



Mandala Theatre Company General Manager Recruitment Pack

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Welcome

Mandala - Joining people together to empower, enlighten and transform.

Mandala is an ethnically-diverse-led company creating theatre with social justice at its heart. Our work connects people and brings them together. We believe that the arts are a force for change and so we aim to create community, and to influence social, policy, and system change. Established in 2015, we give voice to those whose stories are not heard and give those stories life by producing work for local, national, and international audiences. From April 2023, Mandala became an Arts Council England National Portfolio Organisation (NPO).

Mandala is a place where young people come together to create, train, perform, and belong. We co-create with young people from diverse backgrounds to place their lived experience at the heart of the creative process and the stories that are presented on stage. We employ, train and nurture young people and young artists from ethnically diverse and white working-class backgrounds, offering pathways into the creative industry.

“If you’re looking for a place to belong, whether you struggle with fitting in or if you find yourself in a place that is not necessarily where you call home, Mandala is home to an ever growing, big, wonderful family, where we all have a voice, and can all be heard for who we are and what we stand for.” - Participant aged 17

Thank you for your interest in becoming the General Manager of Mandala Theatre Company. We look forward to working with you. - Yasmin Sidhwa (Artistic Director/CEO)

About Mandala

We work in partnership with others to deliver 4 key strands of work:

Touring Professional Theatre Productions

Producing and touring productions to inspire and move audiences, and change the way people think about issues facing young people.

Creative Arts Programme

A programme with/for young people, especially those marginalised, and who do not readily access the arts including care-experienced, those seeking asylum, and refugees.

Training and Pathways

We employ, and offer training pathways for, ethnically diverse and white working-class young people who want to develop their creative passion, and forge a pathway into the creative industries as well as embedding creativity into other pathways they may choose to follow.

International Youth Arts Exchange programme

Having kicked-started such an international programme whilst at Pegasus Theatre, Mandala's Artistic Director, Yasmin Sidhwa has continued to model this practice offering cultural sharing between young people from different countries alongside two of Oxford's twin Cities - Grenoble & Ramallah. We believe creativity transcends cultural barriers and unites us in sharing unique connections.

Recent Project Achievements include:

An adaptation of Ionesco's Rhinoceros with Mandala Young Company. The show toured to Ramallah, Palestine for Ultra Art 2022 - an international youth theatre festival co-produced by Mandala Theatre Company and Ashtar Theatre. The show was also programmed at Offbeat Festival - an Oxford theatre festival produced by Arts at the Old Fire Station and Oxford Playhouse.

2022 also saw the premiere of Breaking the Shell - short fictional films based on the experiences of growing up in care. Mandala worked with young people from Oxfordshire Virtual School's Children in Care Council to create, write, and perform the four

films which premiered at The Ultimate Picture Palace cinema and have subsequently been used to promote the work of the Oxfordshire County Council's Children in Care Council.

Following a research and development period in autumn 2022, we toured nationally our new production MAD(E) by Sean Burn in 2023 - a new play exploring masculinity and boys and young men's mental health which was co-created with young people across the country. The tour took in 7 cities resulting in 33 shows at 7 theatres, 5 schools, and 2 universities. As with all our work, the production was supported by current academic research - this time by Oxford Brookes University. Each performance was accompanied by a Q&A or a panel debate.

Currently, we are in rehearsal with Mandala Young Company's adaptation of Paradise Lost by Erin Shields which will be performed at Offbeat 2023 before touring to Grenoble, France as part of the Rencontres du Jeune Théâtre Européen - a 10-day theatre festival for young theatre makers across Europe.

We invite you to explore our YouTube channel and our social media channels for the latest and richest insight into our work. Our shiny new website is launching

soon, but our current website will also give you a flavour of our identity.

Instagram: @Mandala_Theatre

Facebook: Mandala Theatre Company

Twitter: @Mandala_Theatre

YouTube: Mandala Theatre Company

Website: mandalatheatre.co.uk

Living & Working in Oxford

Oxford is known as the city of dreaming spires but there is another Oxford - a more diverse, alternative, and 'real' Oxford. An Oxford of ethnic diversity, and of working-class people who migrated to the city to work here. Walk down Cowley Road in East Oxford and you are in an international microcosm of cultures, foods, and experiences. Mandala is part of this Oxford creating a bridge between the so-called 'town and gown' with its partnership with Oxford and Oxford Brookes Universities. Exploring the organisations in the Oxford Cultural Partnership will give you a flavour of the cultural happenings in Oxford: bit.ly/oxford-cultural-partnership.

Mandala agitated for, and is a member of, the Oxford Cultural Anti-Racism Alliance which was formed in the summer of 2020 following the public outcry of the murder of George Floyd, and the disproportionate lack of emergency funding to Global Majority companies in the county. Mandala's Artistic Director is part of the Steering Group and we have developed a Manifesto for Change for Global Majority artists to be fully reflected in leadership and decision-making, and a programme of work engaging cultural partners in radical change in Oxford and beyond.

There is an extensive bus network across Oxfordshire connecting local towns and villages. There are also fast connections to nearby cities including London, Bristol, and Birmingham. London is particularly easy to reach in just 48 minutes. For people relocating to work in Oxford, the excellent public transport links allow great flexibility in finding somewhere to live that meets all your criteria.

About the role

Mandala Theatre Company became a Charitable Incorporated Organisation (CIO) (converting from a CIC) in April 2021 with a new board of trustees, all of whom currently are ethnically diverse and female. The company is managed by the Artistic Director, Yasmin Sidhwa, who founded the company, with support from the Company Administrator, Ryan Clune, and many freelancers who work with us on a project basis.

The Artistic Director and Administrator report to the board of trustees with a constructive and collaborative culture where all voices and contributions are valued. As part of the transition to a charity we also secured three new patrons who are supporting the company around developing a donation model as an important element of our fundraising strategy.

The Artistic Director, Yasmin Sidhwa has managed and fundraised for Mandala successfully over the course of its existence. We have secured Arts Council England project grants since we were founded, as well as grants from the British Council, Oxford City Council, and National Lottery Awards for All alongside several trusts and foundations.

In April 2023, Mandala became one of Arts Council England's National Portfolio Organisations receiving three-year core funding. This is an exciting opportunity which allows for us to expand and welcome a General Manager who can support the growth and thriving of the organisation by providing robust financial management and innovative funding development.

Job Terms

Job role:	General Manager
Reporting to:	Artistic Director & Board of Trustees
Contract:	Part-time & fixed-term until March 2026
Salary:	£35,000 pro rata (£21,000pa)
Hours:	22.5 hours per week. Standard office hours are from 10am - 6pm with three regular days per week be agreed with postholder.
Location:	The post will be in Oxford, at our base as resident company with Oxfordshire Youth, in East Oxford, but with blended home/flexible working
Probation period:	6 months
Notice period:	3 months
Holidays:	<ul style="list-style-type: none">• 17 days plus bank holidays (based on 28 days per year full time)

- Additional days off over Christmas during 2-week office closure
- Time off in lieu policy

Pension:

Auto-enrolment with 3% employer contribution via Nest

Start date:

As soon as possible but no later than early September 2023

Job Description

Finance

- To manage the payroll, salary reconciliations and pension scheme contributions including submitting payroll returns to HMRC and pensions information to our pension provider.
- To use our account package to manage day-to-day finances and to oversee and monitor all project budgets in line with the business plan and budgets, reporting to the Board.
- To complete the annual accounts with support from Artistic Director.
- To work with accountants to prepare year end accounts and readiness for the Charity Commission's Independent Examination.
- To ensure compliance with the company's financial and contractual procedures and policies.

Development

- To lead and implement a successful fundraising strategy to generate ongoing sustainable income, both restricted and unrestricted, to support all areas of Mandala Theatre Company's activity and operations with support from the Artistic Director.

- To be responsible for achieving agreed fundraising targets, currently in excess of £60k per year through individual giving, trusts and foundations, and corporate giving.
- To develop and write funding proposals, bids, and applications across all strands of the fundraising strategy.
- To lead on financial reporting to funders including Arts Council England.
- To work with the Artistic Director to set and monitor fundraised income targets and cash flow within short and long term financial and business planning.
- To oversee and ensure all aspect of fundraising compliance such as the fundraising regulator levy, GDPR and Gift Aid.
- To contribute to the development of the Business Plan by producing planning budgets to support this plan.

Human Resources

- To prepare and issue contracts for all staff and freelancers.
- To manage holiday and sick pay allocation.

General

- To be an advocate, promoter, and ambassador of Mandala.
- To undertake any other duties that may be reasonably required as part of a supportive team.

Person specification

Below are some of the skills, experience, attributes, and knowledge that might make you a good fit for the role. If you meet the essential criteria, we encourage you to apply for the role.

Essential:

First and foremost, we are seeking someone who embodies our values: authentic, inclusive, collaborative, and fiercely caring.

- Demonstrable experience of organisation fundraising including bid writing - ideally within the arts sector.
- Demonstrable experience of managing payroll and pensions.
- Demonstrable experience of organisation financial management and accounting including ability to use account packages.
- Well versed in use of office administrative software.
- A self-managing team player with a keen attention to detail.

Desirable:

- An affiliation with Mandala's mission and identity.
- Experience in an arts administration role.
- Experience preparing and issuing contracts.
- Experience of business planning.

How to apply

Mandala Theatre Company believe that diverse teams strengthen society. We strive to remove barriers that prevent people from applying to work with us, and we support people with a wide range of skills and lived experience.

In-line with our ethos, we actively encourage applications from individuals from the Global Majority (ethnically diverse) and/or identifying as female. Appointments will always be made on merit.

Mandala is committed to safeguarding and ensuring the welfare of children, young people, and vulnerable adults, and expects all employees, freelancers and volunteers to share this commitment. The suitability of all prospective employees, freelancers or volunteers will be assessed during the recruitment process in line with this commitment. All posts are subject to satisfactory DBS checks and references.

We welcome questions and encourage applicants to get in touch for an informal conversation about the role by emailing admin@mandalatheatre.co.uk.

To apply, please send a CV and Application Letter, video, or audio recording (up to two A4 pages or a recording of up to 5 minutes) to admin@mandalatheatre.co.uk. Please use "General Manager Application" as the email subject.

In your application, you should tell us why you'd like to be Mandala's General Manager as well as detailing how your skills, experience and knowledge meet the person specification.

Closing date

Applications must be received by 12 noon on Thursday 15 June 2023.

Shortlisting

Shortlisted candidates will be informed by 21 June 2023.

Interviews

If shortlisted, you will be invited to an interview in London on 22 June or in Oxford on 23 June 2023. We will ask all shortlisted applicants if there are any reasonable adjustments we can make ahead of interview.

Accessibility is a priority for Mandala. An audio version of this pack can be found on our website at mandalatheatre.co.uk/generalmanager. If you require this pack in any other format, or for any other questions, please email admin@mandalatheatre.co.uk.

We look forward to meeting you!