

Tin Shed Theatre Community Interest Company are seeking to employ a dynamic individual for the role of General Manager at The Place, Newport.

The Place is a social arts and community space set up & managed by Tin Shed and has a diverse programme of regular activities and events, co-curated and led by local artists and community members. Visit @theplacenewport on social media to find out more.

Tin Shed is able to offer a fixed short-term contract until 31st March 2026, with the potential for extension subject to the outcome of future funding applications.

This job specification is extensive in order to give the full breadth of role and responsibility. This is subject to change and we are open to conversation and flexibility for the right candidate. We welcome and want to support marginalised individuals into roles of management and advocacy. Please see the description below for further details on how to apply.



# Job Summary - GENERAL MANAGER at THE PLACE NEWPORT

**Responsible to:** Creative Director & Company Manager

**Line Manager for:** Front of House & Volunteer Manager, People of The Place volunteers, workshop facilitators, general public & participants, visitors, contractors & external parties.

**Works closely with:** Head of Communications & Digital Lead, Emerging Producer, Creative Evaluator, External Organisations, Freelancers, Artists and the general public.

**Salary:** £27,000 per annum (pro rata basis will be offered)

**Contract:** Start date is flexible but is required in September/October 2025. Contract is offered up until 31st March 2026.

**Hours:** 32 hours per week between Monday-Sunday. Hours will vary during the week and will typically follow the building's opening hours & events. Due to the nature of the activities and events provided, evening and weekend availability is essential.

**Benefits include:** 40 hours of pay for 32 hours of work per week. Creative workplace with support for progression & development. Additional time off over Christmas.

**Holiday:** 22.5 days per annum (pro rata basis will be offered).

**Probationary period:** 2 months.

## Role Overview:

The key responsibility of the General Manager is to ensure smooth and organised running of The Place, its activities and events. Ensuring Tin Shed Theatre Co's vision & ethos is embedded into the daily running of building activities & outputs. With particular focus on managing the Front of House & Volunteer Manager and volunteers whilst shaping and ensuring the delivery of a regular engagement programme.

For further reading & understanding, please read TSTC's Business Plan - [Tin Shed Theatre Co - Business Plan](#)

We ask that the General Manager be able to use their own mobile phone & laptop for work. In addition to the listed responsibilities, the employee may be asked to undertake other reasonable duties as required.

## Public Engagement & Communications

- Serve as one of the primary points of contact for The Place, both in person and via email, providing professional and welcoming service.
- Manage inquiries and bookings for internal and external hires and events, including providing

quotes and liaising with the Company Manager on financial matters.

- Monitor the buildings email account and ensure emails are replied to promptly
- Send weekly updates regarding events, room usage, and hires as per the shared calendar.
- Assist in programming and curating building-specific activities alongside core members of the company.
- Manage and curate The Place social media accounts and its interactions (instagram & facebook) with scheduled and live daily posts.

#### Event & Calendar Management

- Maintain upkeep of the shared event and activity calendar.
- Provide event and activity details to the Head of Communications and Digital Lead for design and collaborate with them to manage social media accounts.
- Be available for external bookings and events (sometimes outside of regular hours)
- Actively engage with external partners and community meetings, such as City Centre Buzz, to champion the work of The Place & Tin Shed and explore new opportunities and collaborations.

#### Staff & Volunteer Coordination

- Create and manage staff/volunteer rota, ensuring adequate staffing at all times.
- Host and document monthly 1-1 meetings with FOH & Volunteer Manager & Volunteers, reporting meeting notes to the Company Manager.

#### Administrative & Reporting Duties

- Maintain clear and concise records of communication, images, participant and activity data for evaluation and reporting to funders and stakeholders.
- Regularly use Google Drive, Gmail, Google Calendar, Padlet, Zoom, and WhatsApp for work communications.
- If able, provide Welsh translation for the company marketing & social media posts or find alternative translation tools (e.g. Helo Blod)
- Assist in the curation, collection and development of content for TSTC and TP social media accounts.

#### Building & Safety Management

- Provide hospitality and front-of-house management with the support of the Front of House & Vol Manager, freelancers, and volunteers.
- Ensure safety procedures and safeguarding processes are managed across all activities and engagements.
- Ensure the building is kept clean and organised and report any damage or maintenance issues to the company manager.
- Alongside the FOH & Vol Manager, engage in a monthly building audit; to overview spaces, identify items to be removed, identify fittings and building issues and monitor the safety and security of each public space. Report monthly to the company manager.
- Ensure all policy documents related to the safety of the building are kept up to date with any

proposed changes or amendments.

- Ensure all company policies and procedures are read, understood, and upheld by everyone working & participating in the building.
- Lead and assist in event and external hire room and technical setups as per booking forms.
- Serve as Key Holder and authorise others as Key Holders (visiting artists, team & freelancers etc)
- Open and close the building daily.
- Act as First Aider and Lead Fire Marshal.

#### Community & Relationship Building

- Actively promote the activities of The Place and Tin Shed Theatre Co.
- Stay informed about other local events and groups to provide effective signposting.
- Develop and sustain crucial relationships through excellent interpersonal skills.
- Manage time effectively while responding to deadlines, priority changes, and key goal setting.
- Work collaboratively as part of a dynamic team, respecting communication systems and treating colleagues with kindness and respect.
- Work alongside Emerging Producer and Creative Director to ensure the Creative professionals support package for visiting artists and groups is given out to those in need of physical space or company resources.

#### Personal Qualities & Skills

- Must be self-motivated, organised, a reliable communicator, and an excellent collaborator.
- To work as part of a dynamic and bespoke team. To understand and respect the communication systems and approaches implemented in order to keep connected; to treat one another with kindness and respect
- The ability to manage their own time effectively whilst responding to set deadlines, changes in priorities and the key goal setting and implementation of tasks.
- Excellent interpersonal skills allowing for the long term growth and sustainability of crucial relationships.

#### **What TSTC will provide:**

- A workplace that is built on co-creation, collaboration & kindness.
- A comprehensive handover document and on-hand support if & when required.
- Any training deemed relevant & necessary.
- Personal & professional development with support of Tin Shed Theatre Co. and their networks
- A flexible & honest working environment. Tin Shed Theatre Co. are open & committed to working alongside a suitable candidate with regards to the delivery of this role.
- Commitment to personal and professional development

#### **Must Have:**

- Experience in leadership and team management
- Lives in Newport
- Excellent digital and personal communication skills

- Digital Literacy - Google Drive, Gmail, Zoom, Meta suite, Teams, WhatsApp and all social media platforms
- Excellent interpersonal skills, compassionate and caring values, with an honest approach to working
- Flexible and dynamic approach
- Ability to work with a diverse remote and static team of staff, volunteers and freelancers
- Must be passionate, enthusiastic, dedicated and well informed of the arts and culture sector in Newport & more broadly across Wales; actively engaging and seeking cultural events to inform the role outside of the job position.

### Desirable:

- Qualification in arts management or relevant experience
- Previous experience working in a cultural or community setting
- An understanding of the cultural and arts sector in Wales
- Ability to communicate in the Welsh language.
- Previous experience working with freelance creative professionals
- Knowledge of The Place and Tin Shed Theatre Co.

### How to apply

Please send:

- A video of up to 2 minutes introducing yourself & why you'd be good for the role.
- Recent CV.
- 1 reference contact relevant to the role.
- Equal Opportunities form (*Download - [HERE](#)*)

Send to [apply@tinshedtheatrecompany.com](mailto:apply@tinshedtheatrecompany.com)

### Access Support

TSTC is committed to ensuring that all who wish to apply can.

Should you require assistance with your application, please contact

[connect@tinshedtheatrecompany.com](mailto:connect@tinshedtheatrecompany.com)

### Timeline

Application deadline: 15th August 5pm

Interviews: w/c 18th August

In Post: September/October

### Want a chat?

TSTC can provide a short, informal conversation with anyone who wishes to ask questions about the role or discuss their suitability. Please

contact [connect@tinshedtheatrecompany.com](mailto:connect@tinshedtheatrecompany.com)

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