

# INSTRUMENTS *of* TIME & TRUTH

Role Description: General Manager, June 2023



Instruments of Time and Truth, Oxford's world-class historical performance ensemble, seeks a dynamic, freelance General Manager to take on the general management responsibilities of the group from September 2023

**Role Title:** General Manager

**Remuneration:** £22.50/h ~60h-70/mo remote work on a freelance basis.

## ABOUT IT&T

Instruments of Time and Truth (IT&T) is Oxford's premier period instrument orchestra. Founded in 2014, the ensemble's profile has grown rapidly, and the group currently gives around 30 performances per year in Oxford, across the UK, and abroad. IT&T also runs an extensive education programme for school-age pupils, students, and adults alike, including workshops, masterclasses, 1-on-1 coaching, and digital content. Since 2019, the organisation has transitioned from volunteer- to professionally-run, and the management team also includes a freelance Education Manager and Fundraising Manager.

## ROLE OVERVIEW

Instruments of Time and Truth is seeking a General Manager with a successful track record in managing artistic events to organise the orchestra's artistic programme. The General Manager

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will be responsible for the direct management of the group's self-promoted events, creating annual and events-related budgets, and managing the organisation's marketing operations.

This is an exciting opportunity for an experienced manager who is keen to join a young and fast-growing organisation. The role will involve roughly 2 days' work a week in a remote, freelance capacity. The General Manager would also be expected to regularly attend IT&T events, again on a freelance basis. The post holder will report on a regular basis to the Trustees and the organisation's various sub-committees, and work in collaboration with the other members of the management team.

### Duties

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|---------------------------|---|
| Organisational Management | <ul style="list-style-type: none"><li>● Development with the Artistic Committee and the Board of Trustees of all aspects of IT&amp;T's mission/vision, strategy and business plan</li><li>● Management of freelance Education Manager and Fundraising Manager, and other permanent or freelance staff as may be required</li><li>● Preparation of all relevant documents and submissions as may be required by the Board of Trustees (e.g. Charity Commission reporting)</li><li>● Management of general enquiries</li><li>● Primary responsibility for review and implementation of statutory policies e.g. Safeguarding, Data Protection, Insurance</li></ul> |
| Artistic Activity         | <ul style="list-style-type: none"><li>● Maintain Artistic Calendar</li><li>● Agree self-promoted concert dates in consultation with the Artistic Committee</li><li>● Liaise with promoters and other ensembles to book IT&amp;T for externally-promoted events</li><li>● Research and make contact with potential new collaborators and promoters</li><li>● Creation and distribution of schedules to players for events</li><li>● Secure booking and tuning of keyboard instruments as required</li><li>● Coordinate musicians' parking requirements at venues</li></ul>   |

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- Liaise with event Orchestra (/Stage) Manager(s) to ensure music, music stands, lighting, refreshments, and pay claim forms are brought to the venue on event days
- Create and print programmes, including sourcing sponsors to advertise
- Prepare floats and deposit cash takings
- Management of Box Office sales and enquiries (for events for which these are not delegated to a third party) or liaison with third parties to ensure tickets are made available for sale in a timely manner
- Management of box office on concert days – finding Front of House staff, creating FoH rota and ensuring cash boxes, card readers, programme money boxes, donation forms, mailing list sign up forms, banners, and ticket signage are all where they need to be
- Maintain ticket stock

### Development

In collaboration with the Fundraising Manager:

- Maintain Friends' database and manage donor pipeline
- Maintain Gift Aid declarations
- Assist with the administrative planning of Friends' events
- Plan fundraising strategy
- Oversee applications to charitable trusts and foundations
- Maintain relationships with corporate sponsors and manage applications for further funding

### Marketing

- Management of all publicity and marketing operations
- Maintenance of website
- Maintenance of mailing list and creation of mailings to subscribers
- Maintenance of social media channels
- Management of digital publicity listings (e.g. Daily Info, Experience Oxfordshire, etc) for all self-promoted events
- Creation and distribution of physical publicity e.g. posters and flyers

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- Finance
- Primary responsibility for creation and maintenance of annual budgets in collaboration with the Finance Committee
  - Creation of budgets for each event
  - Submit regular cash-flow reports to the Board of Trustees
  - Timely raising of invoices and loading of bills
  - Administration of payments to freelance staff and performers
  - General bookkeeping and account reconciliation via accounting software
  - Liaison with accountants for preparation of annual report and accounts
  - Regularly review rates of pay for players and fees charged to promoters

## DESIRABLE QUALIFICATIONS

- Experience in managing small-to-medium-size organisations or projects
- Experience working in a classical music setting
- Experience developing and sustaining relationships with a wide range of stakeholders
- Experience of working with budgets
- Ability to present written and numerical information in a clear and attractive manner
- Ability to work independently as well as part of a team
- Excellent project management skills
- Excellent command of written English
- Excellent interpersonal skills
- Excellent IT skills

## NOTE:

Although this is a remote role, it will be essential for the applicant to attend most self-promoted events and meet stakeholders in Oxford. It is therefore desirable that the successful applicant will live within a reasonable distance of the city. Expenses incurred in attending IT&T events will be reimbursed.

## APPLICATION DETAILS:

Please send a CV and covering letter to the General Manager, Will Anderson, at [info@timeandtruth.co.uk](mailto:info@timeandtruth.co.uk) by 5pm on Wednesday 19th July 2023.