

STAFF VACANCY - GENERAL MANAGER

BACKGROUND

Birnam Arts and Conference Centre is a 140 year old Scottish charity that has, in recent years, evolved into a vibrant and award winning arts and community centre based in the re-developed Birnam Institute.

Situated in the cultural heartland of rural Perthshire, in the attractive area of Birnam & Dunkeld, Birnam Arts is a focal point for individuals and groups within the local community. Nevertheless, Birnam Arts manages to lure visitors, artists and performers from across the globe.

Through the provision of facilities, training and education, Birnam Arts' mission is the promotion of arts, science, heritage and culture. The arts programme includes exhibitions, music and theatre for all ages whilst there are workshop facilities suitable for dance, drama, yoga, arts and ceramics.

A 220 seater hall is a draw for well-known musicians, comedians and performers and also serves as a versatile events venue. A major attraction within Birnam Arts is the permanent Beatrix Potter exhibition and the building is also host to the local P&K library which further increases footfall.

The health of this flourishing venue depends greatly on the success of the various commercial activities that take place through Birnam Arts' trading company – Birnam I Ltd - including a busy cafe, conferences, events (including weddings and parties) and a gift shop. Of vital importance is the role of volunteers who contribute their time and skills across a wide range of supporting activities.

Accountable to the Board of Trustees, the General Manager is responsible for the day to day operation of Birnam Arts and Birnam I Ltd. The building is a £2 million redevelopment dating from 2001 and the organisation comprises 5 full-time and 15 part-time staff, with an annual turnover in excess of £600k.

This role is pivotal to the success of Birnam Arts; setting the tone of the organisation, nurturing the culture, driving and implementing strategy, ensuring the commercial side of the organisation continues to enable the delivery of all charitable objectives, and ensuring the arts provision continues to be attractive and of a high quality.

This is an opportunity to develop a uniquely broad skill-set - it demands versatility, creativity and high levels of organisation, skilled management, an understanding of all operations including financial and marketing functions, the support and management of staff and volunteers, as well as a desire to strive for excellence and continuous improvement.

Birnam Arts has over the years become a much loved and admired institution within the local community and rural Perthshire - this is a great opportunity for the post holder to build on this legacy whilst continuing to develop professionally.

JOB DESCRIPTION

KEY TASKS AND RESPONSIBILITIES

- Play a key role in developing a long-term vision for the organisation, including drawing up strategic and operational plans, annual budgets and business cases for investment purposes.
- Attend Board meetings and implement Board decisions and strategy.
- Manage Birnam Arts and Birnam I Ltd including but not limited to:
 - The line management of the following staff – Finance Manager, Funding Manager (Vacant), Shop and Beatrix Potter Exhibition Manager, Arts Development Manager (Performances), Arts Development Manager (Visual Arts), Administrative Assistant (Vacant), General Assistant together with a number of Catering Staff.
 - The premises and all equipment of Birnam Arts, ensuring it is maintained in a serviceable, secure and safe condition.
- Manage the financial resources and control expenditure in line with the approved budget and financial directions from the Board.
- Manage the applications for funding support in line with Board policy.
- Manage the negotiating and servicing of contracts as required.
- Liaise with other organisations as appropriate in the pursuance of Birnam Arts and Birnam I Ltd business.
- Liaise with customers as necessary in order to deliver an excellent service and deal with any problems that may arise.
- Manage the delivery of functions and events, including conferences, wedding receptions and personal parties.
- Manage and develop the use of the facility for the arts, education and community activities in pursuance of the charitable purposes.
- Manage compliance with all health & safety regulations, statutory licence and Vulnerable Person Protection requirements to ensure a safe environment for staff, volunteers and customers.
- Manage compliance with all cyber-security requirements and data protection legislation.

EXPERIENCE/SKILLS

- Experience in leading, managing, recruiting and supporting staff.
- Experience of financial management.
- Experience in managing a building environment used by the public.
- Experience in managing health & safety and public safety issues, including Child Protection.
- Experience of managing in at least one of either the catering, event, conferencing, retail or performance business environments.
- Experience of marketing and promotion.
- Appreciation of working within the culture of a not-for-profit environment.
- Interest in the arts.
- Good interpersonal skills.
- Experience in dealing with difficult clients/complaints.
- Good team working skills and experience.
- Good organisational skills and an ability to prioritise.
- Good verbal and written communication skills.
- Good presentational skills.
- Computer literacy including understanding the use and role of the website and social media in marketing and promotion.
- Willing to take a hands on approach when necessary.
- Full driving licence.

TERMS and CONDITIONS

Basic salary - £35,000 (salary review pending).

Birnam Arts has recently introduced a pension auto-enrolment scheme with Royal London.

Holiday entitlement – 29 days paid leave, including bank holidays.

Notice Period: 3 months.

The post holder will be required to work outside normal office hours (Mon-Fri 9.00-5.00), including some evenings and weekends for which 'time off in lieu' is granted.

Travel will be required in line with the General Manager's duties.

This is a 'permanent' post but will be subject to a 6 month 'probation period'.

APPLICATIONS

Applications for this post can be made by sending your CV, with a covering letter stating your reasons for applying and enclosing contact details for two referees to:

The Chairman at the following e-mail address: chair@birnamarts.com

Alternatively you can send hard copies by post to:

The Chairman, Birnam Arts, Station Road, Birnam, Dunkeld, Perthshire, PH8 0DS.
Please mark the envelope as confidential.

CLOSING DATE for applications is Friday, March 17th 2023.