

# Job Description – General Manager

*Last Updated: August 2023*

## Job Title:

General manager

## Organisation:

Wellington Circus Trust, trading as The Circus Hub

## Reports to:

Chairperson of the Board of Trustees

## Direct Reports:

Services Manager, Circus Trainers

## Role Purpose:

The Circus Hub is a charitable trust whose mission is to grow a thriving circus culture, profession and community that is recognized and inclusive. The General Manager is responsible for organizational leadership and implementation of the Circus Hub’s strategic plan and managing the business operations.

## Position:

The position is a fixed term position 0.8 full time equivalent (32 hours per week). It is intended that it will become permanent in future, as the financial position of the Circus Hub stabilises.

Extra hours may be possible if additional Hub projects are funded by grants.

If the General Manager also takes on the function of teaching/providing circus training, any teaching hours are in addition and paid at the standard trainer wage.

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES
<i>Leadership</i>	<ul style="list-style-type: none"> <li>• Create a high-performance culture through personal leadership, teamwork and the development of individuals.</li> <li>• Motivate and lead the organisation to ensure the achievement of the strategic and business plans.</li> <li>• Be a positive and proactive face of The Circus Hub to stakeholders and the public.</li> </ul>
<i>Working with the Board</i>	<ul style="list-style-type: none"> <li>• Report to the Board on the Hub’s financial position, operations and any significant issues arising and provide clear, accurate, and timely advice.</li> <li>• Participate in Board and Committee meetings.</li> <li>• Action Board decisions.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assist the Board to monitor and comply with its legal, constitutional and contractual obligations.</li> <li>• Participate in the development of the strategic documents and business planning and report on progress.</li> </ul>
<i>Health and Safety</i>	<ul style="list-style-type: none"> <li>• Meet the requirements of legislation including the Health and Safety Act 2015.</li> <li>• Maintain active oversight of H&amp;S culture and practices</li> <li>• Report to the Board on health and safety matters and bring potential issues to their attention.</li> <li>• Lead the development, review and implementation of health and safety policies, processes and procedures to identify and manage health and safety risks and hazards.</li> </ul>
<i>Risk Management</i>	<ul style="list-style-type: none"> <li>• Develop and update risk management plans and business continuity plans to future-proof the organisation.</li> <li>• Lead the emergency response when needed</li> <li>• Ensure appropriate training is delivered to staff to respond to emergencies and crisis.</li> </ul>
<i>Planning and Financial Management</i>	<ul style="list-style-type: none"> <li>• Manage finances on behalf of the Board in accordance with approved budget and financial delegations.</li> <li>• Draft annual business plan and budget</li> <li>• Identify, notify, and manage financial risk to/on behalf of the Board.</li> <li>• Manage the organisation's assets.</li> <li>• Identify and apply for grants that support the Hubs organizational and business aims.</li> </ul>
<i>Staff Management</i>	<ul style="list-style-type: none"> <li>• Develop and implement HR policies.</li> <li>• Ensure staff and contractors have up-to-date employment contracts consistent with the Board's policies.</li> <li>• Manage training and development of staff, monitor staff performance, and conduct annual appraisals for permanent employees.</li> <li>• Recruit, maintain and manage a pool of specialist trainers to deliver a variety of classes, programmes, and events as required.</li> <li>• Source and manage specialist staff as required to support Circus Hub operations (e.g. financial management, marketing, IT management, training support), within agreed budgets, or as volunteers as appropriate.</li> </ul>
<i>Relationship Management</i>	<ul style="list-style-type: none"> <li>• Develop and maintain good relationship with staff.</li> <li>• Develop and maintain a relationship management strategy and practice that supports strong working relationships with:             <ul style="list-style-type: none"> <li>- other New Zealand circus organisations and links with international circus organisations.</li> <li>- performing arts organisations as appropriate.</li> <li>- other organisations such as social services providers who may partner with the Circus Hub to offer circus to at-risk and high-needs students</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>- Hub stakeholders, funders and sponsors</li> </ul>
<i>Marketing</i>	<ul style="list-style-type: none"> <li>• Develop products and programmes that respond to demand and align with the needs of students and customers.</li> <li>• Design communication and sales strategies.</li> <li>• Ensure consistent use of the Circus Hub's branding.</li> <li>• Develop and implement strategies to promote the Circus Hub's activities to retain current students and attract new customers.</li> <li>• Develop and oversee the implementation of the Circus Hub's social media strategy and ensure good online reputation.</li> <li>• Ensure other business initiatives such as venue hire, private events at the Hub are appropriately marketed and managed.</li> </ul>
<i>Development of curriculum and training, and performance programmes (subject to candidate's skills and experience)</i>	<p>If the General Manager has Circus training-specific skills:</p> <ul style="list-style-type: none"> <li>• Oversee the development of curriculum and training objectives for classes, including establishing clear progression pathways and artistic performance goals.</li> <li>• Manage formation programmes of trainers to ensure high teaching standards and professionalism.</li> </ul>
<i>Continuous Improvement</i>	<ul style="list-style-type: none"> <li>• Maintain a culture of collaboration and continuous improvement</li> <li>• Project work as defined in the annual business plan</li> </ul>

## Key Attributes:

- Proven leadership and management skills.
- Proven people management skills.
- Strong written and oral communication skills.
- Strong relationship management skills.
- Strong time management and organisational skills.
- Financial management skills.
- A commitment to, and expertise in, safe practice and health and safety requirements.
- Possesses managerial courage
- The ability to be adaptable, to work independently and as part of a small collaborative team,
- A commitment to sustaining a vibrant circus community and enhancing the future of circus in New Zealand.

## Desirable Attributes:

- Background in working within the circus community/similar performing arts organization, or recreation organisations.
- Experience in managing/running an arts or recreation-based organisation.
- A track record of successful funding applications.
- Experience in reporting to a Board.