



BUSINESS MANAGER

Introduction

Saffron Walden Community Cinema Ltd was established in 2005 as a company and charity to set up and run a cinema in Saffron Walden. Saffron Screen opened to the public in May 2006.

Saffron Screen is an independent community cinema screening a wide range of films and Event Cinema (live and as live broadcasts of operas, ballets, plays and concerts) and seeking through cinema to entertain, educate, create a shared experience and improve the quality of life for everyone in Saffron Walden and the surrounding area.

Saffron Screen's charitable objects are:

- To advance the education of the public in the knowledge, understanding and appreciation of the arts, particularly the art of films and allied visual techniques;
- To advance the education of pupils at Saffron Walden County High School by providing and assisting in the provision of facilities for the benefit and education of the school;
- To promote for the benefit of the inhabitants of Saffron Walden and the surrounding area the provision of recreational and other leisure facilities in the interests of social welfare and with the object of improving their quality of life.

Saffron Screen currently employs 19 part time staff and works with between 50 and 100 volunteers. Some members of the Board perform executive roles on a pro bono basis.

Saffron Screen celebrated its 10th birthday in 2016 with a summer of events. It is also currently exploring options to expand its operations over the next few years.

Main purpose of role:

The Business Manager will report to the Chair of the Board and is responsible for:

- the day-to-day management of Saffron Screen;
- leadership of the team of paid, mostly part-time staff and volunteers within the strategic and accountability frameworks agreed with the Board of Trustees;
- providing the interface between the Board and the managers of the cinema;
- carrying out day-to-day tasks in relation to the above and supporting the team;
- representing the cinema among day-to-day operational partners (ie. SWCHS, TIC, sponsors, event partners, etc) and providing direction for the cinema in relation to these partners.

Key tasks

1. Hands on management, leading and motivating the management team, as well as being a key member of the operational team, managing those with responsibility for all areas of the cinema's operation, including programming, projection, marketing, finance, operation and outreach activities.
2. Leading and co-ordinating the activities of the management committee which meets fortnightly.
3. Leading the communications, directly or through delegation, to all employees and volunteers to ensure proactive engagement (including sharing messages between the board and the wider organisation).
4. Managing legal and statutory obligations (including financial, health & safety, data protection child protection, risk management, charitable status and employment legislation) in conjunction with the board.

5. Managing day-to-day human resources; escalating as required to the HR Director.
6. Managing the financial aspects of the business in conjunction with the Finance Director and finance team, and working with the Finance Director on financial aspects of the management of the cinema.
7. Providing oversight and highlighting trends from audience information and performance data.
8. Reporting to the Board at quarterly board meetings and attending Board sub-committee meetings as required.
9. Liaising with stakeholders and potential partners.
10. Pursuing development opportunities and contributing to the development of new ideas on the direction of the cinema, in conjunction with the Board and the management team.
11. Preparing funding applications in conjunction with other members of the team as necessary.
12. Providing cover for other members of the team during holidays or sickness and at busy times.

Skills required

- Strong business management experience
- Proven team management and leadership ability
- Excellent communication and organisational skills
- Ability to work under pressure
- Good Microsoft Office skills, e.g. Word, Excel, PowerPoint, Outlook
- Knowledge of the cinema exhibition industry would be an advantage
- Experience of working with Boards or governing bodies would be an advantage

Working Hours

- Flexible to respond to Saffron Screen managers and SWCHS
- Expected average of 14 hours per week

Location

This role will be split between 3 locations:

- The cinema at SWCHS
- The office in Fairycroft House, Saffron Walden
- Home

Salary

c.£27,800 per annum pro-rated

Application

Please send your CV and a covering letter explaining why you would be suitable for this role to jobs@saffronscreen.com by **5pm on Friday 28 April**.

If you would like to discuss this position further, please contact paul@saffronscreen.com