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**Freelance General Manager opportunity with Papertrail**

Papertrail seeks to appoint an experienced General Manager to work with Co-Artistic Directors Bridget Keehan and Jonny Cotsen on exciting new projects in 2025.

**About Papertrail**

Papertrail has been creating and staging untold stories from underrepresented voices in Wales and beyond for the last 10 years. Thanks to ACW’s Creative Steps the company is now entering an exciting new stage of development which sees Jonny Cotsen co-leading the company along with founding Artistic Director, Bridget Keehan. Their joint vision is to continue staging unheard stories and to develop the aesthetics of creative access in the work they produce. A primary objective of the company is to open up new opportunities for creatives who have experienced barriers and who are under-represented in the arts.

In order to help deliver the company’s projects we are seeking a freelance General Manager to ensure the smooth operation of all our activities.

**About this role**

For this role Papertrail would like to hear from highly motivated and organised individuals who have a passion for the arts and the difference it can make to people’s lives. The General Manager will report to the Co-Artistic Directors and the board as well as work alongside the Creative Producer and Associate Artists. The main responsibilities will include overseeing the everyday management of the company, its policies, contracts and budgets. You will also need to support the team with fundraising and marketing activities.

**Who are we looking for?**

You are someone who is committed to enabling all people to engage with their creativity and believe in the power of art to be transformative.You are a great collaborator and can see the big picture whilst working on the tiny detail. You are someone who is highly organised and able to implement systems that ensure the smooth running of the company and its projects.

Key responsibilities include:

* Contract negotiation and preparation for creatives, performers, stage management, production teams and other staff.
* Negotiating venue and co-production agreements as required.
* Overseeing daily operations, including financial management
* Supporting marketing and fundraising activities.
* Ensuring compliance with legal and safety regulations and keeping abreast with union agreements.
* Support access requirements and ensure good communications and safe working practices.

Person Specification

Essential:

* A minimum of 3 years experience in a similar role.
* A proven track record of effective financial management, including budgeting, financial planning and reporting.
* Excellent knowledge of Microsoft Office, including Excel, Outlook and Word.
* Experience of servicing a Board of Directors
* Knowledge of theatre production processes.
* Knowledge of contracts and policies, especially employment law and EDI.
* Exceptional interpersonal skills, with the ability to engage and build relationships with stakeholders, including artists, sponsors, and board members.
* Strong organisational skills, with the ability to prioritise tasks.
* Strong ethical standards and integrity, with a commitment to fostering a culture of inclusivity and respect.
* Enthusiastic team member
* Willingness to work flexible hours

Desirable

* Familiar with fundraising, sponsorship and grant writing within the arts and charitable sector.
* Strong network and positive relationships with small and mid-scale regional tour venues
* Proficiency in written and spoken Welsh and / or other languages
* Have basic understanding of BSL, Deaf awareness or previously worked with Deaf and Hard of Hearing people.
* Experience in working for a small arts organisation
* Experience in using accounting software

Role Details

**Reports to**: Co-Artistic Directors.

**Hours:**  2.5 day per week

**Fee:** equivalent to 36k pro rata

**Project Duration:** 10 months initial contract. Ideally beginning in January / February 2025. There may be an opportunity to extend this contract subject to further funding.

**Place of work:** Flexible/remote working but able to make regular in person meetings in Cardiff.

**Application Process**

Please email us your CV and a cover letter of no more than 2 sides of A4 words stating:  
Why you want to work with Papertrail and the expertise and qualities you will bring to the company. Do address the person specification in either your cover letter or CV.

Please download and complete our equal opportunities form (available from our website [www.papertrail.org.uk](http://www.papertrail.org.uk) . If you have any problems downloading the form or have any further questions about the application process, please email: [contact@papertrail.org.uk](mailto:contact@papertrail.org.uk)

You may wish to apply by video or audio as an alternative to sending in a cover letter, and in addition to sending us your CV. To do this please ensure your recording is saved in an easily accessible format and send via a WeTransfer link to: [contact@papertrail.org.uk](mailto:contact@papertrail.org.uk)

Videos / audio should be no longer than 5 minutes long.

**Closing date for applications: 12 noon Monday 16th December**

**Interviews will take place Monday 6th January 2025**

**Access and Inclusion**

We are particularly keen to hear from applicants from communities that are underrepresented in the cultural workforce, particularly when considering disability, class and ethnicity, and people whose lived experience reflects the communities we work with.

We guarantee to interview any disabled applicant who meets the essential criteria for the post. If you feel this applies to you, please make this clear in your cover letter.

If you have any specific requirements or need additional support during the recruitment process, including anything you might need should you be called for interview (e.g. interpreters, information in different formats etc.) or you would like to discuss any aspect of the role in confidence, please contact: bridget.keehan@papertrail.org.uk