

Anteros Arts Foundation

Anteros Arts Foundation is a charity for the education and promotion of the arts in Norfolk. We are based in an historic Grade II* listed building on Fye Bridge Street, Norwich.

We believe that art is fundamental to people's wellbeing and that it should be open and accessible to everyone. We provide artists' studios, a programme of exhibitions in our gallery space, a range of art courses for all levels of practice and a shop selling work by local artists and makers. We also put on music concerts and hire out spaces for weddings, events and meetings. Part of the building is leased to The Merchants House bar and café.

We are seeking a self-motivated, dynamic and highly efficient General Manager to lead the organisation. You will report to, and work with the Board of Trustees, and will be responsible for managing a small staff team (all part-time) and volunteers. You will be responsible for all day-to-day operational matters and work with the trustees on strategic management and planning.

The job requires flexible working hours and some evening and weekend work, on a rota basis or as emergency cover, will be required.

JOB DESCRIPTION

Job Title	General Manager
Reporting to	Board of Trustees
Job location	Anteros Arts Foundation
Hours of work	3.5 days (26 hours) hours per week
Contract Type	Part-time, permanent after a 6-month probation period

Purpose of Role

The General Manager is responsible for all aspects of managing Anteros Arts Foundation, including forward planning, budgeting and finance, day to day operations and building maintenance. They are the main point of contact for studio holders and the café owners and manage a team of four part-time staff, a freelance marketing officer, bookkeeper and volunteers. The General Manager reports to the Board of Trustees.

Main Duties

Stakeholder Relations

- Attend trustee meetings, prepare reports for meetings and take minutes
- Organise and attend an annual AGM
- Act as the main contact for studio holders, ensuring good communications and that they feel inclusive of the Anteros Community
- Act as the main point of contact for the café and maintain a good working relationship with them

Project Management

- Work with the trustees, stakeholders and Anteros team to plan and deliver projects in line with the business plan

Financial Management

- Oversee budgets for Anteros Arts Foundation and Anteros Limited, including monitoring spend, investigating discrepancies or inflated costs, implement strong financial procedures, oversee the bookkeeper and liaise with accountants to produce end of year accounts
- Designated signatory for Anteros' bank accounts

Income Generation

Work with the Anteros team to:

- Deliver a programme of classes, monitoring and managing the performance of contracted tutors
- Manage a calendar of room hire bookings and exhibition bookings
- Manage studio spaces and maintain tenancy of these spaces
- Manage a retail shop offer including art sales
- Deliver a programme of events to raise awareness of Anteros and generate income
- Promote Anteros as a wedding venue and secure wedding bookings

People management

- Manage the staff team, contractors and volunteers
- Organise rotas to ensure reception, events and keys tasks are covered
- Supervise payroll, monitor hours and annual leave
- Carry out induction and training
- Carry out performance reviews and performance manage the team to their role descriptions and to achieve the business plan
- Hold regular team meetings and one to one catch up with each staff member
- Manage all arising employment matters including any recruitment, dismissals, disciplinary or grievance issues

Health and Safety

- Ensure compliance with all legal and government requirements including fire safety, safeguarding and data protection
- Review and update risk assessments annually and ensure a risk assessment is in place for all new activity
- Ensure health and safety policies are in place and followed by everyone working in or renting space within the building

Building Maintenance

- Oversee all repairs and maintenance and respond to emergency building repair needs

Administration

- Receiving and sorting post, responding to the different email inboxes and phone calls, maintaining the diary for the team

Work on Reception

- Cover staff sickness and holidays by working on reception, welcoming visitors, promoting Anteros, answering inquiries and managing shop sales.

Person specification

Essential

- Self-motivated and highly efficient at managing multiple tasks and responsibilities
- Management experience in a similar type of role within the cultural sector
- Excellent leadership skills
- Excellent communication skills
- Reliable, conscientious and trustworthy
- Attention to detail
- Understanding of budgets and finance
- Experience of managing public events
- Excellent skills in organisation, problem solving and prioritisation
- Familiar with using Word, Excel etc
- Available to work evenings and weekends on a rota basis
- An interest in arts, culture and heritage

Desirable

- Some knowledge of heritage buildings
- Awareness of diversity and equal opportunity issues
- Experience of fundraising
- Experience of financial management software such as Xero and Quick Books
- Knowledgeable about the arts sector in Norwich and Norfolk
- Experience of working in partnership with other organisations

All Anteros staff are expected to be:

- team players
- good communicators, using appropriate means in effective ways
- flexible and proactive in their approach to work
- willing to learn and develop
- able to manage their own workload with minimum supervision
- able to remain calm under pressure
- reliable time-keepers with a good attitude to attendance
- committed to equality in the workplace
- computer literate, including possessing basic word processing and spreadsheet skills

Anteros Arts Foundation reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.

The statements contained in this Job Description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of

responsibility. It should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including other functional areas to cover absences of relief, to equalise peak work periods or otherwise to balance the workload.