

fabulacollective

Company Manager Application Pack

Fabula Collective are growing and expanding - as part of our restructuring, which will see a number of new roles, we are now recruiting for a full-time Company Manager to deliver Fabula Collective's projects both in the UK and internationally.

About Fabula Collective

Fabula Collective was established in 2019 to be the catalyst for long-term, deep creative connections. Led by instinct and experience, we seek out new and established artists, across all disciplines, and we bring them together to create exceptional live and digital work for UK and international audiences.

We recognise the need for a supportive, nurturing environment for artists to take risks, dig deep, explore and reach their potential - we fill that gap, listening to practitioners and inviting them into a creative space without boundaries.

We are uniquely committed to artists at every step of the way - from providing bespoke training and mentorships to producing large-scale work for stage and film - guided by our belief that art connects all of us through emotion more deeply than any other form of communication.

Company Manager Role Description

Working with the Directors to deliver Fabula Collective's projects both in the UK and internationally. Working alongside the Producer and production team with the operation and administration of artist, crew-related show and company requirements.

The Company Manager is the first point of contact for all enquiries to the Company and is responsible for the day to day running of the Company under the brief and sign-off of the Directors.

Salary

£30,000-£35,000 depending on experience

Contract type

Full time, 40 hours per week

**there is a 3-month probation period*

Annual Leave/Holiday

28 days per year

Location

Based from the Company's office in London

Key responsibilities

General

- Serve as Fabula Collective's representative to creative and production staff employed by the Company
- Ensure clear communication between the Directors and the staff and contractors
- Oversee Health & Safety including writing RAMS (to include Covid safety) and ensuring adequate insurance cover is in place for the company and projects/productions
- Work with the Directors to update and implement company policies (especially COVID and safeguarding), ensuring policies are kept up to date
- Organise and manage regular team meetings and production meetings, including the weekly team meeting and a weekly meeting with the Directors
- Coordinate Board meetings including room bookings, circulation of papers and, when required, taking minutes at meetings
- Line manage the Company Administrator, including providing pastoral support as needed
- Recruit and supervise interns, preparing agreed tasks to be carried out in collaboration with wider staff team
- Undertake other duties as agreed with the Directors and as appropriate to the post

Productions & Touring

- Support the production team during production and performance periods
- Coordinate practical needs of the artistic team and company staff for projects and touring productions
- Manage the recruitment for productions, issuing employment contracts and ensuring they are adhered to
- In conjunction with the Directors and Producer, determine rehearsal schedules for projects
- Manage schedules ensuring everyone is notified of rehearsal times, meetings, fittings, etc.
- Book studios for rehearsals, classes and projects, maintaining a database of contacts for future use
- Schedule all physio appointments as required, reporting appointments to the Directors

- Prepare and book the travel and accommodation arrangements for touring productions and projects, updating the team with all necessary information (i.e. train tickets, schedules etc)
- Be the first point of contact for the Artists and swiftly deal with any personnel issues or concerns that may arise or need resolving
- Monitor and evaluate Fabula Collective's work, managing any data collected in line with GDPR

Finance & Reporting

- Develop/write budgets in discussion with the Directors, ensuring costs are accurately researched/sourced
- Keeping within agreed budgets, closely monitor expenditure and income ensuring expenditure does not exceed income
- Manage the cash flow
- Process invoices and payments liaising with the Producer and Directors - keeping exceptional financial records
- Liaise with the Fabula Collective's Accountant, including preparing information needed for accounts and VAT returns
- Work with the Directors and staff team to support the preparation of funding applications and reports for projects, touring productions, events and educational work
- Provide progress reports to the Directors, Producer and Board

Person Specification

Essential

- Based in London or able to commute to London on a daily basis
- At least 3 years of experience of administration and management in the arts sector
- Experience of managing or working with Artists and ability to recognise their needs
- Experience of budgeting and managing financial processes
- Knowledge and understanding of the arts sector, preferably in dance or other performing arts
- Highly organised with ability to prioritise and work under pressure and meet deadlines on simultaneous projects
- Ability to work on own initiative and as a member of a team, looking after own admin and day to day office-keeping
- Excellent communication and interpersonal skills
- Enthusiasm, motivation and a proactive manner to getting things done
- Ability to respond and adapt with excellent problem solving skills
- Computer literate in Microsoft Word, Excel, Outlook, Power Point

Desirable

- A degree or equivalent level training in the arts
- Experience of tour management and associated requirements of scheduling
- Experience of working internationally
- Experience managing interns

Special working requirements

- Occasional evening and weekend work will be required
- Attending workshops, residencies and performances

Application Process

Please email your CV (maximum 2 pages) and a cover letter (maximum 1 page) describing your relevant experience in relation to the job description and person specification and what you bring to the role. Please clearly mark the application file as Company Manager Application.

We would be grateful if you could fill in this optional Equal Opportunity monitoring form. The information on this form will be used for monitoring purposes only and will not be used in any decision affecting you: <https://forms.gle/bjf4Nnxi7aGfyFRu5>

Submit your application via email to: info@fabulacollective.co.uk

Closing date for applications: midnight on Sunday 24th October 2021

Notification of interview*: Thursday 28th October 2021

Online interviews via Zoom: Tuesday 2nd November 2021

Second interviews in person (London): Friday 5th November 2021

**Please note that we will only be notifying you if you are offered an interview. Due to volume of applicants anticipated, we regret that we are unable to provide feedback on applications.*