

THE REGENT CENTRE (CHRISTCHURCH) LIMITED

Job Description

MANAGER

Summary: To manage all aspects of the Regent Centre in conjunction with the Board, providing help, support and advice to them in that process.

Responsible to: The Board of Directors

Detailed Responsibilities:

1. Programme and Lettings

a) Arrange a continuous and balanced programme of entertainment in the auditorium, having regard to:

I. Requirements of Charity Commissioners in granting charitable status as an educational charity.

II. The need to survive financially and therefore to schedule a proportion of 'commercial' work.

b) Promote and negotiate on the most favourable terms possible the maximum utilisation of all suitable space within the building in the best interests of the Centre to maximize profitability.

2. Operation of the Centre

a) Supervise, manage and motivate the salaried staff

b) Train or arrange training of all staff as and when required

c) Engage new staff in conjunction with the Board.

d) Ensure the efficient and effective management of all resources.

e) In conjunction with the Volunteer Co-ordinator, recruit, train, manage and motivate a sufficient pool of volunteers to ensure adequate cover at all events.

f) Ensure implementation of the booked programme, including contracts, correspondence, liaison with performers/companies and provision of adequate human and physical resources – all to maintain the Centre's high standards and reputation both with performers and paying public.

g) Oversee the Health & Safety aspect of the Centre and ensure that regular reviews are carried out in accordance with the latest legislation as amended from time to time.

h) Oversee the security of the Centre.

- i) Manage the licensing of the Centre and any other statutory requirement, ensuring that current legislation is adhered to.
- j) Attend the Centre as and when necessary during the daytime, evenings and weekends to ensure its satisfactory running.
- k) Monitor the purchase of goods and services.
- l) To be responsible for Operational staff to ensure the efficient running of all shows.
- m) To be responsible for all computer systems and manage their maintenance.
- n) Where required, to act as Project Manager for new developments.
- o) To ensure that there is good communication with all staff.

3. Budgetary and Financial Matters

- a) Work closely with the Financial Staff to assist with the preparation and review of the budget.
- b) To review all fees and charges.
- c) To exercise financial control and monitoring.
- d) To supervise and agree all financial aspects of contracts.
- e) Pursuance of grant aid or other funding under the instruction of the Board.
- f) In conjunction with, or in the absence of, the Financial Staff to ensure regular banking of all monies received, and ensuring that urgent payments are made as necessary.
- g) Ensure the timely payment of salaries and wages.

4. Administrative Duties

- a) Ensure that efficient and effective clerical, administrative and advance booking procedures are in place and followed.
- b) Ensure that the levels of all stock (café, bar, cleaning materials etc.) are monitored and maintained.

5. Quality of Services and Customer Care

- a) Continuously review procedures to ensure that the highest level of customer service and care is maintained.

6. Other Duties

- a) To live within a 10 mile radius of the Centre.
- b) When not at the Centre or at home, except when on leave, to have a fully operational mobile phone switched on and effective during opening hours, in case of any emergency.

7 Personal Specification

- a) Strong work ethic
- b) Good communicator
- c) Strong IT Skills
- d) Previous experience in a similar role or within an Arts Organisation
- e) Must be able to manage and work in a team and also to be self-motivated.
- f) Strong organiser

Miscellaneous

- a) Attending regular Board or Board Sub committees to advise and report on operational and policy matters, and in conjunction with them to plan the future of the Centre.

Liaison with Council

- a) The Centre is an independent Charity that must maintain its independence in order to retain charitable status; there is a close relationship with Christchurch Borough Council (CBC) due to the agreements in place relating to the ownership and maintenance of the property and other subsidies. The Manager will work closely with the appropriate staff at the Council, particularly on matters relating to maintenance of the building.

40 Hour per week, flexible working times

28 days holidays (incl Bank Holidays)

Salary: £30,000+

1% Pension Scheme