

# THE REGENT (CHRISTCHURCH) LIMITED

## Job Description

### GENERAL MANAGER

**Summary:** To manage all aspects of the Regent Centre, enabling it to flourish as a vibrant cinema / theatre and artistic hub. To provide empowering leadership to staff and volunteers, and to work effectively with the Board of Directors to set the Regent's future strategic direction.

**Responsible to:** The Board of Directors (line management from the Chairman)

#### Remuneration and benefits:

- 40 Hour per week, flexible working times
- 28 days holidays (incl. Bank Holidays)
- Salary: £34,000+ Dependent upon Experience
- 3% Pension Scheme contribution

#### Detailed Responsibilities:

##### 1. Strategy and Governance

- Oversee the development and implementation of the Regent's future strategy as a community arts hub.
- To act as Project Manager for new developments and partnerships, in liaison with the Board.
- Report to the Board of Directors, attending Board meetings as required.

##### 2. Programme and Lettings

- Arrange a continuous and balanced programme of entertainment including Film, Broadcasts and Theatrical content that includes:
  - Offering a mixed programme that fulfils our charitable status as an education charity and arts centre.
  - Delivering a proportion of 'commercial' work to support the Regent's long-term financial sustainability.
- Promote, negotiate and maximise profitability of all suitable building space by overseeing lettings to appropriate vendors and community groups.

##### 3. Centre Operations

###### *Human Resources*

- Recruit, manage and motivate the salaried staff, organising training as required.
- In conjunction with the Volunteer Co-ordinator, recruit, train and oversee a sufficient pool of volunteers to ensure adequate cover at all events.

- To ensure that there is good communication with all staff, including regular staff and volunteer briefings.

#### *Programme Delivery*

- Ensure first-rate implementation of the booked programme, including contracts, correspondence, liaison with performers/companies and provision of adequate human and physical resources.

#### *Quality Assurance*

- Oversee and regularly review the Centre's Health & Safety policies to ensure all statutory requirements are robustly met.
- Oversee the security of the Regent Centre.
- Manage all aspects of licensing of the Centre, ensuring that current legislation is adhered to, including fire alarm and secondary battery checks.
- Ensure the maintenance and backup of the Centre's computer systems.

#### *Administrative*

- Ensure that efficient and effective clerical, administrative and advance booking procedures are in place and followed.
- Ensure that the levels of all stock (café, bar, cleaning materials etc.) are monitored and maintained using approved stocktaking techniques.
- Attend the Centre as and when necessary during the daytime, evenings and weekends to ensure its satisfactory running.

### **4. Finance and Income**

- Manage administrative/operational budgets and reporting in collaboration with the Board and financial staff/advisors.
- Ensure the efficient and effective management of all resources in line with the Centre's budget.
- Agree and supervise the financial aspects of all contracts, ensuring value for money.
- Ensure, with financial staff where applicable, the regular banking of all monies received, the execution of all accounts payable and the timely payment of salaries.
- Oversee the planning and implementation of the Centre's wider fundraising strategy, including grant and legacy income.

### **5. Customer Services**

- Continuously review procedures to ensure that the highest level of customer service and care is maintained.
- Ensure that the Regent Centre is presented in the best possible way to the public, with attractive displays in a pristine environment.

### **6. Other Duties**

- Must have a flexible approach to the job

### **Personal Specification**

- Proven experience of film, theatre, or arts venue management, with experience working with and/or reporting to a Board.
- Proven experience as a line manager, motivating teams and setting clear objectives.
- Track record of building management, and of preparing and negotiating contracts.
- Numerate and financially aware, with experience of budget and resource management.
- Knowledge of relevant Health & Safety Legislation.
- Excellent interpersonal skills, an effective written and verbal communicator.
- An organised self-starter, able to prioritise and deliver across a varied workload.
- A collaborative organizer and team player, able to get the best from staff and volunteers.
- Ability to work effectively under pressure.
- Excellent computer literacy and IT skills.
- Knowledge of equal opportunities practice.
- A passion or interest in the work of the Regent Centre.

### **Miscellaneous**

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

### **Liaison with Council**

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