

# highlights

rural touring scheme

## **Highlights Rural Touring are seeking a General Manager.**

We are looking for a General Manager to work alongside our Artistic Director and small staff team.

The successful candidate will manage our day-to-day operations, our finances and our company administration. The office is in Brough, Cumbria but hybrid working is possible.

### **About Highlights**

Highlights Rural Touring Scheme connects over 65 venues, an army of volunteer promoters and an ever-growing list of artists. Together we bring great arts and unmissable culture to rural areas, lighting up village halls, schools, libraries and community centres with music, dance, theatre, storytelling, arts and crafts.

Set up originally to work with isolated communities in the North Pennines, we now work across Cumbria (Westmorland & Furness), County Durham and Northumberland. Across the three counties, many communities have suffered from long term economic decline, resulting in pockets of high unemployment, poor transport links, declining local services and social isolation.

Our events bring people together in their local communities. Some of the venues are small and intimate, others are large and luxurious. We work with regional artists, as well as national and international artists to curate a vibrant programme of events. Alongside our live events programme, we work with schools and community providers across the three counties to programme a range of artist workshops.

We are one of 30 similar schemes which support professional arts in over 1,000 small, community venues throughout the UK, playing an important part in the social life and sustainability of their community and supported by the National Rural Touring Forum.

Highlights acknowledge that our work has an effect on the environment and has identified key aspects that could contribute to our carbon footprint and other negative impacts. As a staff, we have committed to the Investors in the Environment (IIE) accreditation process, achieving bronze in Autumn 2023 and working towards our silver.

More information is available on our website, including our [vision, mission and values](#).

**Job description: General Manager**

**Salary:** £28,250 to £30,000 FTE – depending on experience

**Pension:** Highlights offers a workplace pension scheme via The National Employment Savings Trust [NEST] contributing 4% (increasing to 5% within the next two years), whilst employees contribute a minimum of 5%.

**Hours of Work:** 22.5hrs per week. There is flexibility in how these hours can be worked.

**Responsible to:** Artistic Director

**Base:** Our office is in Brough, Cumbria. Hybrid working is possible, but we will expect the successful candidate to work in the office at least one day per week.

**Development Activities**

- To support the Director in the strategic development of Highlights, including business plan, funding agreements and annual report – as required.
- To provide the board and committees with regular reports on the operational and financial activities of the organisation – quarterly.

**Finance work**

- Record and pay purchase invoices – weekly.
- Send / chase sales invoices – monthly.
- Prepare and pay Monthly payroll & Pension – monthly.
- Prepare accounts and cash flow forecasts for board meeting – monthly.
- Manage Bank reconciliations – monthly.
- Prepare annual and project budgets – annually.
- Liaise with accountants to prepare annual accounts – annually.

**Governance**

- Manage all matters relating to Companies House and The Charity Commission – annually.
- Ensure all policies are kept updated, legal and compliant – quarterly.

**Office Management**

- Ensure the smooth running of the Highlights office on a day to day basis.
- Line manage the Admin Assistant.

**Other Duties**

- Undertake training as appropriate and as agreed.
- Represent the company and make presentations when appropriate/requested.
- Attend Highlights performances as required.
- Any other relevant duties as required.

**We are looking for someone with the following skills and experience:**

- At least 3yrs administrative experience
- Excellent organisational and administrative skills
- Financial management experience
- Operational management experience
- Experience of governance and partnership working
- Experience of working with funders
- Proven IT skills with experience of MS Office applications and Quickbooks

Experience and/or an interest in the voluntary arts sector is helpful but not essential - we are interested in hearing from people from other industry backgrounds.

For an informal chat about the role please get in touch with Kate Lynch, Artistic Director at [kate@highlightsnorth.co.uk](mailto:kate@highlightsnorth.co.uk) / 017683 53954.

**How to apply:**

Please return the application form to [info@highlightsnorth.co.uk](mailto:info@highlightsnorth.co.uk) and complete the [online equal opportunities form](#) by midday on Wednesday 23 October.

Please let us know if you have any access requirements and would like to submit this information in another format by contacting [info@highlightsnorth.co.uk](mailto:info@highlightsnorth.co.uk) / 017683 53954.

Interviews will be held on Tuesday 5 November.

Interview questions will be provided in advance.