

# General Manager Application Pack



# Job Description

OPUS are seeking a dynamic and logistically-minded General Manager to oversee financial, administrative and HR systems and support with daily operational requirements, enabling the company to deliver its forthcoming outdoor events and cultural festival projects across Birmingham and the Midlands.

Do you want to be part of a positive, friendly and adaptable team, supporting the OPUS Team of Producers working on exciting cultural projects including Birmingham 2022 Festival follow-on projects? If so, we'd love to meet you!



**Position:** General Manager

**Location:** Hybrid, home-based and office-based (Birmingham)

**Hours:** 30 hours a week

**Salary:** £30,000 pro rata + overtime and other benefits

**Contract:** Fixed-term, 12 months with chance for extension

- Benefits**
- 22 days annual leave pro rata per annum (plus Bank Holidays) and flexible working arrangements
  - Pension scheme
  - Learning and development opportunities (to be identified in consultation with you)
  - Training, particularly in relation to H&S, event sustainability, access and inclusion
  - Invitation to and attendance at events



Photo by Rebecca Limm

# About OPUS

OPUS stands for Outdoor Places Unusual Spaces. We are a woman-led, multidisciplinary arts and events producing house based in Birmingham.

Working with artists, clients and partners, OPUS create cultural and artistic interventions in place-based settings and non-traditional performance spaces, that connect people to each other and the space they are in.

Driven by the passion of experienced combined arts producer, Caroline Davis, the OPUS team offers fundraising, event concept and design, event management and producing services focusing on large-scale, stakeholder-centric, combined arts events and festivals.

With artists, clients and partners, OPUS works to turn outdoor and unconventional spaces into imaginative and memorable settings for people to come together. We have a firm belief that people make places and involve communities in our event design and delivery!

OPUS have a track record of delivery with arts, sport and leisure, government and corporate / private sector clients, in everything from civic spaces, shopping centres and train stations, to greenfield and woodland sites, even on public transport!

# Company Culture

We love bringing people together through shared cultural experiences in cosmopolitan cities and neighbourhoods. We champion women in the workplace and want to train future women producers to create these experiences for their communities.



## Community and Service

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As a producing house, OPUS are constantly planning with a curatorial and delivery conscious mind and, by working with us, you will be investing in a company that values relationships. Relationships with suppliers, artists, clients and audiences. We are mindful of the space we are operating in; community, civic, corporate and how an event or intervention is designed to work physically and symbolically in that space, with those attending or as passers by. OPUS event concepts must be capable of achieving the event's purpose, flexible enough to serve the full range of stakeholders and achievable within the available resources - but also represent the OPUS mission of transforming the perception or experience of space through culture.

## OPUS Company Values

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**Risk** - is not necessarily a bad thing but must be managed properly

**Range** - scoping work correctly is the key to success with event planning

**Relationships** - are core to our continued success and must be invested in

# Purpose of the Role

To ensure the smooth and effective running of OPUS's financial, HR and administrative systems, processes and policies. To support the Managing Director [MD] to get the best out of the resources available to the business and to think creatively and implement smart solutions to help OPUS grow. To support with ensuring compliance with relevant legal requirements and partners' policies.

During busy periods, you will help support us transition to on site delivery roles, and so there may be some event support responsibilities for the post holder, for example assisting with setting up accreditation systems. This is most likely during the summer months when the majority of our outdoor work takes place.

## Responsibilities

### Business Operations

- Manage human resources including recruitment and contracting, training and supervision as necessary
- Ensure that appropriate insurance cover is maintained
- Manage facilities, storage and assets (e.g. IT), including upgrades and maintenance, ensuring value for money
- Effective identification and management of risks to the operation, people, assets, and resources
- Ensure that records, including annual leave allocations, are up to date and that full and effective use is made of Bright HR [our new HR system]
- Liaise with our payroll company to distribute payslips and arrange timely payment of wages, keeping them up to date with any changes to contracts
- Issue and update staff and freelance contracts, ensuring they are in line with current employment legislation
- Carry out staff inductions and any related paperwork e.g. references and DBS checks, and support with end of contract tasks e.g. arrange exit interviews
- Carry out any necessary updates to the OPUS Staff Handbook
- Ensure OPUS's Data Protection, First Aid and Safeguarding policies and records are up to date and arrange training and briefing sessions as necessary

### Event Operations

- Flexibility at each event to support the event delivery team
- To collaborate with the delivery team to ensure all licensing, contractual and relevant legislated obligations are met relating to performance and event activities [guidance on this can be provided in the first instance if necessary]

# Purpose of the Role

## Other requirements

- Work within OPUS policies, including Health & Safety, Safeguarding and Equality & Diversity, and ensure they are up to date, relevant to the projects being delivered, and implemented across the team
- Keep up to date with relevant legislation (e.g. on delivery of outdoor events, work rights) and support with ensuring compliance
- Participate in organisation meetings and events as required and support with arrangements for away days
- Attend relevant training as and when required
- Positively represent OPUS at events
- Clear communication with the event delivery team to ensure that operationally they have what they need and can focus on event planning and execution
- Help keep OPUS a great place to work and that our high standards for our staff, artists, clients and stakeholders are met
- Assist the MD with any staffing or resource issues and supporting the team with bringing in new business
- Assist with grant applications
- Ensure contact logs are kept up to date and monitor the Enquiries inbox
- Any other duties appropriate to the post and organisation as required by the MD





## About You

You might not have worked in the arts before but may have worked in a similar role in a small business, a charity or voluntary organisation. We're looking for an individual who:

- Has a demonstrable understanding of finance, HR and administration processes for smaller scale organisations
- Is keen to be part of a small team where they can shape and set up efficient working practices
- Can use their initiative, put forward ideas and manage their own workload
- Is excited by OPUS's work and wants to help make big things happen!
- Is collaborative, forward thinking and practical!

## In return...

We hope this is an exciting opportunity to work for a small but growing organisation that is passionate about creativity and the arts, with the power to transform and enrich lives, and how to do this in an inclusive and accessible way for staff and audiences. We hope that you enjoy the work and working with us!



Photo by Dylan Parrin

## **Contract**

This is a new position, offered on a one year contract, which will then be reviewed with the post holder as the organisation develops to ensure it's still the right scope, number of days etc.

The role is currently scoped as 0.6 FTE (3 days a week), with the possibility of paid overtime when we are delivering events. We're happy to discuss flexible working arrangements e.g. whether this work is carried out on the same day each week or split over 2-3 days to fit around other commitments. The majority of the OPUS team work together Tuesday-Thursday and so working time on at least two of these days would be ideal.

Remote working will be required - the OPUS team works mostly from home - but some time with the team in office locations around Birmingham City Centre would be useful (for example joining away days or planning meetings) and can be mutually agreed. We currently work out of Birmingham Hippodrome as a base but will be looking for our own office space during the period of this contract.

## **Working at OPUS**

The General Manager will be reporting to, and supported by, the MD, Caroline, as well as working with the wider team. All the OPUS team are dedicated and passionate about their work, but we understand that work is only part of who you are, so we are flexible about working patterns and processes - we try to create the best working environment we can. As this post is part time it may be that you're returning to work or balancing it with caring commitments. We'd like you to feel you can talk to us about what you'd need to make this work for you whilst still ensuring it works for us!



# Person Specification



Photo by Dylan Parrin

## Criteria

### Essential

- A systems oriented person
- A flexible approach to working with the ability to manage multiple priorities and deadlines
- Excellent organisational and communication skills with good attention to detail
- Accuracy and clarity in written and verbal communication
- A high level of computer literacy and confidence using new software packages
- A passion for OPUS's work and a desire to work with the team to achieve the organisation's mission
- GCSEs to a good standard in Maths and English

### Desirable

- Experience of working in the arts or events sector
- Good working knowledge of Xero, or similar accounting software
- An understanding of the needs of working in a small team

# Application Process



Please send a CV and Covering Letter or a video (up to 5 minutes) which tells us more about you, your qualities and interests and why you'd like to work for us. Please send this to [enquiries@opusartsevents.co.uk](mailto:enquiries@opusartsevents.co.uk) with the title General Manager and your name.



**Closing Date for Applications: 23:59 on Tuesday 4 April 2023**  
**Interviews taking place: Week beginning 10 April 2023**

Interviews will take place either at a Birmingham city centre location or online.

**Please email [enquiries@opusartsevents.co.uk](mailto:enquiries@opusartsevents.co.uk) if you have any queries.**

# A Note from the MD!



**Thank you for your interest in OPUS!**

Outdoor Places Unusual Spaces was formed in 2018. OPUS is a female-led, multidisciplinary arts and events producing house based in Birmingham. Our clients and partners enjoy working with and alongside us, we have deep and meaningful relationships with artists, companies and the places we regularly work.

To achieve this, we all work hard at OPUS! Across our partners, we have skills that span fundraising, event concept and design, event management, producing and production services - working in the brilliant city of Brum to showcase all of this!

Our attention to detail means that people take note of our events and how their local and civic spaces are transformed.

We are passionate about creating safe, accessible and memorable events and this will drive much of mine and your decision making. We will operate in a healthy environment of challenge and ambition to deliver on all of this, as a team.

You will be joining the company at a great time, after the delivery of Commonwealth Games projects we are now working on new projects and continuing our mission of seeing your neighbourhood places and spaces transformed by Culture. You will be supporting the team in delivering events in public spaces, family attractions and using arts and culture as a tool for good.

We need some help with back office functions and this will be just as important as our front of house event services! We look forward to receiving your application and please get in touch if you need more information.

*Caroline Davis*

**Caroline Davis**

**Managing Director and Producer**