

GENERAL MANAGER : JEYASINGH WORKS



Shobana
Jeyasingh
Dance

GENERAL MANAGER : JEYASINGH WORKS (0.5)
Flexible contract (freelance or PAYE) commencing November 2023
Fee or salary in the region of £35 – 38,000 pa commensurate with experience

Based London WC2 with some remote working

Shobana Jeyasingh Dance seeks to appoint an experienced General Manager to work with Artistic Director Shobana Jeyasingh CBE and a newly appointed Executive Producer on the JEYASINGH WORKS project, a three-year programme of work beginning in late spring 2024 and ending in summer 2027.

The company would like to hear from highly motivated individuals with experience of working in a busy producing or presenting environment and with budgets and contracts. A consistent presence and commitment will be required but the company can consider a flexible approach to working patterns for the right candidate.

Too Mortal
Photo: Yaron Abulafia

Shobana Jeyasingh Dance

Founded in 1989 Shobana Jeyasingh Dance (SJD) has established a reputation for creating bold new theatre and site-specific productions, presented in collaboration with partners in the UK and internationally. While no longer an Arts Council England NPO, the company has a strong donor base, a track record of successful fundraising from trusts, foundations and philanthropists and is commissioned by leading venues and producers.

Shobana Jeyasingh CBE has created more than sixty critically acclaimed works for stage, screen and outdoor and indoor sites ranging from Palladian monasteries in Venice to contemporary fountains in London. She has collaborated with scientists, curators, composers, film makers, digital creatives, dancers and designers to make dynamic multi-disciplinary work that places the body centre stage in the dialogue of ideas.

Productions have toured extensively in the UK and internationally, a number of works form part of the UK's National Curriculum for Dance and choreographic commissions have included for Rambert Dance Company, Ballet Black, Company Wayne McGregor, the Venice Biennale, Beijing Modern Dance Academy, City Contemporary Dance Company Hong Kong and Opera National du Rhin.

Shobana Jeyasingh Dance is a [registered charity](#) and a [company limited by guarantee](#).

More information about Shobana Jeyasingh Dance can be found [here](#).

JEYASINGH WORKS 2024-27

SJD's planned programme for the next three years - under the umbrella title JEYASINGH WORKS - comprises revivals of earlier pieces, a major new stage commission for 2025 and a film. During this period SJD proposes to introduce a new professional development strand drawing on Shobana's 40-year choreographic practice to support dancers in the later stages of training or at the beginning of their creative practice. There are also plans to develop and launch an interactive archive.

Faultline

About the role

The General Manager will report to the Executive Producer and work principally with them and with Shobana as the leadership team. There are no line management responsibilities but the General Manager holds the key unifying role in the company, liaising regularly with the freelance Finance Manager, Head of Development and marketing and communications consultants. Liaison with creative and production teams will be required when shows are in preparation or on tour and some administrative support for the Chair and board of trustees will be required.

The role is positioned at 0.5 and envisaged as five half days each week - preferably mornings. The General Manager will be expected to work principally from the company’s fully accessible base at Somerset House, London WC2.

Person specification

- Experience of working in a pivotal role in a busy creative/production environment
- A self-motivated, solutions-driven practical thinker
- Used to working with small teams and limited resources to realise big ambitions
- Confident with finance
- IT literate
- A good working knowledge of HR systems and processes
- Excellent written and verbal communication and interpersonal skills
- A team worker
- A completer with keen attention to detail



Duties and responsibilities

Administration and operations

- First point of contact for general enquiries, correspondence and office management
- Setting up internal meetings and quarterly meetings for the board of trustees
- Minute taking at board meetings
- Managing the calendar and project/production schedules
- Maintenance of company database and internal records
- Maintenance and renewal of company policies and certificates
- Administrative support for the EP and AD where required

Finance administration and management

- Principal liaison with the Finance Manager
- Coordination and processing of invoices as required
- Maintenance of finance records and systems as agreed with the Finance Manager
- Input to the preparation of quarterly and annual management accounts and audit
- Management of project/production budgets as delegated by the EP

Project coordination and and management

- Availability checks and rehearsal/production scheduling for dancers and creative collaborators
- Creation of contracts for casts, creatives and production freelancers
- Negotiation of contracts and other supplier agreement as delegated by the EP
- Individual project management as agreed with the EP
- Liaison with and management of production freelancers where required

Who we are looking for

The General Manager will have experience of working in a busy live producing/presenting environment. A highly motivated self-starter with strong communication and co-working skills, they will be used to managing budgets and financial transactions and enjoy being part of creative and production teams.

While it's not essential to have a background in dance, an understanding of the distinctive nature of contemporary dance production and presentation will be an advantage.

The General Manager should have the legal right to work in the UK and be based close enough to Somerset House to be there regularly. The role may involve some travel within the UK and, due to the nature of live production and touring, will require flexibility around working hours.

How to apply

We would like to hear from experienced administrators for whom this flexible and responsive role presents an exciting opportunity and who have the capacity to commit to the project for the next three years. We are open to considering different approaches and flexible working patterns.

If this sounds like you please send a current CV and covering letter (on no more than two sides of A4) to **Gregory Nash, Interim Executive Producer**, via jobs@shobanajeyasingh.co.uk by 10:00 on Wednesday 11 October.

We look forward to hearing from you.



Counterpoint
Photo: Richard Haughton

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