



The Invisible Circus CIC & The Loco Klub CIC

Business Operations Manager - Job Role (30 hours per week) NJC pay scale £30,000 pro rata

The Invisible Circus and The Loco Klub have an exciting opportunity for the right person to join our team in a key role, as Business Operations Manager.

About the Companies

The Invisible Circus has a rich history with roots in traditional touring street performance and a wealth of experience in transforming disused spaces. We produce unique circus-theatre experiences in interesting spaces, from seated shows in traditional theatres and circus big tops to site-specific promenade spectacles in disused, industrial, and historical buildings. We run Unit 15 Creation Space, providing affordable and well-equipped training facilities for professional and emerging performers. We are a small, dedicated company with a strong belief in positive social change and the influential power of the arts and live performance.

The Loco Klub - sister company to The Invisible Circus - is a multi-use live arts venue, steeped in history. It is a collaborative, cultural hub for Bristol, which prides itself on always striving to improve inclusivity and accessibility, celebrating community, diversity and art in all its forms.

About the Role

The role of the Business Operations Manager holds a vital role in the company of overseeing all operations of both companies, improving overall efficiency, ensuring goals and objectives are adhered to and driving sustainability & growth. The Business manager will implement operational systems and processes, manage risk and financial performance of the company and line manage relevant team members. We are looking for a leader and problem solver with a collaborative spirit and demonstrable business acumen with sound knowledge across all areas of the business.

Responsible to: Company Directors

Responsible for: Project & Development Manager; Finance Officer; Unit 15 Centre Manager; Loco Klub Programme Manager; Loco Klub Head Venue Manager.

Based in Bristol.

Duties and Responsibilities

- Identifying new opportunities for business growth, working alongside the company producer and venue manager and supporting the delivery of creative projects in a sustainable way.
- Directly supporting the directors, with strategy & workload. Thinking of pragmatic solutions for organisational development and sustainability across both organisations.
- Managing/overseeing all aspects of the business; contracts/insurance/suppliers, ensuring costs are reviewed annually with the Finance Officer and contracts renewed on time.
- Monitoring the annual budget & monthly cash flow and overseeing show budgets. Working alongside a Finance Officer and producing regular management financial reports.
- Reviewing P&L and Bar GP with the bar manager and Finance Officer ensuring targets are reached and all venue operations are run efficiently and effectively.
- HR management, conducting interviews, appraisals, issuing work contracts and managing grievances. Ensuring our HR program is regularly updated.
- Ensuring a strong partnership and continued relationship with our sister organisation, Artspace Lifespace, conducting regular check-ins and supporting the Company Manager where possible.
- Working with Development Manager on fundraising strategy and show /core cost bid writing.
- Writing evaluation reports and/ or completing surveys to support funding analysis.
- Attending regular business partner meetings and relevant networking events e.g. Business West/Innovate meetings to assist with company development and exposure.
- Managing and motivating a growing team including, Finance Officer, Development Manager, Marketing Manager, Venue Manager and Assistant Manager. Assigning tasks, managing schedules and setting project deadlines for various departments.
- Chair numerous departmental meetings and ensure team actions are adhered to.
- Work closely with forging strong relations with landlords, management companies, police and licensing officials.
- Working alongside Inclusion Officer, ensuring we are maximising equalities/inclusion and diversity and producing biyearly reports to the Bristol Council.
- Assisting with creative ideas and growth for programming theatre and music events at The Loco Klub and encouraging new talent through our residency program.
- Forging relationships with Higher Educational institutions and creating work placements and internships.
- Identifying training needs for the team and working with partners to deliver training.
- Ensuring the company Business Plan is regularly reviewed and updated when necessary, ensuring a sustainable business model.
- Ensuring company policies are legally compliant and reviewed and updated when necessary.

Person Specification

- 3 years minimum experience working as a Company Manager, Operations Manager or Business Manager, ideally in a creative organisation/hospitality
- Sound judgement and decision making skills, excellent communicator
- Experience managing budgets/cash flow and Quickbooks (or similar accounting software) and financial analysis
- 3 years minimum leading/managing a team of people
- Calm and professional approach to work

Recruitment Process

The Invisible Circus and The Loco Klub is an equal opportunity employer. We are committed to providing employees with a work environment free of discrimination or harassment. We care about your work ethic, your experience and your personality.

To apply:

Please email a copy of your CV and Cover Letter (1000 words / 2 sides of A4 maximum) or short video (5 minutes maximum) to: info@invisiblecircus.co.uk with 'Business Operations Manager' in the subject line.

Application Deadline: 9am on Monday 12th December 2022

Interviews: Week Commencing 9th January 2023

Accessibility

Please contact us if you would like this information in another format

