



Company Manager Application Pack Spring 2025

Company of Wolves is looking for an experienced, dedicated and passionate arts administrator to join us as our part-time Company Manager.

The Company Manager is a key member of our core team; a vital management role that oversees the day to day operation of the organisation. The postholder will have excellent administrative and finance skills, and the experience and knowledge to be able to contribute to strategic decision-making and reporting.

We're looking for someone interested in joining us to help steer our longer-term journey, as a newly Multi Year Funded organisation. The Company Manager will contribute directly to the development and growth of the company, working alongside our Joint Artistic Directors and Producer.

Nature of employment: Employed on permanent PAYE contract, with a 6-month probationary period.

Salary: £15200 (calculated as 0.4 pro rata of FTE salary of £38000 p.a.)

Benefits: Pension with 3% employer pension contribution. 12 days annual leave entitlement inclusive of public holidays.

Hours: 2 days/week. We consider a working day to be 8 hours.

Weekly working schedule is flexible and open to discussion.

Please note that Company of Wolves are happy to allow flexibility for the postholder to work fewer days in some weeks and more days in other weeks, to work out as the equivalent of 2 days/week year round, within reason and by mutual agreement (taking into account the needs of our projects at any given time). We also run a TOIL system where time off can be claimed in return for any additional days worked.

Location: The Company Manager may largely work remotely from their own base, or from the Company of Wolves office in central Glasgow, as they prefer. The Company Manager will be required to regularly attend team meetings in Glasgow; and to attend first day of rehearsals, opening performances, and other events, which often take place in Glasgow but may sometimes be elsewhere in Scotland.

About Company of Wolves

Company of Wolves is an acclaimed laboratory theatre company based in Glasgow. Founded in 2012 by Joint Artistic Directors Ewan Downie and Anna Porubcansky, we have developed a unique and powerful approach to training and performance based on experimentation, inclusion, collaboration and play.

Our performances are raw, irreverent, uncivilised and sublime. To date we've made eight shows, encompassing devised physical ensemble performances (*Invisible Empire*, *Seven Hungers*, *A Brief History of Evil* and *The End of Things*), original versions of classic texts (*Julius Caesar*), and haunting solo pieces (*Achilles*, *Unbecoming* and *The Bacchae*).

We have toured all over Scotland: in twelve years, we have performed 163 times to more than 6000 people, at 46 venues across 17 Local Authorities, including remote regions across the Highlands and Islands, Orkney, Argyll and Bute, the Borders and more. For us, magic lies in the connection between people, the meeting of performer and audience, wherever this takes place.

Please visit www.companyofwolves.org for more information about us.

Company Manager Job Spec

This position will work closely with the Joint Artistic Directors, with our Producer Corinne Salisbury, and with our Finance Manager.

Essential duties

- Handle general enquiries
- Maintain website and social media pages
- Support individual projects, in conjunction with the Producer, focusing on areas including risk assessments, health & safety briefings, project evaluation, data-gathering, and general administration and contracting as required
- Support the Producer in managing and updating project budgets if needed
- Manage the core running costs budget
- Oversee overall company finances, process payments, log transactions, reconcile bank statements, keep accurate financial records, and manage and update organisation-wide cashflow, in liaison with the Finance Manager

- Manage and administrate recruitment processes including casting processes and participant recruitment
- Manage, promote, and administrate our popular workshop programmes
- Co-ordinate Board meetings, prepare Board papers, attend and minute Board meetings
- Attend and minute team meetings
- Equipment inventory and maintenance
- Ensure that all core supplier accounts, memberships and subscriptions are maintained and renewed in a timely manner; research to ensure we are paying appropriate rates and securing the best deals possible
- Oversee implementation of best practice for environmental sustainability across the company's work, including data tracking;
- Oversee company-wide implementation of our EDI and Fair Work policies, and manage the process of regularly reviewing and updating these policies
- Lead on designing and implementing evaluation and reporting processes to align with the reporting requirements of Multi Year Funding
- Act as a representative for the company at industry events/ meetings

Potential additional duties, as appropriate:

- Contribute to researching funders and writing funding applications
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- Support core marketing and social media strategies, including writing and scheduling posts as needed
- Feed in to development of digital communications strategy

Essential skills and attributes:

- A minimum of 5 years experience working in arts organisations in Scotland
- An affinity for Company of Wolves' ethos and the work we make
- Strong knowledge and familiarity with Excel and spreadsheets.
- Proficiency in Google Workspace, Microsoft Office and Zoom
- Ability to handle a range of relationships, from suppliers to creative collaborators to venue partners to workshop participants
- Strong skills in financial management and a track record of delivering work within budget
- Meticulous book-keeping experience
- An excellent administrator, highly organised and with a good track record of delivering reports and keeping to deadlines
- Experience in working with the Board members to complete Annual Report & Accounts for submission to OSCR
- Experience in setting and delivering on targets related to progress in Equalities, Diversity & Inclusion (EDI)

- Knowledge of the Fair Work framework in Scotland and a Human Rights and Equalities First approach to the workplace
- Experience in setting and delivering on Environmental targets
- Experience in assessing risk and ensuring mitigation measures are being followed
- Knowledge of health and safety procedures
- An ability and enthusiasm for working collaboratively with others as part of a small team, with willingness to support others in practical tasks when required
- Experience managing people with compassion while being efficient
- Strong communicator, adapting communication style to the needs of individuals & their support needs, and being able to communicate with confidence
- Ability to research and implement organisational good practice, processes and procedures, including policy writing, and approval processes
- Flexible and self-motivated

Desired though not essential:

- Working knowledge of the charity funding landscape in Scotland
- Experience in digital marketing and social media
- Technical experience in website management, Mailchimp, analytics, and admin console on Google/Dropbox

Please note that the above are indicative lists of our current expectations of the Company Manager role. We are open to the focus of this role evolving over time, subject to discussion and mutual agreement, in response to the needs of the work and/or the postholder's areas of interest and professional development aspirations.

Equality, Diversity and Inclusion

Company of Wolves believe in equality of opportunity, and are committed to building a collaborative culture where everyone can do their best work. We strive to include people from diverse backgrounds to celebrate a broad range of perspectives, experience, and knowledge so we can help create a better future.

We recognise that identity is complex, and we are committed to long-term action to remove systemic injustices and barriers to progress. Our aim is that our work and the people with whom we work reflect the diversity of our society. We encourage people who are under-represented* in the Scottish theatre sector to apply for this role. As language, terms, and expressions inevitably will evolve, we are committed to reviewing this statement of language with our respective communities.

*By under-represented we mean: People who are under-represented within the theatre sector workforce and audiences, specifically in terms of LGBTQIA+, gender-non-conforming and/or

non-binary people; people who have a migrant or refugee experience; people of the Global Majority; people who are neurodivergent, disabled, or affected by a health condition or impairment; people with experience of socio-economic disadvantage, affected by homelessness, care-experienced, unemployed, and/or have received welfare benefits; people with caring responsibilities.

To apply:

Please send us your CV and a covering letter (max 2 pages) explaining why you meet the criteria of the role, and why you are interested in working with us.

Please send your application to Anna at anna@companyofwolves.org by **Tuesday 25th March 2025**.

Interviews will be held in Glasgow over 2nd-4th April 2025.