

## **We're Hiring! General Manager**

The Linenhall Arts Centre is looking for a dynamic, enthusiastic person who will strengthen our team and help us drive our mission of providing an arts service for all in the community.

We are currently looking to appoint a new full-time General Manager. The General Manager will report to and is responsible to the Director.

This is a vital role within the organisation and the General Manager will work alongside the Director on the overall management of the operational, administration, box office and marketing resources of the Linenhall and the efficient delivery thereof. This includes managing the overall day-day operations and administration of the Centre; marketing responsibilities; support to the Finance Officer; and human resource management.

The General Manager supports the Director in the overall development of the organisation, the implementation of its programmes, and the organisation's relationship with audiences, artists, the Arts Council, other arts organisations, audience, government departments, and other cultural agencies.

This is a hands-on role that requires strong personal and organisational skills, a friendly and welcoming manner and excellent communication skills. The General Manager acts as the public face of the Linenhall Arts Centre.

Hours are 39 hours per week and can vary depending on the time of the year and/or requirements of the role. Attendance at evening performances and events will sometimes be required as part of the working week along with occasional weekend work. A good degree of flexibility is required.

This is a full-time role with a 6-month probationary period. Salary: €32,000 with the potential of an incremental increase after year 1 and year 2.

Interviews to take place W/C Mon 31 July.

Please email a cover letter and current CV to Bernadette Greenan at [director@thelinenhall.com](mailto:director@thelinenhall.com) by Fri 28 July 2023 at 5pm. Queries can be made to Bernadette Greenan via [director@thelinenhall.com](mailto:director@thelinenhall.com) or 094 9023733

## **Job Description**

### **Main Duties and Responsibilities**

#### **Acting as the Public Face of the Linenhall**

As well as coordinating and delivering the Linenhall's organisational, administration, box office and marketing processes, a key responsibility of the General Manager is to act as an information provider on behalf of the Linenhall for members, writers and the general public.

#### **Operations and general administration of the organisation**

- Managing the overall smooth day-to-day running of the organisation
- Supporting the team in delivery of events programme, gallery programme and all other events and activities
- Supporting box office with general enquiries and communications from the general public
- Office management
- Drafting, editing, collating documents in various contexts as required e.g. contracts for shows etc
- Supporting the Director in managing insurance and related requirements
- Management of room hire with support from the Building Manager
- Management of staff schedules to ensure building is properly staffed
- Support and collaboration with the Building Manager on building infrastructure
- Support and collaboration with the Building Manager on the management of all health and safety, environmental health, trading standards and other regulations as adhered to in the Linenhall Arts Centre.

#### **Box Office**

- Updating the website and ticketing system seasonally with new programmes
- Managing the website and ticketing system on a day-to-day level
- Supporting Box Office on queries relating to shows and amending the ticketing system as needed
- Supporting Front of House when required
- Compiling box office reports when required
- Training and supporting Box Office staff on the ticketing system

#### **Marketing**

- Supports the Director in the implementation of a marketing plan for the organisation
- Developing marketing and promotional campaigns
- Press/Publicity/Website/Social Media: drafting and distribution of press materials and releases, event and invite management, social media pages (with support from the Director)
- Writing up the weekly newsletter (with support from the Director)

#### **Membership & Fundraising**

- Supporting the Director in the management of the membership programme
- Developing and expanding our Tiered Membership Programme
- Supporting the Director in any fundraising initiatives

**Finance** (Support role only to the Finance Officer)

- Processing payments for events, workshops etc
- Managing incoming and outgoing invoices and online payments and banking
- Support when needed on day-to-day finance requirements
- Managing staff payroll

Please note that the duties detailed above are indicative of the type of work to be undertaken, however as this is a busy and well used arts centre delivering an eclectic programme the duties should not be viewed as a definitive list. The Centre may retain a list of reserve candidates arising from this recruitment for any vacancies which may arise which are the same or similar and are of an equal grade of pay. Such a reserve list will be compiled and held for a period of 12 months.

**Desirable Knowledge and Understanding**

- Minimum 3 years' experience in the cultural sector environment
- Enthusiasm and appreciation for the contemporary arts
- Excellent communication and interpersonal skills
- Strong organisational skills and an ability to work on one's own initiative and while under pressure
- Display a high degree of initiative with a creative approach to problem solving and be highly self-motivated with an excellent eye for detail
- Willingness to work irregular and flexible hours
- A high level of computer literacy and knowledge of all Microsoft Office packages
- The ability to respond to a varying workload by managing tasks and time efficiently
- Experience and understanding of financial management is desirable
- An understanding of the Linenhall Arts Centre, its origins, its development and its place in the arts ecology of Mayo and Ireland
- Experience of managing relationships in a variety of contexts in reference to internal and external stakeholders
- Experience and understanding of building/operations management
- Experience of health & safety management is desirable but not essential
- Experience of team management
- Knowledge of Ticketsolve or similar box office systems is desirable but not essential
- A good team player and an excellent timekeeper