

**Post: General Manager****Essential criteria**

- A minimum of 4 years experience in a similar role with knowledge and experience of the day-to-day running of an arts Company.
- Experience of financial management including sizeable budgets, cash flow forecasts and management accounts.
- Strong Microsoft Office skills (Word, Excel, Outlook and Powerpoint).
- Strong writing skills and evidence of report writing.
- Experienced in writing and maintaining HR policies.
- Experience in negotiating and developing contracts.
- Strong administration and IT skills.
- Experienced in policies and procedures relevant to a Company of balletLORENT's size and status.
- People management and human resource skills.
- Exceptional attention to detail and accuracy.
- Exceptional verbal communications skills.
- Experience of building relationships on different levels, with a natural ability to build new and develop and manage existing relationships with key stakeholders.
- A team player who openly communicates about your work and looks for opportunities to maximise integrated working.
- An ability to be proactive and use own initiative to meet deadlines and exceed expectations.
- An ability to multi-task.
- An organised and professional approach to your work.
- A calm, confident and friendly persona.

**Desirable**

- Experience of working within an arts organisation.
- A relevant degree or professional qualification that is relevant to the post.
- Experience of Sage 50 Accounts Plus software.
- The ability and willingness to work evenings and occasional weekends and especially when on tour.
- Experience of updating web content.
- A genuine passion for the arts.
- Experience of charity governance.