



Company Manager - Job Pack

The Grief Series

April 2022

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1. The Job at a Glance

Job Title:	Company Manager
Initial Contract:	3 Month Contract at 2.5 days a week with ambition to extend subject to review.
Fee:	30 day contract at £150 per day. Total fee available £4,500.
Location:	Leeds and some home/remote working. The role may occasionally require flexible working hours.
Review:	We will undertake 6 weekly reviews where you, the Artistic Director and the Company Producer are present. This will be an opportunity to evaluate the delivery of the brief so far, including making any necessary amendments.

We are committed to equal opportunities and creating an inclusive working environment. If there are areas of the application process, or job brief, you're not completely confident with please let us know. We will try and work out ways to support you and/ or discuss what flexibility might be possible.



2. An Introduction to The Grief Series

The Grief Series is a sequence of seven artistic projects by Leeds-based artist Ellie Harrison. Each instalment is a collaboration with another artist working in a different field including performance, design, photography, installation and sculpture. The Grief Series is multi-sensory with audiences being engaged as participants and co-creators. Informed by rigorous research with academics, clinicians and the public, the series aims to create safe spaces where notions of grief and bereavement can be discussed and expressed openly through a range of empowering creative practice.

We are currently a small team composed of Ellie Harrison - Artistic Director, Rosie Clark - Company Producer and outgoing Company Manager - Victoria Firth. We have recently registered as a Limited Company and have an emerging Board of Directors. We regularly recruit and collaborate with a host of other freelance artists who work with us on a project-by-project basis. Ellie is a disabled artist and the Grief Series makes trauma informed work so access support is an important part of our team culture and a key feature of this role.

You can read more about Team Grief [here](#)

We are a project-funded collective with no regular subsidy but in an exciting period of growth as we swell our team towards the final instalment of the Series called 'All That Lives'. This nine-day festival taking place in 2023, will be a celebration and wake to The Grief Series that will animate Leeds City Centre with performance, installations, talks, food and mezcal. We are working both towards giving the Grief Series a good ending to a project spanning over a decade and imaging a life beyond it as Ellie Harrison creates future work under the new company, we are forming called Polite Rebellion.

We have an office at CLAY (Centre for Live Art Yorkshire) and have adapted to remote working during the pandemic. Work also often takes place at the Artistic Director's home in response to her access needs.

The Grief Series is a member of the Dying Matters Partnership, Leeds Arts Health and Wellbeing Network and Arts Together, the ITC and is currently on the Accelerator Programme as Part of Guild with East Street Arts.



3. The brief

This role came out of a period of Organisational Development and it underpins new structures and systems we are embedding. There is the opportunity to contribute to the development of the Company and to work strategically with other team members.

You will be supporting the day-to-day management of the Grief Series whose two main ambitions are to deliver All That Lives and to support a portfolio work to sustain and develop the Company. As we emerge from the pandemic there is an increasing interest in our work from arts, health and education sectors and from peer artists. This means we need to manage our time well, develop partnership opportunities and extend our communications and marketing activities.

We have also learnt over the last year that there needs to be a strong synergy between the management of the Company and meeting the access needs of the lead artist. This role is now designed to meet both needs and as such it will be varied and hands on.

4. Job Description

Key Responsibility:

To ensure effective day-to-day co-ordination of Company operation and activity and to ensure the access needs of the lead artist and other personnel are met as required.

Responsible to: Company Producer with close working with the Artistic Director
Responsible for: Access Assistants & Freelance Staff

Responsibilities of the role will evolve during the lifespan of The Grief Series and it is likely that the role will evolve with the changing needs of the Company.

Duties:

Company Management:

- Being the first port of call for booking, research and creative enquiries.
- Administering workshops and bookings for shows in our repertoire.
- Contracting suppliers and freelancers and advocating for any artist working with the company, with regards to right to access and care.



- Facilitating team meetings, diaries and workflow.
- Creating Board papers and organising meetings.
- Undertaking project evaluation in collaboration with the Producer
- Leading on the documentation and implementation of Company policies.
- Supporting Production Manager/s with relevant tour logistics including but not limited to van hire, technical hires and storage.
- Supporting recruitment and personnel processes.

Finance:

- Keeping records of income and expenditure and reconciling the bank account.
- Paying invoices and expense claim forms and managing petty cash.
- Producing financial reports in collaboration with the Company Producer.
- Supporting the administration of funding bids in collaboration with the Company Producer.

Access Support

- Sending out the Lead Artist's Access Rider and taking follow up meetings.
- In the rehearsal room/collaboration space, ensuring there is appropriate rest space; advocating for rest times and access needs; communicating access needs to the team.
- Acting as a mental health first responder.
- Taking minutes, documenting activity and completing forms.
- Taking responsibility for the Company archive in collaboration with the Artistic Director
- Organising storage facilities and sourcing / disposing of props- this may involve manual handling.
- Transport - taking the artistic Director to meetings, workshops, visiting company storage and booking travel and accommodation for creative teams.
- Assisting on site with events when required including for get ins and gets outs.
- Hands on design and art jobs such as labelling, simple painting, ironing backdrops etc.

Marketing

- Social Media Management.
- Updating and maintaining the Company website.
- Outsourcing IT support when needed.
- Distributing newsletters and invitations to the company mailing list.



- Updating the Company database of audiences, funders, partners, collaborators

5. Person Specification

Essential

- 1 years experience in an administrative or access support role.
- Excellent written and verbal communication skills.
- IT literate (Google Suite, Printers, Basic Photo and Video Editing), Video Calls and Conferencing, Microsoft Office Suite, data entry).
- Experience of financial administration or knowledge of bookkeeping.
- Confident with social media and digital promotion.
- Highly organised.
- Attention to detail.
- Empathic.
- Driver with access to a vehicle.
- Willingness to undertake a broad range of tasks.

Desirable

- Experience of negotiating bookings and contracts.
- Experience of servicing a Board.
- Experience of working within an arts organisation.
- Knowledge of event management.
- Mental health first aid training.

6. How to Apply

Pre application:

If you are interested in the role and have any questions please contact Ellie Harrison at griefseries@gmail.com

Making an Application:

Please send a CV and a Covering Letter addressing: Your approach to company management, what skills you will bring to this role & what attracted you to apply. If applicable, please self-describe any access needs you have that you would like us to know about and support if you were successful in securing the role.

We are open to receiving video & voice recorded applications (no more than 5 mins).

In addition, please fill out the attached Equality and Diversity form.

Please send your application and the above form to griefseries@gmail.com by **12noon on Thursday 19th May.02.2021** with the subject line *Company Manager Application*.

Interviews will be held on the 25th and 26th May.

If invited to interview we will ask if you need reasonable adjustments for access reasons. The interview panel will comprise Grief Series team members. We will let you know their names before the interview and provide an overview of our questions.

