

General Manager

Full-time, starting salary £30-40,000

A perfect opportunity for an effective manager to play a key role in the next phase of our story. The post holder will help build on the last decade of development, consolidating The Gaiety as a successful hub for the arts in Ayrshire and an innovator in the Scottish theatre landscape.

Key objectives

Finances accounted for	All parts of the operation using Xero and Zahara accounting tools to spend and report on budgets
Building running smoothly	A safe building running at the lowest possible cost while providing access and comfort for everyone
Front of house delighting audiences	A front of house team delivering safe and happy audiences, with great positive feedback
Effective, happy volunteers	A full team of volunteers who benefit from engagement with the theatre and deliver great experiences for customers
Whole staff team operating efficiently	Administrative and digital tools working well to enable all members of staff to do their jobs efficiently

Key responsibilities and skills

Manage the team	Line manage the Finance and Monitoring Officer, Building Manager, Front of House Managers and Volunteer Engagement Manager
Lead on relevant online and outsourced functions	Ensure the effective operation of Zero, Zahara, outsourced/online HR, internal Microsoft tools and resource management/allocation system (to be selected)
Problem solve	Keep a cool head and ensure that the operational challenges that arise frequently are addressed and followed up
Coordinate people	As well as line management, act as a key point of contact and oversight for the various individuals and groups we work with
Plan for the future	With other senior managers, the CEO and board, play a role in developing plans for the future

Person specification

You like being organized and you are good at it. It's not only that you are organized yourself, you also have a management style that ensures you can lead and support (and sometimes cajole) others to get things done too. You know your way around financial administration and you have a keen sense of the importance of looking after money diligently. You are comfortable being a lynchpin that others depend on – and with leading by example in quality and customer service.

THE GAIETY

Digital communication is probably second nature to you, and you are comfortable using digital and online tools to help deliver your goals.

You will need to understand the social enterprise sector - preferably but not necessarily in theatre. Whatever your background, a passion for live entertainment will be essential, otherwise you just won't fit into the team. Experience is good but a track record of success is even better (however long or short). Finally you will be comfortable in an environment where there are many stakeholders to satisfy and working together as a team is the only way of doing so.

The organization

Ayr Gaiety Partnership is the charity and social enterprise that runs The Gaiety Theatre and an increasing range of producing, touring and creative engagement activity. While the theatre itself is almost 120 years old, the organization has been going for 13 years – taking on the theatre ten years ago. The organization sprang originally from the Ayr based Borderline Theatre Company and individuals in the local community. So touring theatre is in our DNA. And we have always aspired to be much more than just a theatre building, with community-based activity very much part of what we do.

This is an exciting and challenging time to join the organization – you will have considerable influence over future direction along with other members of our senior team. Over the last year we have successfully relaunched the live programme on our main stage. At the same time we have built up the second arm of our organisation – delivering creative engagement around our communities. And we are continuing our steady progress to produce an increasing proportion of our own shows as well as receiving top class tours. Recent highlights for the organisation include:

- Our own top quality pantomime: Like 2019's *Jack and the Beanstalk* (but unlike pantos from 2012-18) and 2021's *Jamie and the Unicorn* our 2022 panto, *Sleeping Beauty*, was our own production created specially for Ayr, with a Scottish creative team and cast. The increased artistic quality was recognized nationally with a 5 star review in *The Stage*.
- Relaunching our rural touring network – with shows touring Troon, Girvan, Maybole, Kirkmichael, Ballantrae, Fairlie, Cumnock and more in Autumn/Winter 2022-23
- Creative Engagement activity for around 1,000 people of all ages over the last year, in settings varying from low income communities, to Primary Schools and Youth Centres. We have created a track record of success in real "co-creation", gathering national attention.

We are a small professional team, working with a significant cadre of volunteers. And as a still young organisation, we continue to develop our ambition and delivery. We'd love to hear from you if you'd like to be part of the next part of our development.

Application process

Please apply with cv and covering letter, by email to the CEO, Jeremy Wyatt jeremy.wyatt@ayrgaiety.co.uk We'll also ask you to complete an equal opportunities form.

Please submit your application by midnight on Friday 10th February 2023 (earlier if you can). Interviews will be on Thursday 16th February.

If you'd like to discuss the post, contact Jeremy by email to fix up a phone call. If you wish to speak to the current postholder, Sally Rennie, then that is an option too.