



## Live Cinema UK Managing Director: Job Description

£30,000 pro rata (0.6 FTE, negotiable at 6 months review)

3 days/22.5 hours per week, 12-month contract with view to permanent

Location: Homeworking, though frequent travel for meetings in West Yorkshire is expected and possible resumption of office working part time expected in future

Probation period: 6 months

We are seeking a highly organised and efficient senior manager to play an integral role at Live Cinema UK, leading on business development and strategy, managing the operations of our organisation day to day, delivering complex and exciting projects, and leading our organisation alongside the Artistic Director/CEO to an exciting future.

The role would suit a highly organised arts administrator with line management experience in film, the arts, culture or immersive technology, though we welcome applications from outside these sectors.

We operate a flexible working policy and are happy to discuss arrangements to suit the candidate including allocation of the 22.5 hours throughout the week, or a set/changing 3 days as appropriate for company and individual.

**Equality & Diversity:** Live Cinema UK upholds an absolute commitment to equality, diversity, and inclusion, and we would particularly like to hear from candidates from under-represented groups whose professional and personal experience will bring new perspectives, understanding and capacity to the company. We request all applicants to complete our equality and diversity monitoring form alongside their application, answers to which are confidential.

### How to apply:

Please email your CV and covering letter describing how you meet the essential and any desirable criteria in the Person Specification to [lisa@livecinema.org.uk](mailto:lisa@livecinema.org.uk) by **Wednesday 23<sup>rd</sup> June at 5pm**. Please submit your application along with a completed [Equal Opportunities Form](#).



### **Main responsibilities:**

- Lead on administration of the company, supporting day to day functions as well as strategic and executive management
- Overall responsibility for finance, both day to day finance and project budgets and cashflow.
- Project management of company's major projects
- Line management of 3 employees, developing systems for remote work management
- Lead on HR processes such as recruitment, performance reviews, training and development.
- Developing company 5-year business plan and financial plan
- Identifying and developing new revenue opportunities across public funding and private sector
- Lead on fundraising and business development, working with the Artistic Director to support grant funding applications, reporting, and tenders.
- Lead on reporting and returns, including regulatory, funding and financial.

### **Detailed responsibilities:**

Responsible for: Immersion Coordinator, Marketing and Operations Coordinator, company bookkeeper, interns and subcontracted staff

Reports to: Artistic Director & CEO; Board of Directors

### **Finance**

- Managing project budgets and overall company budget, cashflow and quarterly management accounts
- Day to day financial operations - invoicing, payment sign off for all spend, ensuring receipts and invoices logged and evidenced, ensuring payroll and pension contributions are processed with support from accountant, assisting bookkeeper with quarterly VAT returns, banking and QuickBooks
- Collating and logging all evidence for funders as projects happen ready for final reporting

### **Project and line management**

- Lead on major projects in collaboration with Artistic Director including possible future capital project
- Milestone setting ensuring team deliver
- Task management across team using remote working including developing effective processes and solutions e.g., Asana, Basecamp, Google drive
- Lead for HR, including recruitment, performance reviews, training and development, employment contracts, managing welfare, annual leave, and sickness absence.



### **Business development and strategy**

- Developing 5-year business and finance plan for the company
- Lead on funding applications in collaboration with Artistic Director
- Identify new revenue streams from public funding, commercial opportunities and tenders
- Developing leads for new work and recording opportunities being pursued by other team members, including implementing systems for contacts and networks tracking

### **Administration**

- Preparing quarterly reporting to board with the Artistic Director
- Lead on evidence gathering and all reporting to funders
- Managing company systems including Google Drive, company calendar, project management systems e.g., Asana and remote working practices
- Preparing all contracts including consultancy agreements, artist agreements, venue agreements for tour booking and any other contracts as required
- Ensuring adequate insurance in place for company and its activities, researching and managing renewal quotes
- Ensuring all statutory reporting requirements are met including Companies House and HMRC

### **Other**

- Supporting all outreach nationally and internationally, actively developing LCUK's reputation and representing the company nationally and internationally
- Deputising for the Artistic Director & CEO as appropriate
- Acting as event lead where required at LCUK events
- Passion for culture, live events, cinema and new technology
- Ensuring all projects promote equality and diversity within the cultural sector and go above and beyond funder requirements e.g., ACE Creative Case for Diversity, BFI Diversity Standards



Person specification:

<b>Essential</b>	<b>Assessment method</b>
Highly experienced and organised administrator	Cover letter/CV/Interview
Excellent time and project management skills	Cover letter/CV/Interview
Experience in administration of budgets and day to day finance (invoicing, managing payments etc.)	CV/Interview
Experience of cashflow management and budget forecasting	Cover letter/CV
Previous line management of a small team (2-5 people)	Cover letter/CV
Experience in leading on projects, managing milestones and deadlines	CV/Interview
High level of computer literacy (Office 365, Google Drive and apps)	CV
Contributing to or leading on public funding applications	Cover letter/CV
Experience in preparing contracts of work for suppliers, subcontractors etc.	Cover letter/CV
Knowledge of HR processes and best practice including recruitment and performance review	CV/Interview
Passion for live events, film and/or immersive technologies	Cover letter/Interview



Person specification:

<b>Desirable</b>	<b>Assessment method</b>
Audit and grant claims evidence gathering and submission experience	Cover letter/CV
Knowledge or experience of IP and contract law	Cover letter/CV/Interview
Experience of managing staff remotely	Cover letter/Interview
Working with and reporting to board of directors	Cover letter/CV/Interview
Successfully developed application, project managed and reported for one or more of the following funders: Arts Council England, Innovate UK, British Film Institute/BFI FAN, Creative Europe, Heritage Lottery fund, DCMS.	Cover letter/CV
Experience in a management role in an arts or culture organisation	Cover letter/CV
Can evidence an increase in revenue for a company either public or private sector funding	Cover letter/CV/Interview
Event management experience including risk assessment and method statements preparation	Cover letter/CV
Experience/knowledge of company formation/reformation and different company structure options (e.g., charity, CIC, limited by guarantee) along with statutory requirements for Companies House	Cover letter/CV