



# Company Manager Recruitment Information Pack





## You are welcome here

*We believe a diverse society is a strong society and, as such, we're committed to creating a workplace environment where everyone can be themselves and thrive.*

*Our members come from all walks of life, so we welcome applications from individuals from all backgrounds and all different kinds of life experiences.*

*We want to make sure our recruitment processes are as inclusive as possible to everyone, so please let us know if we can make any adjustments during the application process to support those with a disability or long-term condition.*

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## Role Description

Initially reporting to the Chair of Trustees (but ultimately to the Executive Director) and working closely with the Artistic Director, the Company Manager is a key role at the London Gay Men's Chorus, responsible for:

Effective management of the day-to-day operations of the Chorus.

Acting as the first point of contact for the public.

Ensuring all infrastructure is in place, fit for purpose and up to date.

As this is a refresh of an existing role, it is expected that the position will evolve over time. At inception there will likely be a greater focus on reviewing and refining the way we operate and you should be prepared to challenge existing methodologies and recommend new or better ways of working, while being sensitive to the working ethos of the organisation and the voluntary contributions made by many members and professionals.

You will be a self-starter with an ability to work independently. You'll have some prior experience either in arts administration or in a role which requires a high level of organisational ability. You will also be flexible in terms of your working hours.

## Application Process

Submit a CV detailing your relevant skills & experience together with a covering letter (one page only, please!) telling us why you're the right person to join the LGMC family. We would also very much appreciate you completing our Diversity Monitoring form available on our website.

Email: [recruitment@lgmc.org.uk](mailto:recruitment@lgmc.org.uk)

Closing Date: Friday, 5th November 2021

Interviews will take place over 15th - 19th November 2021.

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**Job title:** Company Manager

**Responsible to:** Executive Director (initially to the Chair)

## Terms

- Part time: 22.5 hours per week, with the option to extend to 30 hours. Working hours to be agreed. Some flexibility will be required, including some occasional evening/weekend work.
- Salary of £25,000 FTE (£15,000 pro rata).
- Six months' probation during which one month's notice required.
- Following successful probation period, a notice period of three months applies.
- Combination of remote- and co-working locations.

## Key Responsibilities

### **Venue Sourcing, Liaison & Management**

- Work with the artistic team to develop the rehearsal plan for each season, source and book venues for all LGMC rehearsals, and in conjunction with the Production Committee, the venues for main productions.
- Source and book venues for the various governance groups which lead the Chorus (Board of Trustees and Executive Committee (ExCo), as well as other committees and working groups such as the Production, Music & Membership Committees)
- Ensure venues are properly prepared and facilities available as specified, all equipment is in place and in working order for rehearsals, and ensure appropriate refreshments are provided as ordered.
- Maintain a register of potential rehearsal and performance venues, noting key features and previous experience/feedback.
- Process all paperwork for venue bookings, ensuring compliance with Health & Safety requirements, including risk assessments. Ensure these records are maintained.

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## Administration, Finance & IT

- Act as the first point of contact with the Chorus, whether it be via email, phone, website or mail.
- Work with the ExCo to maintain member data, ensuring it is kept up to date, including Gift Aid mandates. Provide information to relevant people or groups including the ExCo and Membership Committee to enable them to monitor member subscriptions.
- Maintain and update the Chorus's bookkeeping system (currently Sage 50, but with flexibility to move to another platform), including invoicing, payroll, banking, reconciliations, provisions and accruals. Work closely with the Executive Director and Treasurer to produce quarterly accounts and reports. *[NB. Dependent on candidate suitability, we may elect to outsource this element of the role, which would likely reduce working hours by approx 4 hours/week]*
- Be the primary point of contact with the Chorus's bank(s), (currently CAF Bank). Update bank mandates as and when authorised signatories change.
- Work with the ExCo to transition the Chorus's key IT systems and platforms from being managed by volunteers to being managed by this role. This ultimately includes the Choir Management System (Choir Genius/ Groupanizer), Groups IO (email platform) and LGMC Google Domain (website/workspace).
- Maintain documentation pertaining to the Chorus's archive and manage donations. Advise the Board or Executive Director on any UK GDPR and sensitive issues that may arise.
- Together with the Executive Director, ensure data held is UK GDPR-compliant and take action where this is required.
- Maintain appropriate insurance as agreed with the Board and Executive & Artistic Directors
- Support the Executive Director with data for the completion of fundraising applications

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## **Artistic & Production**

- Maintain, control and regularly audit a register of all Chorus assets (musical kit, props, costumes, printed scores, IT equipment etc.), including their current locations.
- Assist the ExCo as necessary with tour planning (including any performance or event requiring the Chorus to travel outside London), co-ordinating all logistical elements
- Manage arrangements for both UK and international performers, production staff and the creative team including travel and accommodation bookings, ensuring the most suitable and cost effective itineraries are booked. Complete the HMRC Foreign Entertainers Return quarterly.
- Ensure music copyright and permissions are held and current, or obtained for all music and arrangements in use or proposed for performance.
- Work with the Artistic Director and Production Lead in the lead-up to major LGMC productions to provide on-the-ground support, whether in-person or through freelancers.

## **Programming**

- Manage the client enquiry life-cycle from initial contact through fee negotiation, contracting and invoice management. Liaise regularly with the Artistic Director on client contact and interaction.
- Work closely with the Artistic Director and/or Programming Lead and/or Ensemble Section Representative on scheduling. Maintain the performance pipeline so all parties are able to track the status of any booking enquiry.

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## About You

- Excellent written, verbal, and non-verbal communication & interpersonal skills
- Very organised: able to navigate complexity and manage multiple priorities effectively while keeping an eye on the detail
- Experience working with volunteers
- A team player, who is adaptable to the changing needs of the organisation
- Self-motivated, with the ability to work independently.
- IT proficient with experience of using Microsoft Office (Word, Excel, PowerPoint), online apps/tools such as Zoom, Dropbox, Google. And an ability to pick up new platforms quickly.
- Prior experience in accounting or bookkeeping would be desirable, but not essential
- A willingness to constructively question established ways of doing things, while remaining solution-focused and sensitive to the contribution of volunteer members and professionals.
- Ability to flex work-hours up or down depending on demand (e.g. the lead-up to a major production is likely to be much busier than periods where there are no rehearsals)
- Sensitivity to the ethos of a mission-based organisation and supportive of our equal rights for all agenda
- A genuine passion for LGBT+ rights and community music-making.



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## About Us

In 1991, nine friends came together to sing a few Christmas carols at Angel Underground Station hoping to raise a few pounds for the Terrence Higgins Trust. London was in the midst of the AIDS crisis and the men, who belonged to a social group called London Friend sang together to find a place of support, of friendship and of brotherhood. Little did they know what they had kickstarted.

Fast-forward thirty years, and this once small band of singers now calls itself the London Gay Men's Chorus.

Boasting over 200 members, the LGMC is the largest gay choir in Europe and regularly plays to sell-out crowds at venues in and around London and beyond. Over the years, the Chorus has worked with a diverse range of artists including pop stars Mark Ronson and Sir Elton John, soprano Lesley Garrett, country legend Dolly Parton, musical theatre stars Hannah Waddingham & Rachel Tucker, actor Simon Callow, designer Anya Hindmarch and comedians Sandi Toksvig and Katherine Ryan.

## What Do We Do?

We entertain, educate and inspire through song.

We take risks; making unexpected and surprising programming choices; performing in unusual spaces.

We perform a diverse range of music to the highest technical standard.

We provide a safe, supportive community for gay men to socialise, exchange ideas and have fun.

We work with schoolchildren, teachers and parents to eradicate homophobic bullying.

We work with other community groups and individuals who share our vision.

## What Do We Believe?

We believe that a diverse society is a strong society; that all people, regardless of sexuality, are equal and should be treated as such.

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## Our Next Phase

Having reached our 30th birthday, we believe the time is right to shift from being an organisation which is predominantly reliant on volunteers to operate effectively, to one which has the infrastructure necessary to match our artistic and broader societal ambitions.

This new Company Manager role, together with a soon-to-be recruited Executive Director and our existing Artistic Director will form the core group which works with our Board and Executive Committee to set the Chorus up for its next thirty years.



## Have any questions?

If you have any burning questions that you'd like answered before submitting an application, please email us at [recruitment@lgmc.org.uk](mailto:recruitment@lgmc.org.uk) and we'll do our best to answer them.



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