



Kiln Theatre

## ASSISTANT GENERAL MANAGER

Application Pack

**Kiln Theatre** views the world through a variety of lenses, bringing unheard/ignored voices into the mainstream. We present high-quality and innovative work, which provokes debate and emotionally engages. Located in Brent, the most culturally diverse borough in London, **we are a local venue with an international vision.**

Converted from a music and dance hall, the Tricycle Theatre opened in 1980 as the permanent home of the Wakefield Tricycle Company. In September 2018 we completed a much-needed renovation that future-proofs the building for the next generation of theatregoers and theatre makers. The transformed Tricycle was renamed Kiln Theatre, locating it ever more closely with Kilburn and building on the company's artistic legacy through an exciting programme of new work.

Today, with Artistic Director **Indhu Rubasingham** and Executive Director **Daisy Heath**, Kiln Theatre continues its reputation of world-class British and international work, reflecting the exceptional diversity of its local community.

*'This place was a special cocoon. Now she has blossomed into a beautiful butterfly.'*

Sharon D Clarke, actor most recently at Kiln Theatre in *Blues in the Night*

Kiln Theatre has a 292 seat theatre alongside a 300 seat cinema, a beautiful bar and café, plus three rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

**We want everyone to experience the power of theatre.**

During the national lockdown due to COVID-19 restrictions, we continued our core work with our various communities, including engagement with local young people and working with Food For All to provide a weekly foodbank. We have recently reopened the theatre with the critically acclaimed production of Amy Trigg's *Reasons You Should(n't) Love Me*.

*'There's something different about this theatre. There's a feeling of inclusion'*

Audience Member, 2019

### OUR VISION

To uncover our shared humanity, illuminating our connection through stories, and deepening our capacity to empathise with the other

### OUR MISSION

To make theatre for all by making space for unheard/ignored voices



Kiln Theatre encourages artists of all ages and backgrounds. Our ambitious Creative Engagement programme aims to champion the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre.

## **KILN THEATRE**

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

Reopening productions include Ayad Akhtar's *The Invisible Hand* and Amy Trigg's *Reasons You Should(n't) Love Me*.

## **KILN CINEMA**

Our 300 seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. Recent partners have included: NT Live; Globe on Screen; BFI London Film Festival; Images of Black Women Film Festival; DocHouse; Kilburn Film Festival.

## **OUR VALUES**

Kiln Theatre is **Inclusive**  
Kiln Theatre is **Authentic**  
Kiln Theatre is **Heartfelt**  
Kiln Theatre is **Fearless**

Our values shape the way we work. They are key to unlocking our ability to ensure our work is accessible and relevant, that we make brave, bold choices, and that we maintain our integrity and empathy. They underpin the way we build and maintain our relationships with the artists, communities and audiences we make work with and for.

## **FUNDING**

Our annual turnover is approximately £3.5 million. Kiln Theatre receives funding from the Arts Council England as a National Portfolio Organisation. Other income comes from box office ticket sales and other revenue streams, with a final sum generated through fundraising.

## THE ROLE

<b>Title:</b>	Assistant General Manager
<b>Location:</b>	Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
<b>Reports to:</b>	General Manager
<b>Contract:</b>	Part-time (3 days) / Fixed term (12 months)

### Purpose

To be a key member of Kiln's team and to support the General Manager in the producing and day-to-day management of Kiln productions, co-productions and bespoke events.

### Key Responsibilities and Duties

#### Productions

- To maintain an excellent working knowledge of all Productions and to act as a key point of contact both internally and externally. Working with the General Manager and Head of Production on matters as they arise.
- Assist the Executive Team, General Manager and Head of Production in planning and delivering all aspects of the artistic programme.
- In consultation with the General Manager conduct availability checks for Creatives required for Productions.
- Under the supervision of the General Manager manage negotiations, make offers and draft agreements for Creative Team members and Cast as relevant.
- Draft commission agreements for Writers as directed by General Manager.
- Work with Casting Directors to co-ordinate the casting process including availability checking of actors and liaising with agents.
- Stay apprised of changes and updates to relevant union agreements updating the General Manager and Head of Production of changes.
- To work closely with the Production Administrator to ensure effective communication and assist each other where necessary.
- Keep deal sheets up to date in conjunction with the Production Administrator.
- To provide ongoing support, including pastoral care for show teams including maintaining a supportive and constructive relationship with each Company Stage Manager.
- Oversee visas and work permits for international creative team members when required.
- Contracting of children, including being responsible for any licenses required.
- Submitting PRS applications and facilitating music clearance for Productions.
- With the General Manager and the Marketing & Communications team co-ordinate press nights.

- With the General Manager and the Marketing & Communications team co-ordinate logistics relating to press, marketing and promotional events.
- Deputising for the General Manager as required.
- Working with the Production Administrator on administration areas including creation of contact sheets and performance schedules.
- Working with the Production Administrator to maintain and update the induction pack and department policies.
- Assisting the General Manager and Artistic Team in research and development activity as required.

### **Finance**

- Regularly update and track best estimates of Production and running costs with the General Manager and Finance Department.
- Oversee logging and coding of invoices for General Manager.
- Liaising with the Fundraising department to assist with effective fundraising and reporting for projects, including identifying relevant opportunities for income generation for productions and projects.

### **Administration**

- To organise and book travel and accommodation for Creative Teams and Cast as and when required.
- To support the delivery of Creative Engagement productions and festivals as required, as well as other projects and assignments such as play readings and workshops in conjunction with the Production Administrator.
- To assist the Senior Team with wider Kiln Theatre policy development and upkeep.
- To work to improve and, where required, create systems and administrative processes, including working with Finance Department and General Manager to ensure departmental records are kept in an accurate and reliable way.

### **General**

- Promote, maintain and work to deliver the mission and values of Kiln Theatre.
- Be an active and supportive member of Kiln Theatre's staff team.
- Comply with all statutory requirements, particularly in respect of the Equalities Act 2010, Health & Safety regulations and Kiln Theatre's Safeguarding Policy, including in the recruitment of casual staff and freelancers.
- Support and attend work of Kiln Theatre, including dress rehearsals, technical rehearsals, previews, press nights, creative engagement activities and performances and other events and meetings as required.
- Communicate clearly and constructively with other departments, and contribute to the effective scheduling of Kiln Theatre's activities.

- Attend weekly staff meetings, including Comms & Planning and keep up-to-date regarding shows and events at Kiln Theatre and Cinema.
- Keep abreast of current thinking and best practice in theatre and help to maintain the Kiln Theatre's profile as a centre of excellence.
- Carry out such other duties as required commensurate with the overall purpose of the post.

## Person Specification

### Essential

- At least two years professional experience working in theatre
- Experience of general management/ assistant producing or freelance producing at least two theatre productions
- Enthusiasm for/interest in theatre and the work of Kiln Theatre
- Highly organised and efficient, with excellent time-management skills
- An ability to work independently and manage your own workload
- Experience of working effectively as part of a busy team
- Eye for detail and accuracy
- Ability to work under pressure, to prioritise tasks and to meet demanding deadlines
- Excellent project management and people skills
- Excellent computer skills, including Outlook, MS Word and Excel
- Strong team player with calm and positive approach and a genuine interest in collaboration
- Ability to work with tact, diplomacy and complete confidentiality
- An awareness of the current theatrical landscape in the UK
- Willingness to work outside normal working hours when required
- Commitment to inclusion and equality of opportunity

### Desirable

- Working knowledge of UK Theatre/Equity and Bectu agreements for Subsidised Managers
- Qualified First Aider and/or Mental Health First Aider
- Experience of working for a producing theatre building or organisation

*This job description is a guide to the nature of the work required of the Assistant General Manager and does not form part of the contract of employment.*

## TERMS AND CONDITIONS

**Contract:** Part-time, 3 days per week, Fixed term, 12 months  
(Kiln Theatre office hours are 10 am – 6 pm but mid-week evening work and Saturdays will sometimes be essential)

**Start date:** September 2021 – dependent on successful candidate's availability

<b>Salary:</b>	£27,000-£28,000 per annum pro-rata paid PAYE via payroll
<b>Holiday entitlement:</b>	12 days per annum plus pro-rata bank holidays
<b>Probationary period:</b>	3 months, followed by review
<b>Pension:</b>	Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 3% of basic salary although employee may contribute more
<b>Other benefits:</b>	Employee Assistance Programme, Complimentary tickets for preview performances, subject to availability. £2 tickets to Kiln Cinema. 20% staff discount in Kiln Kitchen bar/café/restaurant

## **EQUAL OPPORTUNITIES**

Kiln Theatre is an Equal Opportunities employer and we strive to create an inclusive environment that reflects and celebrates our local community. We particularly encourage applications from Black, Asian and ethnically diverse people and D/deaf & disabled candidates as these groups are currently underrepresented in our staff team.

## **HOW TO APPLY**

Application forms can be downloaded at <https://kilntheatre.com/our-story/jobs/>

Once the **Application Form** and **Equal Opportunities Monitoring Form** are completed please return, by the closing date, to:

<b>Email:</b>	<a href="mailto:Recruitment@KilnTheatre.com">Recruitment@KilnTheatre.com</a> using the heading 'Assistant General Manager'
<b>By Post:</b>	Recruitment, Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
<b>Closing Date:</b>	9am Mon 26 July 2021
<b>Interviews:</b>	w/c 2 August 2021

## **WHAT HAPPENS NEXT?**

We will invite some applicants for an interview, arrangements will be in compliance with latest government guidance on COVID-19. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.