

A  
MOMENTS  
PEACE

# Company Manager Recruitment Pack



APRIL  
2023

# CONTENTS

<b>About A Moment's Peace and our Team</b>	<b>3</b>
--------------------------------------------	----------

<b>Key Employment Terms</b>	<b>4</b>
-----------------------------	----------

<b>Job Description</b>	<b>5</b>
------------------------	----------

<b>Person Specification, How to Apply and Recruitment Timeline</b>	<b>6</b>
--------------------------------------------------------------------	----------

**Please note** that this recruitment process has no set deadline. We are welcoming applications immediately and will appoint the first suitable candidate.

Upon appointment of a suitable candidate, all job advertisements will be removed.



# ABOUT A MOMENT'S PEACE

A Moment's Peace is a multi-artform participatory company creating and delivering bold, challenging and entertaining performance work across Scotland. Our projects allow artists, participants and audiences to centre narratives and experiences that are too often marginalised within wider society. We deliver most of this work through our two weekly community groups:

- **Women's Creative Company (WCC) – a theatre-focused group for women not working professionally in the arts**
- **Shared Space (ShSp) – a multi-artform group for those with experience of the UK asylum / immigration systems**

WCC and ShSp are joyful, collaborative spaces where members work with leading artists to explore the relationships between arts practice, communities and social justice. We explore stories that entertain and provoke debate and from these we create vibrant and high quality public performances and sharings. We consistently collaborate across artforms and styles; embracing theatre, music, dance and film, as well as visual and digital arts.

We encourage everyone who engages with us to re-imagine the world; to see it brimming with the possibility for positive change and to recognise their capacity to be a part of that change.

Our success relies upon rich collaborations with our ever-expanding family of brilliant freelance practitioners. We foster an environment of trust that combines their expertise with our company ethos, and we are committed to platforming the work of artists who represent an increasingly multi-lingual and multi-cultural Scotland. In addition, we have built and continue to nurture strong partnerships with a broad range of organisations within the arts, voluntary and educational sectors.

Our current project is *Possible Worlds*, which involves Women's Creative Company and Shared Space in the creation of live storytelling events. Following informal sharings of work in December 2022 and January 2023, both groups are now working towards larger scale public performances in September 2023.

## CORE STAFF

Kirstin McLean - Artistic Director

Jasmine Main - Participation Coordinator

Julia Harriman - Communications and Development Officer

Florence Logan - Workshop Assistant

## BOARD OF TRUSTEES

Julie Smith - Chair

Martha Harding - Vice Chair

Liz Coyle - Treasurer

Rosie Kay - Secretary

Dr Shonagh Dillon - General Board Member

You can find out more about our work and our team by visiting [www.amomentspeace.co.uk](http://www.amomentspeace.co.uk)



## KEY EMPLOYMENT TERMS

**Job Title:** Company Manager

**Location:** Most hours can be done remotely, with at least one in-person day per fortnight at the company office in Glasgow. The Company Manager will occasionally be required at workshops and performances in Glasgow by prior agreement.

**Direct Reports:** Participation Coordinator

**Reporting to:** Artistic Director (AD)

**Working Hours:** 21 hours per week (0.6), flexible between the hours of 9am and 6pm, Monday to Friday. Occasional attendance at evening workshops by prior agreement.

**Rate of Pay:** £34,000 PAYE per annum, pro rata, paid monthly. 30 days' pro-rata Annual Leave entitlement. Enrolment into company pension scheme offered after 3 months.

**Term:** This post is for a fixed term, currently funded until September 2023, with an aim to extend.

**Equality and Diversity:** We are committed to holding accessible, trusting, respectful spaces – for participants and staff alike. We welcome applicants from diverse backgrounds and encourage those who are under-represented in the arts sector. As a feminist organisation, we are mindful of the barriers routinely faced by women in work, and we are committed to mitigating these.

**Please note** that this post is funded until the end of September 2023. We hope that the flexible part-time nature of the work opens up the possibility for those those with other personal or work commitments, or perhaps for those returning to work after a break. We are actively seeking funding to extend the contract.

# JOB DESCRIPTION

This is an exciting opportunity to work as part of a small, collaborative and dynamic team - where your input as a manager will have a direct impact on the lives of participants as well as on the direction of our organisation. We are looking for a Company Manager who is meticulous with finances and policy, understands the value of grassroots community work, and is eager to bring the logistical skills that can help turn an artistic vision into reality.

The Company Manager is responsible for the day-to-day management of A Moment's Peace. This includes ensuring the ongoing financial security and public profile of the organisation, working alongside the Artistic Director to manage budgets/fundraising and maintaining partnerships. The Company Manager will issue contracts for staff and freelancers as well as maintaining organisational policy documents.

The Company Manager will offer in-person support at occasional WCC and ShSp workshops and all performances.

Central to this role is the Company Manager's responsibility to work closely with the AD to foster an atmosphere of care, collaboration and trust - ensuring that AMP always employs fair working practices with staff and participants.

We encourage professional development and ongoing training opportunities will be available.

## KEY ROLES AND RESPONSIBILITIES

### Staff Management and Administration:

- Line manage Participation Coordinator
- Contract freelance staff, including PVG checks
- Process invoices and payments

### Operations, Policy and Planning:

- Collaborate with AD to identify and meet artistic and wellbeing goals for existing groups
- Contribute to plans for expanding AMP's artistic and social remit
- Maintain industry memberships and insurance policies
- Review organisational policies in collaboration with AD and Board of Trustees
- Working with AD and Communications and Development Officer to prepare annual reports
- Ensure that the organisation adheres to GDPR legislation

### Finances and Fundraising:

- Create and oversee budgets in collaboration with Artistic Director
- Maintain relationships with funders and stakeholders, including monitoring and reporting
- Work with bookkeeper on finance reports for Board of Trustees
- Work with accountant to prepare and submit annual accounts to OSCR

### Engagement with services:

- Purchase workshop materials
- Key contact for performance venues, managing paperwork and payments
- Offer in-person support at some workshops and events

# PERSON SPECIFICATION

## Essential qualities:

- Understanding of freelance contracts
- Experience of working within safeguarding policies
- Familiar with Microsoft 365 in general and Excel in particular
- Experience of managing budgets
- Initiative and self-motivation
- Ability to both lead and work as part of a team
- Ability to prioritise workload
- Excellent management and communication skills
- Commitment to the social, political and environmental priorities of the organisation

## Desirable Qualities:

- Experience of line management
- Experience of the arts/charity/community funding landscape in Scotland
- An understanding/appreciation of participatory arts
- Experience of successful project management within an arts organisation

# HOW TO APPLY

Please send:

- An up to date CV of no more than 2 pages, including your recent employment history
- The details of 2 references (We won't contact them until an offer has been made)
- A cover letter no more than 1 page (size 12 font minimum) stating clearly how your experience and skills match the job and person description

OR

- A video no more than 5 minutes long in place of a cover letter

Please submit these files to Kirstin McLean at [kirstin@amomentspeace.co.uk](mailto:kirstin@amomentspeace.co.uk)

# RECRUITMENT TIMELINE

This recruitment process has no set deadline. We are welcoming applications immediately and will appoint the first suitable candidate. Upon appointment of a suitable candidate, all job advertisements will be removed.

If you have any questions, please get in touch. Kirstin McLean (Artistic Director) will be very happy to answer any questions about the role or A Moment's Peace in general. You can email her at [kirstin@amomentspeace.co.uk](mailto:kirstin@amomentspeace.co.uk) to arrange an informal chat.