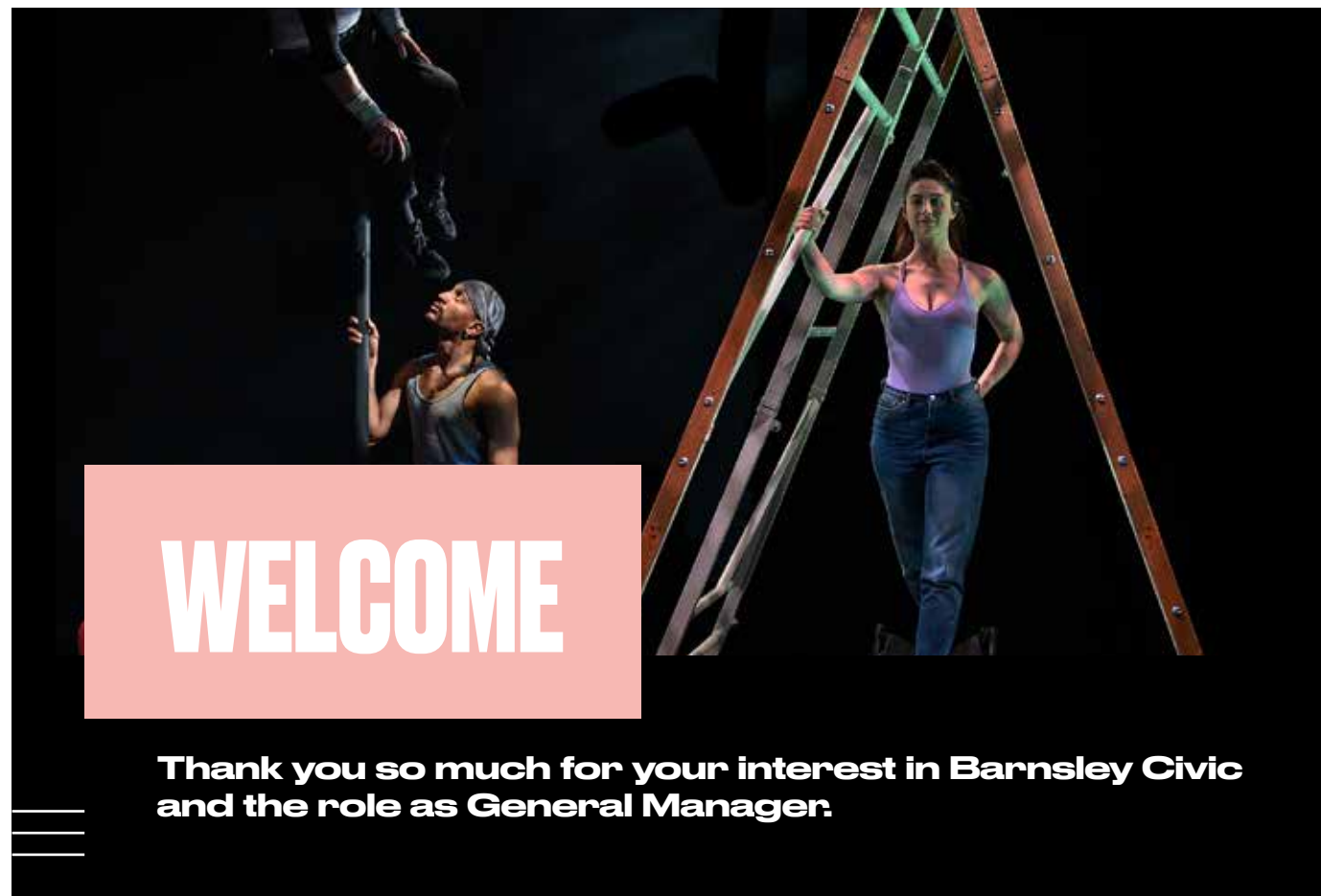


A man and a woman are walking towards the camera in a yard filled with shipping containers. The man on the left is wearing a grey jumpsuit and has a game controller on his belt. The woman on the right is wearing a dark jumpsuit and a beanie. The scene is lit with dramatic purple and blue light effects, including a bright purple laser beam on the left and a blue light on the right. The ground is wet and reflective.

GENERAL MANAGER

**BARNSLEY
CIVIC**

INFORMATION PACK



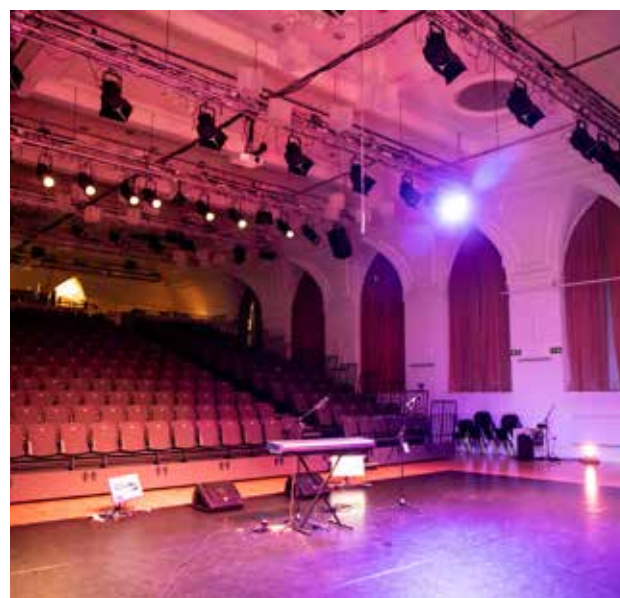
Barnsley Civic is a regionally significant, contemporary arts centre in the heart of Barnsley town centre. With ambitious new leadership in place, and a growing cultural programme, this is a brilliant time to join our dynamic team.

We are a passionate and creative bunch. We believe in our shared cultural & social aims, and work hard together to deliver on them. Our collaborative team-led approach gives everyone a chance to shape what we do and how we do it.

In late 2024 we reopened our Eldon St entrance after more than 26 years, as part of a £2.5 million redevelopment project. As we prepare for our 150-year anniversary in 2027-28, further capital investment will unlock more of our unique building, and we will be developing a wider and more diverse cultural programme; both inside and outside our historic walls.

In these challenging times, we are constantly seeking out new opportunities and new partnerships. The diversification of income streams goes hand-in-hand with an expansion of cultural ambition. Our optimistic vision for the future is that Barnsley Civic will play an ever-increasing role in the cultural and civic life of South Yorkshire, and the wider regional & national cultural landscape.

If you are looking for a new challenge, are ambitious for your own career, and want to be part of a positive & hopeful staff team, then please consider applying for this role. We look forward to hearing from you.



Barnsley Civic is a large and diverse arts & cultural centre. Our 150-year old building is Grade II listed. Across four floors, and over 50,000 square feet, our public spaces include an adaptable 400-seat assembly theatre, a 50-seat studio theatre, three large development spaces, contemporary exhibition spaces, a classes studio, bars and catering spaces, and a welcoming community space in our newly reopened frontage. Alongside these public rooms, the building also holds a range of different office spaces occupied by resident companies and artists.

As a receiving house we programme a rich variety of performance and visual arts, welcoming national and regional tours and touring art exhibitions. We host a broad mix of theatre, dance, family shows, gigs, comedy and entertainment. Alongside external programming, we are expanding our in-house production capacity, with both solo and co-produced projects in development. Like all mixed-use arts buildings we also support a range of private hire events to cross-subsidise our artistic programme.

Both within our building and beyond, our in-house engagement team works with a wide range of community partners and educational institutions to bring creative activities to Barnsley communities. Core activities include Cross the Sky, a theatre company working with learning-disabled adults. We also deliver a growing heritage engagement programme, with support from partners like Historic England. A productive partnership with local and regional government provides the additional resources needed to help us maximise the impact and reach of our creative engagement and cultural programme.

As an Arts Council England National Portfolio Organisation we are focused on supporting the development of the local and regional cultural ecosystem. Our artist support and development activity includes a diverse studio theatre programme of new works, and the provision of creation space for both visual and performing artists. As the most significant ACE-funded cultural building in our area, we host many associate and resident artists and companies, and act as a meeting place for the whole regional cultural sector.

A BIT ABOUT BARNLSLEY

Barnsley is a welcoming, thriving, and vibrant location and is fast becoming one of Yorkshire's most exciting places to live, work visit and explore.



Living in Barnsley gives you the best of what South Yorkshire has to offer - bustling towns surrounded by incredible outdoor space, it's minutes from the M1 and has superb transport links (train/ bus/ road).

Sitting on the northeast edge of the Peak District National Park, Barnsley is perfect if you enjoy getting out and about.

With picturesque countryside, beautiful parks and gardens (Yorkshire Sculpture Park), stately homes, industrial heritage, nature reserves, the Trans Pennine Trail, galleries, a wealth of public art, and bustling historic markets, right on the doorstep, it has plenty to offer.

There are some fantastic places to set up a home. Like most of South Yorkshire, Barnsley is best known for its rugged stone-built terraced homes but the most popular properties in the area are three-bedroom semi-detached homes - outlining Barnsley's appeal to families.

And with new developments springing up, the town also offers its fair share of newer houses, as well as town centre apartments close to the station for commuters.

Barnsley town centre recently underwent a £220M transformation, bringing a brand-new retail and leisure complex, The Glass Works and a great day, evening and night-time offer. This is driving footfall and business and attracting visitors from across the region.

The town centre is also home to The Seam development, Barnsley's Digital Campus. An urban village will transform the two Digital Media Centres and the Barnsley College Sci-Tech Digital Hub and will be a testbed for innovative ideas, supporting the Barnsley economy to grow, with digital and smart tech at the heart of it.

Across the borough, investment continues, with several major schemes underway and more in the pipeline.

GENERAL MANAGER

JOB DESCRIPTION

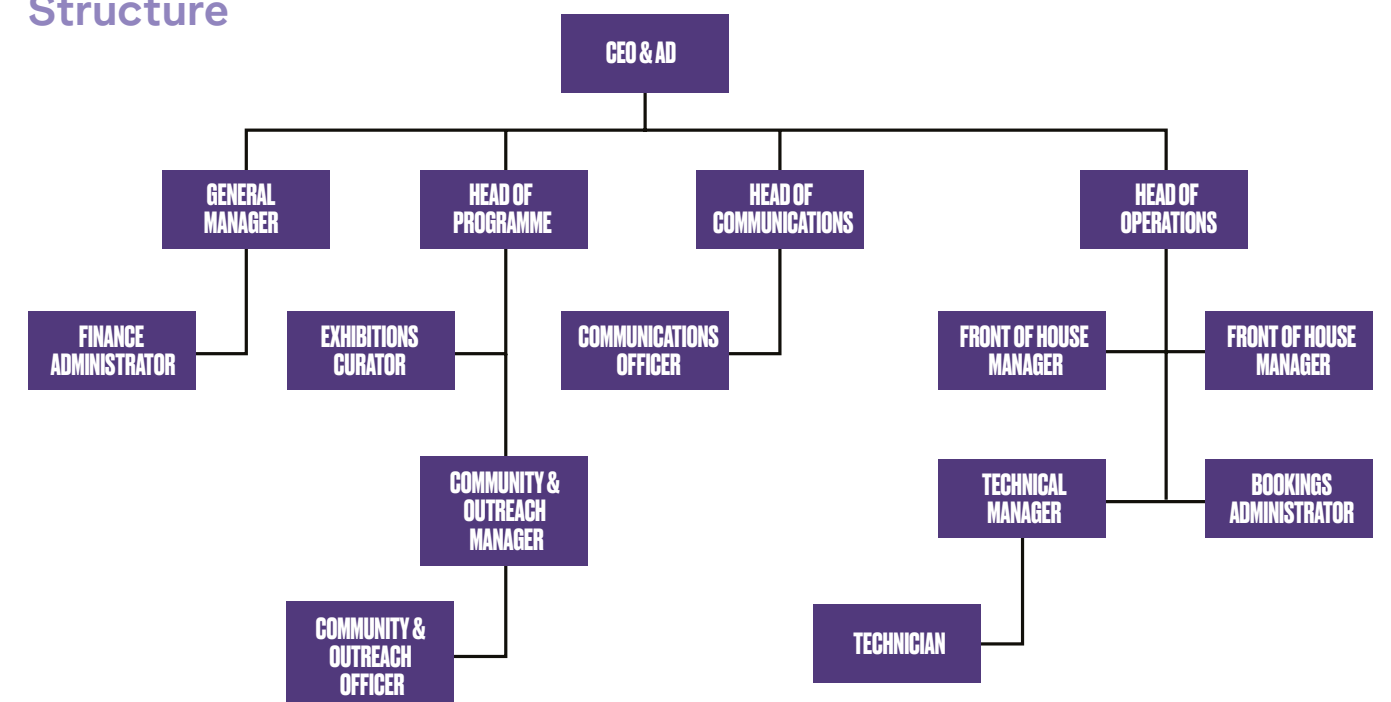
The main focus of the role is the general management of Barnsley Civic, delivering on the strategic plan as set out by the **CEO & Artistic Director**, and supporting the rest of the senior management team in their respective roles.

The General Manager is an equal member of the senior leadership team (SLT), which includes the **Head of Programme & Artistic Development**, **Head of Operations**, and the **Head of Communications**.

Diversity

Barnsley Civic welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, socio-economic background or disability. All appointments are made on merit, following a fair and transparent process. The organisation employs positive action where appropriate to ensure our staff team better reflects our audiences and communities.

Organisational Structure



KEY RESPONSIBILITIES

Business Development

Working closely with the Head of Communications, and with guidance from the CEO & Artistic Director, oversee the strategic delivery of plans to increase external hires and F&B revenue, diversify ancillary income streams & expand the number of regular commercial bookings.

Policies

Update, develop, promote and implement company-wide policies; including those on Access, EDI, Environmental, GDPR, H&S, Fire, HR, Risk and Safeguarding etc. working under the guidance of the CEO and the board of Trustees; with the support of the rest of the SLT.

Lead policy delivery in areas of equal opportunities & environmental responsibility.

Governance

Prepare quarterly general managers' report for the board of trustees, and report in person to the board of trustees at quarterly board meetings and the AGM.

Deliver board administration; including overseeing all board meetings, sub-committees, board papers, agendas, minutes etc. with the support of the Board of Trustees.

Procedures

Support SLT colleagues as they look to develop effective, written operating procedures for their respective departments. Areas of development including; HR, payroll, rotas, stock control, wastage and bar sales processes, CRM, tech services, venue booking systems, hires, and financial processes.

Work with the CEO & Artistic Director and the SLT to ensure company procedures will deliver on the four main ACE NPO Investment Principles.

HR

Oversee all HR policies and procedures across Barnsley Civic, supporting the rest of the SLT in their line management and staff performance monitoring.

Contracting & Production

Oversee all contracting including for building contractors, traders, service providers, co-production partners, external programming producer, artists & performers and other freelancers.

Working closely with the CEO & AD and Head of Programme & Artist Development, support in-house productions; helping to manage production schedules, budgets, and freelance recruitment.

Data & Reporting

Develop an organisational evaluation and monitoring strategy across all significant areas of operations; including commercial activity, environmental impact, EDI, artistic output and audience engagement, as guided by the CEO & AD and the Board of Trustees and supported by SLT colleagues.

With the support of the CEO & AD and SLT colleagues, oversee delivery against regular activity and financial reporting requirements of major stakeholders and funders (e.g. BMBC, NLHF etc.)

With the support of the CEO & AD and SLT colleagues, deliver quarterly ACE Investment Principle and Activity Plan reporting, plus annual ACE survey and any other specific ACE reporting requirements.

Finance

Line-manage the Finance Administrator and oversee their work processing bills, invoicing, direct debits, F&B revenue, ticket settlement etc.

Oversee the financial data management for external auditors as they process annual audit, monthly payroll and TTR, MGETR and Gift Aid submissions.

Support the rest of SLT to ensure they are able to deliver accurate cash flow monitoring and budgeting.

Deliver quarterly monitoring of income diversification to the CEO & AD and Finance Sub-committee with particular focus on new revenue streams.

Liaise directly with the CEO & AD and Finance Sub-committee on any major financial commitments/expenditure as required by the levels of financial controls set by the Board of Trustees.

GENERAL MANAGER

SKILLS, EXPERTISE AND EXPERIENCE

Essential:

- Experience at management level in a building-based arts/heritage organisation.
- Experience of evaluation and benchmarking.
- Experience of a range of contracting in an arts/heritage business/building.
- Experience of written reporting to major funders e.g. ACE, NLHF etc.
- Experience of business development & commercial negotiations.
- Experience of financial management in a medium scale organisation.
- Knowledge of ACE's Lets Create four Investment Principles.

Desirable (but not required):

- Experience of charity governance & board processes.
- Experience of line management and staff retention / recruitment.
- Experience of F&B provision in an arts/heritage organisation.
- Experience of creative production within the performing arts.
- Experience using cloud-based / shared document systems; i.e. Google Drive.
- Experience with CWC IIT, Culture Counts, Audience Agency or other digital evaluation tools.
- Experience with Xero accounts system or equivalent.
- Experience with EPOS systems.
- Experience of working within a ACE NPO organisation and/or working with other major statutory funders (i.e. NLHF, Historic England etc)
- Knowledge of the Theatre Green Book or other relevant environmental sustainability guidance.
- Knowledge of box office and ticketing systems.
- Knowledge of CRM systems.
- Knowledge of payroll and rota systems.



Terms and Conditions:

Salary: **£40 - 42k PA**

Hours: **Full time (35 hours per week)**

Holidays: **26 days plus public holidays**

Applications:

If you're interested in the position, please send your CV and a cover letter detailing how your experience and skills match the above job description to Daniel Winder, the CEO & Artistic Director, danwinder@barnsleycivic.co.uk.

Applications will close at 5pm on 22nd May 2025. First round interviews will be held on 4th - 6th June 2025 .



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



BARNSLEY
Metropolitan Borough Council