

Operations Manager

Box Clever is an established, highly regarded and professional theatre company dedicated to the creation of contemporary theatre for young people.

We are looking for a **part-time** Operations Manager to support the activities of this not-for-profit theatre company. The primary responsibilities of the role are:

- 1) to promote, book and contract tours to schools and venues;
- 2) to arrange accommodation for personnel on the road
- 3) to oversee transport and travel requirements;
- 4) to monitor and control budget expenditure

Contract

This is a part-time, payroll contract. Your line manager is the Artistic Director.

Dates & Hours of Engagement

The annual salary is based on the Individual's commitment to 26 hours per week for 42 weeks (the academic year) and 13 hours per week for 10 weeks of the year (the school holidays).

The 26 hours per week are to take place at mutually agreed times daily, between the hours of 9am-6pm, Monday to Friday. There is an expectation that hours worked per week increase during academic term-time and correspondingly reduce during school holidays.

Remuneration

A salary of £17,621.00 per annum, via payroll, exclusive of any allowances or holiday pay that may apply. Tax and National Insurance will be deducted at source. Payment will be made in equal monthly instalments by bank transfer to arrive in the Individual's bank account by the last day of each calendar month. The Manager operates a statutory auto-enrolment pension scheme.

Place of work

The management of Box Clever is carried out virtually with the core management working remotely. The work to be undertaken at the individual's preferred location is done so on the proviso that regular contact is made with the Artistic Director and the core management team. You are asked to take part in weekly online staff meetings.

Duties & Responsibilities of the Operations Manager:

- To lead on the management, planning, promotion & sales of plays to schools and theatres
- To issue contracts and invoices to schools, local authorities and theatres
- To respond to email, phone and website booking enquiries
- To maintain and update the tour schedule
- To book accommodation for company members and freelance creatives
- To arrange travel and transport requirements: van hire, ticket booking, insurance and penalty charge notices
- To provide administrative support to the Company with relation to the following areas: inter-core communication; debit card analysis)
- To share responsibility for budgetary control and monitoring
- Booking spaces for auditions and induction meetings as required
- Supporting collation of project evaluation
- Administrative support to the Artistic Director as required

Skills & Experience

The ideal candidate for the role will have:

- A minimum of one year's experience of working in Sales or in Administration
- Ability to work with a diverse range of people, communicating effectively through emails, phone and in person
- Ability to manage time effectively, to multi-task and prioritise workload
- Excellent organisational skills
- Good attention to detail, ensuring accurate information sharing
- Strong IT skills with working knowledge of Excel & Word
- GCSE grade A-C in Maths in order to support budgetary control
- Experience in Arts/Charity, Arts Administration or Education
- An interest in theatre and education
- The successful candidate must have permission to work in the UK

Deadline for applications: 12.00noon, Friday 31st January 2025

First Interviews: Friday 7th February 2025. To be held online.

Recall Interviews: Monday 10th February 2025

Ideal Start date: Monday 17th February 2025 but this is flexible

To apply:

Please send your CV and a covering letter (no longer than one side of A4) detailing your suitability to meet the required Skills & Experience and how that would support the Duties & Responsibilities of the Operations Manager role. Please email your application to HR@boxclevertheatre.com by 12noon on Friday 31st January 2025.

If you wish further clarification about the job description you are welcome to send any queries to the above email address.

Box Clever is an equal opportunities employer which champions a diverse workforce and welcomes applications from everyone.

Please note that any CVs or personal data sent to Box Clever in respect of an application can be deleted on request once the audition/interview process has been completed.

About Box Clever

'There are few companies around who offer such quality work for schools'

Arts Council England

For almost thirty years, Box Clever has reached thousands of young people across the UK and beyond with artistic productions and workshops that are imaginative, exciting, inspiring and which engage our young audiences.

Our mission is to bring exciting theatre to young people and to involve them in plays as audience members, participants and co-creators. We aim to bring vividly to life, through theatre, their world and issues that are relevant to them, whether it's safety on the roads, relationships, bullying or subjects related to the English curriculum.

In 2023-2024, despite the financial constraints many schools are experiencing and the disruption caused by the RAAC crisis, we achieved yet another successful year in which we performed to 42,949 young people and members of the general public in 205 schools and 3 theatres, giving 391 performances and workshops nationwide.

Box Clever is a registered company with charitable status, a National Portfolio Organisation of Arts Council England, and a member of the Independent Theatre Council. The core staff of the company comprises the Artistic Director & Writer in Residence; Head of Development & Assistant Artistic Director (on maternity leave); Production Manager; Finance Manager; Head of Intelligence; Operations Manager; HR and Marketing Administrator; Deputy Artistic Director; Associate Director; Social Media Associate.

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