

A photograph of the Scottish Ensemble performing in a large, ornate cathedral. The ensemble is positioned on a stage at the far end of the nave, illuminated by warm, golden light. The architecture features high vaulted ceilings with intricate Gothic-style tracery and a large rose window above the stage. The audience is seated in the foreground, their backs to the camera, looking towards the performers. The overall atmosphere is one of grandeur and historical significance.

**scottish
ensemble**

Recruitment Pack

General Manager
(maternity cover) : fixed-term contract

Introduction

Scottish Ensemble is seeking a rigorous and collaborative individual to join the team as our General Manager on a maternity cover basis. This one-year contract is a pivotal role in our organisation. Working closely with the Chief Executive, you will be responsible for line managing all production and project staff, and through supporting and leading this exceptional team, for ensuring Scottish Ensemble's busy programme of performances, digital projects and creative learning activity all live up to our mission of creating 'exhilarating musical experiences'.

The General Manager role leads on general company management, and we are looking for an individual who finds satisfaction and motivation in establishing excellent systems and creating a positive, productive culture that allows creativity to thrive.

The role might suit someone who has led a departmental team within a larger organisation or who has had significant responsibility within a smaller structure, and who is looking to develop more general leadership skills with a cross-organisation perspective.

You would ideally have gained experience of project management within your career history, preferably within a touring context. Experience of budget management and line management are essential.

There is flexibility as to whether this might be a full time or four-day-per-week role, and final duties would be adapted to accommodate these two alternative structures.

If you would like an informal chat with our Chief Executive Jenny Jamison about the role and the options for how this might be delivered, please contact her at jenny.jamison@scottishensemble.co.uk and she'll be happy to arrange a call.

Scottish Ensemble is based in Glasgow – which has a world-renowned music scene and a non-stop calendar of artistic activity across the full spectrum of artforms – and the organisation works from the busy creative hub of the Centre for Contemporary Arts in the city centre. The city is also known for its friendly citizens (you will see the *People Make Glasgow* slogan across the city!) and we are confident you will receive a warm welcome by the Scottish Ensemble family, and the city – even across the fixed term of this contract. CPD and flexible conditions are offered to all staff, and we have open discussions about wellbeing and progression to ensure all members of our valued team have room to contribute to the organisation's journey.

For the most up-to-date information about our work, including details of forthcoming projects, explore scottishensemble.co.uk.



Scottish Ensemble Mission

To create exhilarating musical experiences that forge new connections between people, places and ideas.

Scottish Ensemble Core Values

- 1** We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.
- 2** We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.
- 3** We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.
- 4** We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.
- 5** We are responsible global citizens who use resources in a socially and environmentally conscientious way.
- 6** We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

Key information

Job Title

General Manager (maternity cover)

Hours and location

Fixed-term contact from January 2023 – January 2024.

Possibility for 5 days / 35-hour week or 4 days / 28-hour week, depending on the candidate's preferred structure, with final duties adapted accordingly.

Possibility for flexible working, compressed hours, and working from home, though the role requires a majority of time to be spent in Scottish Ensemble's office base at the CCA, 350 Sauchiehall Street, Glasgow, G2 3JD.

Reports to

Chief Executive

Manages

Producer, Creative Learning Manager, Development & Projects Assistant, Finance Manager

Key terms

- Salary £32,000/annum (pro-rata £25,600 if 0.8 contract is agreed)
- 22 days annual leave + 11 public holidays (pro rata 18 days annual leave + 9 public holidays if a 0.8 contract is agreed)
- Auto-enrolment into SE's contributory pension scheme (it is possible to opt out of this), provided by NEST
- 12-month contract beginning end of January 2023

Role purpose and role dimension

A Senior Management role, central to the organisation, with responsibility for the smooth running of all core artistic and administrative processes and projects, as well as managerial oversight of organisational governance and best practice, working closely with and deputising for the Chief Executive as required.

The role would suit someone with experience of managing an existing team in a larger organisation, not necessarily at senior management level, who is looking to further their career and develop their leadership and management skills within a small, energetic, and creative team environment.

Key external contacts

- Artistic collaborators
- Agents, venues & promoters
- Sector colleagues and consultants
- Auditors and accountants
- Governing bodies (HMRC, OSCR, Companies House etc.)

Key internal contacts

- Chief Executive
- Artistic Director
- SE Board, particularly the Chair of SE's Finance & General Purposes Committee and the Lead for Equalities, Diversity and Inclusion
- SE Players
- All office staff, particularly project managers i.e. Producer, Creative Learning Manager and Development & Projects Assistant
- Finance Manager (freelance)

Key areas for decision making

- Season planning: with SE's Producer, setting SE's annual calendar of projects
- Organisational processes and policy
- Budget setting and control
- Project staffing and contractors

Role Scope

Key Result Areas	Key Tasks
Company Management	<ul style="list-style-type: none">• Deputising for the Chief Executive• Implementing SE's Strategic Plan and leading on key projects and initiatives (on stage and off)• Overseeing the coordination and effective running of all team processes including production meetings, staffing for tours, and office management• Line manager for logistics / project management staff• Managing salaries, PAYE and musician pay, conditions and terms• Finalising contracts with venues, artists and promoters• Liaising with insurers and CCA building management• Oversight of risk assessments and Health & Safety policy and regulation
Artistic Planning	<ul style="list-style-type: none">• Overseeing the planning and delivery of all SE activity. This incorporates own-promoted touring projects, engagements and creative learning activity. Responsibilities lie principally in managing project managers, and linking up cross-organisational planning• Attending anti-clash meetings and coordinating SE's activities with wider national calendars and events• Ensuring prompt advance notice of SE's calendar is circulated to SE musicians along with high quality pre-project communications• Overseeing the project management of international projects, including visa processes, tax and international travel, the delivery of which will sit with SE's Producer during this contract
Finance	<ul style="list-style-type: none">• Setting the organisation's annual budget with the CEO, and monitoring and reporting against this throughout the year• Ensuring sound financial processes and policies are implemented and followed• Working with the CEO and Finance Manager on: preparation of quarterly management accounts, financial statements and reports; preparing and submitting SE's Orchestral Tax Relief claims; and collaborating on SE's annual audit.
Fundraising	<ul style="list-style-type: none">• Supporting the Chief Executive with key fundraising applications, events or relationships• Preparing budgets for applications
Governance	<ul style="list-style-type: none">• With the Chief Executive, reporting to SE's Board on activities, finances and strategic plans• Ensuring efficient communications with OSCR, HMRC and Companies House• Managing the regular review and updating of all company policies
Advocacy	<ul style="list-style-type: none">• Representing SE at regional, national, and international meetings and events when relevant• Supporting the Chief Executive
HR	<ul style="list-style-type: none">• Managing day-to-day staffing, annual leave, and salaries• Line management of project managers and mid-level management of all other staff and musicians• Leading recruitment of ad hoc project staff

Person Specification



Essential knowledge, skills and experience

- Minimum 5 years' experience working in a professional capacity in an arts organisation or other context relevant to this role
- Knowledge of the cultural sector, trends and challenges in Scotland, the UK and internationally
- Knowledge of best practice and sector requirements for good governance, recruitment, health & safety etc.
- Project management experience, ideally in a touring organisation
- Budget management experience
- Line management experience
- Passion for Scottish Ensemble's mission and output

Desirable knowledge, skills and experience

- Experience in a senior managerial or leadership role
- Knowledge of the Orchestral Tax Relief claim system
- Experience in financial reporting and accounting systems
- Full clean UK driving license

Essential attributes

- First-class communicator and interpersonal skills
- Strategic and creative thinking
- Ability to build and maintain positive and constructive relationships with internal and external contacts
- Ability to manage a small team as well as creative personnel

Special conditions

- This role involves some evening and weekend working and the successful candidate would be expected to attend concerts and events across Scotland outside of normal working hours. Time of in lieu is granted in line with SE's TOIL policy.
- You must be eligible to work in the UK.

While the above specification represents our ideal mix of skills and experience for the role, we welcome applications from those who meet a majority, but not all, of the skills/experience outlined.

How to apply



To apply, please send your CV, accompanied by a cover letter of no more than 2 pages to jenny.jamison@scottishensemble.co.uk by **31 October 2022**.

You may send a video or audio recording in place of a cover letter if you wish. This should be no more than 4 minutes in length.

As part of our commitment to a fair recruitment process, we ask that you remove names of any educational establishments from your CV and cover letter. All applications will be anonymised before shortlisting takes place.

Interviews will be held during the week beginning 7 November 2022, ideally in person in Glasgow, though video calls can also be arranged. We can provide a BSL interpreter if required.

We also request that you complete our [Equal Opportunities Monitoring Form](#) – all data is gathered anonymously. This data helps us to reflect on whether our recruitment processes are attracting and reaching a diverse range of candidates and adapt our processes and language accordingly.

Good luck with your application – we look forward to hearing from you.