns to be flexed to accommodate one off as well as ongoing needs, e.g providing more time off in school holidays in exchange for increased hours in term time.
- **3% pension contribution** via NEST

Reports to: Executive Director

Location: The post will be primarily based in our office at Cambridge Junction or at home, with occasional travel to Norwich, King's Lynn and Ipswich.

Working times: Typically Monday to Thursday between 9am and 6pm. However, we can accommodate flexible working patterns.

Profile: **Ambitious, self-directed individual ready for next challenge** - opportunity to establish HEI and Tech sector partnerships, new business model and work with sector-leaders in art and technology. Includes business- modelling, bid writing, partnerships development, and robust data collection and analysis. Strong skills and wants opportunity to develop with a crucial small and highly-networked organisation.

Overview //

Collusion is looking for an highly organised and efficient individual to join the team as General Manager. Bring your eye for detail, excellent administration and financial skills, and oversight of easy systems that enable ambitious and playful art/tech works! The job pack offers an overview of the skills and experience required. But more than anything we need someone with the right attitude as being part of a small grant funded organisation in these current, challenging times is not for the faint hearted.

The General Manager will be excited about being part of a small but ambitious not-for-profit organisation, with an understanding of company management including finance, reporting, and administration, plus an inherent flexibility and enthusiasm to respond to new needs and challenges as required. The role requires someone who wants to add value to realising the organisation's creative ambitions. The General Manager should have interest in the mission and activity of Collusion and be an advocate. As the central team member, the role requires an individual who takes pride in being the go-to person in the team and setting up / running processes to ensure Collusion runs effectively and smoothly.

Through our annualised hours scheme, the position can accommodate an individual who desires part-time employment to juggle other commitments such as education or caring responsibilities, or other personal priorities. For example, annualised hours allows workers to

put in more hours during school term time to provide more time off during school holidays, or to support other work.

Maybe you haven't worked in the cultural sector before but have transferable skills. We welcome candidates who are looking to move their knowledge-sharing into the cultural sector. As the portfolio and team are dynamic individuals, we can customise the role to the candidate, to balance the team delivery.

Collusion and our plans for the future //

Collusion nurtures collaboration between artists, technologists and academics, employing R&D and playful, practice-led approaches to develop skills and innovative new artworks that captivate the public with novel experiences. We actively harness technology's creative potential and explore its impact on society. Our vision: to be a national driver for pioneering practice-led artistic experimentation with tech to create innovative artworks that engage the public in novel ways, transforming the intersection of art and technology into a crucible for interdisciplinary collaboration, experimentation and creativity.

We're inherently collaborative, creating new shared space with our colluders - artists and associates from the cultural and wider creative sectors, academics, commercial technologists and anyone with a contribution to make! We seek to create a supportive environment that supports playful experimentation and risk taking, leading to new ideas, collaborations, and creative innovation. Oh - and we have a some great tech kit too.

We're currently a not for profit company limited by guarantee with an advisory board. However over the next six months we'll be reviewing our business model, potentially becoming a CIO. This will be a key task for the General Manager, one that will take place within the wider context of the development of a new five year business plan.

Our plan for the next three years focuses around these key areas of activity:

1. [**ART // TECH // PLAY programme**](#): We work with a group of higher education and cultural partners to support artists and creatives to build confidence and knowledge of creative technologies in a practice-led way, leading to the development of new creative practice, ideas, and networks. It includes residencies, network events, intense practice focused days, short artist led videos, and R&D support. Our partners are:
 - a. Cambridge-based - Anglia Ruskin University, Cambridge Junction

- b. Norwich-based- Norwich University of the Arts, Norwich Theatre
- c. Ipswich based - DanceEast

2. **Developing partnerships that support innovation and risk-taking**, developing the pipeline for art/tech practice in the East of England along the Cambridge - Norwich corridor. This will see the development of several major new programmes of work over the next 12 months and beyond.

3. **Place-based work in King's Lynn and the Fens** including

- a. FUSE, our youth collective;
- b. Community-led 'town-scale' activity that connects into the town's large-scale outdoor projectors;
- c. Collaboration with other cultural partners to build capacity in sustainable ways;
- d. Establishing a new satellite home in Kings Lynn

These areas of activity are underpinned by three cross cutting elements:

- Engaging underrepresented groups including women and people from global majority ethnicities.
- Supporting young people into the sector.
- Addressing environmental sustainability.

About the role //

The General Manager will lead on ensuring the smooth and effective running of Collusion's financial, reporting, and administrative functions, creating or refining systems and processes where needed. The role will underpin the work of the Executive Director and Lead Creative Technologist with effective administrative and operational support. They will also support special projects, such as the potential change of operating model, and work with our Advisory Board. This will include the administration and oversight of Collusion's financial processes, financial and funder reporting, data collation and monitoring, and processes.

Job description //

Responsibilities

- **Financial management:** To manage the company's day to day finances including:
 - Paying and sending invoices, updating project budgets
 - Managing the core overheads budget
 - Monitoring financial targets and cash flow forecasting
 - Monthly bank reconciliations and management accounts
 - Liaising with the accountant
 - Supporting the development of annual budgets with the Directors and ensuring appropriate process are in place for the team to manage delegated budgets

- **Performance reporting:** To lead on the collection, management, and analysis of and reporting on non-financial data, including:
 - Project related targets
 - General monitoring of who is taking part in our activities to ensure it is representative of the communities in which we are operating.
 - Data and reporting to support delivery on our Arts Council England funding agreement, particularly around the [Investment Principles](#). Also, regularly uploading data to and ensuring we are compliant with reporting requirements for [Illuminate](#).

- **Fundraising:** to work with the Directors to implement the fundraising plan including:
 - Supporting the development of funding bids and proposals including research, providing key data and preparing budgets
 - Ensuring we are compliant with funders requirements
 - Managing the reporting process to funders
 - Maintaining our fundraising database.

- **Communications:** to work with the team to coordinate our communications activity across our programmes including:
 - Communications plans related to project delivery
 - Social media and newsletters for artist focused activities

- **Administration:** To manage key general administrative functions including:
 - Updating and maintaining key company policies
 - Ensuring we have appropriate insurance in place
 - Managing company DBS check scheme
 - With the Executive Director, to support HR processes and practices
 - Drafting contracts e.g. for freelancers
 - Management of our spaces

- **Other:**
 - Participate in organisation meetings and events as required
 - Attend relevant training as and when required
 - Positively represent Collusion at events
 - Advocate for the organisation's work within the sector and beyond
 - Any other duties appropriate to the post and organisation

Person specification //

You will be a capable and personable manager who thrives on supporting organisations to run effectively and efficiently. You will enjoy developing and leading effective administrative, financial and operational systems and will be organised and diligent whilst enjoying the fast-paced nature of a small and ambitious arts organisation. You will have an interest in contemporary arts and understand the social and cultural value of Collusion's work.

Essential skills and experience

- Track record in organisation administration, office management or company management
- Financial administration experience and knowledge of working with budgets and cashflow
- Experience of reporting and monitoring including data management and analysis
- Experience of creating and maintaining systems and processes
- Experience working in a strongly digital environment and ability to work with computer systems, software and spreadsheets, plus a willingness to learn about and adopt new technologies
- Highly organised and efficient with a strong eye for detail
- Strong communication skills, written and verbal

- Able to manage a broad range of tasks, both time limited and ongoing and to be self-sufficient with time and task management
- A passion for Collusion’s work and a desire to work with the team to ensure the organisation delivers
- Experience of working in a changing business environment
- Ability to make sound judgements based on agreed policies and procedures

Desirable

- Experience in a similar role for an cultural organisation or charity or in the wider creative industries sector, for example as an employee, freelancer board member or volunteer
- Experience of using QuickBooks or similar accounting software
- Knowledge and experience of delivering HR policies and procedures
- Line management experience
- An understanding of the needs and demands of working in a small team
- Knowledge and experience of generating funding for creative projects
- Knowledge and understanding of East Anglia
- Sector knowledge and its arts, technology and academic institutions and networks within East Anglia
- Experience of working with key partners such as higher education and local government
- A degree or equivalent and/or a professional qualification in a related subject



How we work //

The team and our culture // We are a friendly, collaborative team who work hard, operating within a generous and flexible learning environment that encourages the growth of individual practice, experience and opportunity. Including the General Manager, we're a team of six.

- Executive Director, Rachel Drury
- Lead Creative Technologist, Rich Hall
- Associate Producers, Rosa Torr and Roz Gardner
- Assistant Producer, Savannah Andrews

Additionally, we contract freelancers for time-limited project activity as required.

Equality, diversity and inclusion // Our team currently includes a mix of women and men, aged 28 to 49 years old, who come from a range of backgrounds and locations within the area. While there is LGBTQIA+ representation, we are keen to increase the diverse representation across our organisation as we expand our staff team and advisory board. We welcome applications from people who represent groups who are currently underrepresented in the arts, including those from lower socioeconomic backgrounds, from the global majority, who are disabled, and/or neurodiverse.

Location // Whilst we frequently work from home, we also work at creative locations across East Anglia. Having a car is not essential but, due to the limited and often slow public transport options, is certainly advantageous!

- We have a small office at Cambridge Junction, where we are resident artists. This would be the primary location for the General Manager.
- Our 'meanwhile' production space in King's Lynn is the [White Barn](#), a large open space with a secondary smaller blackout space. We currently store our kit here and use it for R&D sessions with artists and for events. However, we need to move out of this space by 14 Feb 2025 and are currently looking for an alternative 'satellite' space.
- Rachel and Rich are Senior Research Fellows at Norwich University of the Arts' new Creative Technology Research Institute, where the Collusion team often hotdesk.
- In addition, we run activities and events around the area including at DanceEast in Ipswich, Cambridge Junction, and Norwich Theatre.

Systems // We use cloud based systems to support collaborative working including Google Drive, Slack and Adobe. Operational systems include Mail Chimp, and Quickbook. We work openly, storing all documents except for confidential management information on shared drives.

To apply //

The deadline for applications is 10am Friday 03 October 2024. To apply, complete both steps below.

- 1) Please send a cover letter of no more than two sides of A4, along with your CV, outlining
 - Why you are suitable for the role with the job spec in mind
 - What you could bring to the Collusion team
 - Why you are passionate about working for Collusion
 - The names, addresses, and email addresses for two relevant referees, stating how they knew you e.g. line manager when I worked at X company, or work experience manager at Y museum. We will only contact referees post-interview and will let you know first if they will be contacted.

Please email your cover letter and CV to **rachel@collusion.org.uk** marking the subject line 'General Manager Application'. We are also happy to accept the cover letter via video or a different format for accessibility purposes. Please email us the link by email with your written CV, as above.

- 2) Please submit an [Equal Opportunities monitoring form online](#). Ensure that you submit it by the closing date for applications.

Next steps // We will contact all applicants to inform them of whether they will be invited to interview. **Interviews will take place on Thursday 10 October 2024 via Zoom**. The interview panel and questions will be communicated in advance. The start date for this role will be agreed with the successful candidate.

Pre-Conversation // If you have particular questions or would like to discuss the role or your circumstances further before applying – please email rachel@collusion.org.uk subject line "General Manager query".

We look forward to hearing from you.