

# XTRAX

**XTRAX**  
**51 Old Birley Street**  
**Manchester**  
**M15 5RF**

**December 2017**

## **GENERAL MANAGER RECRUITMENT**

Thank you for your interest in the position of General Manager at XTRAX. We enclose some background information about the company and its activities, along with the Job Description and Person Specification for this role.

This is a full-time role and we are keen to find a dynamic individual who wants to work within a growing business. While Outdoor Arts is central to everything that we do we are interested in hearing from candidates from a range of backgrounds and are willing to consider shaping the role to suit the individual. The successful candidate will also be supported by the Director and Finance Manager and as well as being offered any training and development if required.

If you need any more information about the role or have any queries, please contact [maggie@xtrax.org.uk](mailto:maggie@xtrax.org.uk)

To apply for this role please send us your CV, along with a covering letter (no longer than 2 sides of A4) that, with reference to the job description and person specification, outlines how you meet the requirements of the job and details the skills and experience you can bring to the post. Please note that we will not consider applications without both a CV and a covering letter. Please send your CV and covering letter by email to [elena@xtrax.org.uk](mailto:elena@xtrax.org.uk); please label your email clearly with your name and 'General Manager' in the subject heading.

We would also be grateful if you would complete the accompanying equal opportunities form and return it with your application.

We prefer to receive applications by email. If you need to send your application by post please send it to Maggie Clarke, XTRAX, 51 Old Birley Street, Manchester M15 5RF.

**Deadline for applications:** 4<sup>th</sup> January 2018, 5 pm

**Interviews:** 11<sup>th</sup> January

Good luck with your application, and thanks for your interest in XTRAX.

**Maggie Clarke**  
**Director**

# XTRAX

## XTRAX BACKGROUND

Formed in 2001, XTRAX supports artists and festivals from the UK to develop and promote high-quality outdoor arts work. We run our own self-initiated projects, events and showcases; as well as providing strategic management and producer services to our major partner organisations, in particular Without Walls.

XTRAX currently has a team of 8 full-time staff members, which is growing to meet the demands of our work.

XTRAX is a Company Limited by Guarantee with a board of Directors to whom the staff are accountable.

You can meet the team here: <http://xtrax.org.uk/about/team-and-board>

XTRAX's main projects in 2018 and 2019 are:

- Management of Without Walls consortium; in addition to the regular established activity, XTRAX is responsible for initiating a programme of enhanced activity and setting up systems and reporting mechanisms appropriate to that of a Band 3 NPO of Arts Council England;
- XTRAX Outdoor Arts showcases in the UK and internationally, and associated training and development projects;
- Other consultancy, events and contracted projects.

Our website gives an overview of our work: [www.xtrax.org.uk](http://www.xtrax.org.uk)



*The Border of the Water; The Song of the Wind* by Creative Group SUM BI - Part of Korea/UK 2017-18 and the XTRAX/Greenwich+Docklands International Showcase's Focus on South Korea – June 2017

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## WITHOUT WALLS BACKGROUND

Established in 2007, Without Walls is a consortium of festivals and organisations dedicated to raising the profile of the UK Outdoor Arts sector, promoting artistic excellence and supporting innovative new work for the benefit of artists and audiences. Without Walls brings together artists, promoters and commissioners to make high-quality outdoor shows - from the intimate to the epic - that tour to festivals across the UK and beyond. The consortium nurtures talent and skills by researching, developing, commissioning and touring new work, enhancing the growth of the sector, and reaching large audiences; many new to the arts.

Without Walls is a Company Limited by Guarantee with a separate board of directors. XTRAX has provided management and development services to the consortium since 2012. The role of XTRAX in managing the work of the consortium includes regular reporting to and liaison with the partner festivals, the Chair, and the Board of Directors. In April 2018 Without Walls will become a National Portfolio Organisation of Arts Council England, and is in the process of negotiating a four-year funding agreement.

Without Walls' website gives an overview of the consortium's work:  
[www.withoutwalls.uk.com](http://www.withoutwalls.uk.com)



*Orbis* by Humanhood, with *Museum of the Moon* by Luke Jerram in the background at Norfolk & Norwich Festival © Dibs McCallum – Commissioned and supported by Without Walls in 2017

# XTRAX

## JOB DESCRIPTION

|                          |  |
|--------------------------|--|
| <b>Job Title:</b>        | General Manager  |
| <b>Salary:</b>           | £24,000 – £28,000 depending on experience  |
| <b>Responsible To:</b>   | Director and Board of Directors  |
| <b>Responsible for:</b>  | Finance and Administration staff   |
| <b>Contract:</b>         | Full Time Permanent  |
| <b>Location:</b>         | XTRAX Office, Hulme, Manchester - with regular travel required across the UK, and occasional international travel  |
| <b>Hours:</b>            | General office hours are 09.30 – 17.30, but evenings and weekends may occasionally be required for which Time off in Lieu (TOIL) is offered by agreement of the Director |
| <b>Travel:</b>           | Sometimes overnight stays are required, as well as occasional evenings and weekends, particularly during event delivery times  |
| <b>Notice Period:</b>    | 3-Months   |
| <b>Probation Period:</b> | 6-Months   |
| <b>Holiday:</b>          | 20 days paid holiday each year in addition to statutory bank holidays  |

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### MAIN PURPOSE OF THE POST

XTRAX is seeking an experienced General Manager to underpin the operations of our small, hardworking team and to assist us in the delivery of our work across our range of projects and events.

The post-holder will take an overview of the work plan of the organisation taking responsibility for financial management and reporting, contract management, organisational planning and staffing and supervision of all aspects of the organisation's administrative functions.

The post-holder will also take a lead on the financial management of our major project, the management of the Without Walls consortium, a commissioning and touring partnership of 19 outdoor festivals that has recently been made a National Portfolio Organisation (NPO) of Arts Council England.

This is a senior post in a well-established creative company. It would suit an ambitious candidate with excellent organisational skills keen to take on a challenge and to make an impact within a dynamic and entrepreneurial organisation. The ideal post-holder will have at least considerable experience in the arts, experience in managing budgets and reporting at a senior level, an interest in outdoor arts and an eye for developing creative opportunities.

The post holder will be required to support the Director in reporting funders, to the Boards of XTRAX and of Without Walls, as well as senior managers of all our project partners, and so must be confident in working at a senior level in organisations.

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## JOB DESCRIPTION

*We recognise that this is an extensive Job Description; support and/or training will be given if required.*

### **1 Financial Management**

Working alongside the Director, and with support from the Finance Manager, the General Manager will be responsible for ensuring that the company and all its projects are managed efficiently from a financial perspective. This will include:

- developing and managing budgets and cashflows for the company and its projects;
- providing financial information and scenarios to the Director, Board Members and project partners in order to facilitate company planning and ensure the financial viability of the company;
- preparing of budgets and financial models for funding applications;
- producing monthly management accounts and cash flow for Without Walls to meet Arts Council England reporting requirements, in collaboration with the Finance Manager
- Producing quarterly management accounts for all our clients in collaboration with the Finance Manager;
- supervising the review and coding of all invoices and payments;
- liaising with the external accountants with regards to the annual audit and any additional project audit requirements;
- working closely with the Finance Manager on the production of the annual report and accounts; drafting the narrative for the annual report and accounts for XTRAX and Without Walls and ensuring that accounts are filed on time;
- seeking external expert advice where required;
- providing up to date staff information to the Finance Manager to ensure accurate payroll and associated calculations;
- liaising with the Finance Manager to ensure that invoices are issued and paid promptly;
- supervising the preparation of VAT returns as needed.

*Note: The turnover of XTRAX is between £250-350k p.a.; the turnover of Without Walls is approximately 1.2million p.a.*

### **2 Staff Management**

In consultation with the Director, the General Manager will ensure excellent staff management and support including:

- reviewing and updating of all staff contracts as required;
- maintaining and developing HR systems, policies, procedures and benefits, within the frameworks of employment legislation and good practice;
- maintaining staff personnel records, ensuring information is kept confidential;
- developing and maintaining a Company Handbook for all of our project partners
- managing recruitment and review processes; supporting line managers on the management and development of their staff and departments and the resolution of any issues;

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- supervising of the work of the Finance Manager;
- supervising of other contracted and freelance staff as required;
- overseeing staff training and professional development;
- overseeing the collection of data for equal opportunities monitoring and other comparative analysis as required;
- overseeing the induction of all new staff;
- line managing the finance and administration staff;
- managing and developing work experience placements, co-ordinating requirements and recruitment with departmental staff.

### **3 Contract Management**

With the Director and Project Managers, the General Manager will supervise the preparation of all contracts with staff, external contractors, suppliers, consortium members and others, including:

- negotiating and preparing all freelance and supplier contracts for all our projects;
- preparing contracts and Grant Agreements for partners and suppliers for Without Walls, including commissioned artists and festival partners;
- supervising contracts and agreements to ensure that all conditions are met before payments are issued;
- efficient planning of all international contracts ensuring the relevant tax forms are completed and that the organisation plans for currency fluctuations;
- negotiating service delivery contracts for XTRAX with all our clients and partners, and agreement of conditions;
- supervising key delivery requirements for all our contracted work and funding agreements, ensuring that we deliver on requirements according to an agreed schedule.

### **4 Reporting, Evaluation and Monitoring**

The General Manager will ensure that we fulfil our requirements to Board members, funders and stakeholders, including:

- preparing project and financial reports for board members, funders, contractors and partners as required to comply with contractual or funding obligations;
- supervising the Project Managers in the preparation of appropriate evaluation processes for all projects as required;
- ensuring that all relevant policies and systems are in place to comply with expectations of funders and stakeholders;
- ensuring that data gathering systems are in place to ensure that we can monitor the reach and impact of all our work as required for reporting to key funders, such as Arts Council England;
- with the Director, preparing board papers for XTRAX, Without Walls and our clients as required.
- Ensuring that accurate records are maintained at Companies House for XTRAX and Without Walls

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## **5 Strategic Planning**

- With the Director, lead on the strategic planning for all XTRAX projects, setting deadlines, project timetables and ensuring that the required staff are in place to deliver the work plan for the year;
- Explore opportunities for fundraising, sponsorship and revenue development for all XTRAX projects;
- Contribute to the preparation of funding applications as required;
- Set goals and targets for the staff and organisation.

## **6 Office Systems Management**

- Ensure that adequate systems are in place to ensure the smooth and efficient running of all XTRAX projects.

## **7 General**

- The General Manager will be required to undertake any other duties as required to ensure the efficient delivery of XTRAX projects, as part of a small team.

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## PERSON SPECIFICATION

### Essential

- A minimum 2 years' experience of financial management including understanding of cash flow, management accounts and supervision of budgets in excess of £500k preferably in an arts organisation;
- Understanding of VAT as it applies to Arts Organisations;
- Excellent verbal and written presentation skills;
- Experience of staff management;
- Broad experience of preparing contracts for staff, suppliers and freelance contractors;
- Understanding of arts funding system in the UK;
- Interest in outdoor arts;
- Willingness to work some evenings and weekends as required;
- Willingness to travel in the UK and potentially internationally.

### Desirable

- Experience of UK and international touring;
- Experience of festival and event management;
- Experience of servicing a voluntary board of directors;
- Familiarity with SAGE or other computerised accountancy packages;
- Fundraising experience.

### Key Working Relationships

- XTRAX Director, core staff and board;
- Board members and Festival Members of Without Walls;
- Chair of Without Walls;
- Artists supported by Without Walls;
- Funders and Stakeholders.