

Freelance Finance Manager | Recruitment Pack



Introduction

Hubbub is in an exciting phase of organisational development, facilitated in part by Arts Council England's Elevate funding, an endorsement of the company's success to date and future facing ambition.

The company exists to provide positive, dynamic and developmental theatre based opportunities for people with learning disabilities. Over the next three years, key strands of our work focus on community engagement, high quality vocational actor training and touring theatre productions which will raise profile and deliver our unique offer regionally and beyond.

We are looking for an enthusiastic and organised individual to join our small, friendly team as Finance Manager and oversee the effective operation of the company's finances.

This is an exciting time for a progressive company with a strong reputation for excellent work in the East Midlands and a truly exciting opportunity for an creative professional looking for a new challenge with a company on the rise.

Background

In 2011, Artistic Director Jen Sumner led a Research and Development process to assess the need and desire for an inclusive theatre company working in Derby. The result was resoundingly positive and a plan was made.

In 2012, Jen was approached to make a one-off piece of work, *Village Green Antics*, to be part of the Paralympic closing ceremony in Derby. Jen had a clear vision; to create theatre integrating learning disabled and non-learning disabled actors of the highest possible quality. This platform became the launch pad for Hubbub Theatre Company and put the company on the map in the city and across the region.

Following this initial success, the company continued to develop with a base at in Derby and running our *Get Involved* programme from Déda, who has supported Hubbub since the initial R&D process. Continued support from the Arts Council England, Derby City Council and other funders and supporters has enabled the company to grow in scope and activity, as well as dreaming and realising plans for the future.

In a relatively short space of time, Hubbub Theatre Company has increased its visibility and credibility, working with learning disabled performers within an integrated devised physical theatre model. There are several key elements to Hubbub Theatre's work;

- at the core is the professional theatre company which produces and tours small scale physical theatre shows, street theatre and outreach;
- surrounding this, and feeding into the company is the professional actor training course;
- additionally, there is the *Get Involved* programme of participation and learning which engages learning disabled adults and young people to develop a range of personal and social skills through drama.

“Companies like Hubbub are really valuable to the arts at the moment”

Stephen Munn | Director, Déda Derby

“Great to see such an ambitious and truly inclusive company - an empowering collaborative ensemble”

Bethany Sheldon – Joint Artistic Director | Maison Foo Theatre Company



Hubbub serves both the physical theatre/arts sector and the health and social care sector. On the one hand aspiring to the scale and production quality of some key national touring companies and, on the other, requiring a local focus for those learning disabled adults within reasonable geographical reach.

Hubbub recognises its valued position in terms of reaching an audience that may not otherwise not access such high quality theatre provision and its developing expertise in creating theatre with learning disabled performers; an asset to be shared with other organisations. A key aim is to see more learning disabled performers engaged by mainstream theatre venues and producers.

Our Vision

We aim to make people happier, healthier, friendlier, more connected, more inspired, more creative and more alive...To feel more and to feel better.

‘We want to help people with learning disabilities overcome the obstacles and barriers that prevent them from accessing theatre and achieving their goals. We want to change the way that artists and people with learning disabilities are seen and understood so that we can make a better, kinder world... We want to challenge, inspire and create without building walls of words and hierarchies of cognition, and all of those barriers to genuine communication... We are people in a space exploring light, sound, story, music and a

universal experience, sharing a bit of what it means to be alive and connected to others...We work in all and any languages and none... We speak human.'

Our Mission

We are inspired by the energy and imagination of different kinds of people coming together in the Hubbub of creativity, to explore fantastic stories, imagined worlds and extraordinary characters.

Our Values

Our values are commitment, integrity, collaboration, creativity and kindness.

We believe that every human being has a place in the world and that every human being is equal. We want to encourage theatre, the people who make it and the people who watch it, to value the imagination and skills of artists with learning disabilities.

We love action, connection and movement; words aren't a big part of what we do. Our rehearsal process embodies empathy and kindness and communication is, as far as possible, without words.





What We Do

Hubbub Theatre Company is passionate about producing quality and innovative productions that integrate actors with learning disabilities into professional theatre, as well as offering high quality actor training and community participation workshops and opportunities. We create original, devised work that is physical and visual, developing our actors' skills in theatre, circus, dance, music, puppetry and mask.

Our street theatre show *Village Green Antics* premiered in 2012, having been commissioned to form part of the Paralympic Games closing celebrations in Derby. The show continues to tour with great success, to festivals and events throughout the Midlands.

In 2018 Hubbub was commissioned by Derby Festé to create a new street theatre show to premiere at their 11th annual festival. Inspired by the Random Act of Kindness (RAK) and Pass It Forward movements, *The (not so) Quiet Revolution of Kindness* is a promenade show which sees Hubbub's RAKtivists delight audiences with a display of

colour, physicality, acrobalance and circus skills, as they empower and engage with uplifting and inspiring acts of kindness.

Hubbub's first theatre show, *Kessoku – Tales of Togetherness* premiered in 2014. Meaning 'Unity' in Japanese, *Kessoku* is a collection of tales from Japan told through movement, puppetry, shadow projections, mask and live music. The show has since evolved into a shorter 30-minute pop-up show, *Kessoku Remix*, which has also toured extensively throughout the East Midlands and continues to be available for a wide range of events.

Governance and Staffing

Hubbub is constituted as a Charitable Incorporated Organisation. It is overseen by a non-executive board of Directors, who are also trustees, chaired by Claire Limb. Day to day management is delegated to the Artistic Director and the current staff team includes four freelancers (rising in number around productions and events).

Equal Opportunities

Hubbub is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work with us receives fair treatment. To help us to achieve this we ask that you please complete the monitoring form enclosed with the application pack. This information will not be used as part of the recruitment process, however we do ask on the application form if you have any access needs for interview.



Freelance Finance Manager | Job Description

We are looking for an enthusiastic and organised individual to take on the role of freelance Finance Manager. You will be responsible for assisting the Artistic Director/CEO in the financial management of the company. You will oversee the effective operation of the company's finances and in particular be responsible for the producing of quarterly management accounts and liaising with external accountants to produce annual independently examined accounts.

Key Responsibilities

Finance

- To prepare annual budgets and forecasts in liaison with the Artistic Director and Board
- To prepare quarterly management accounts for the Board with explanatory notes
- To prepare and monitor the organisation's cashflow
- To attend Board Meetings and present the financial reports
- To complete and file the Annual Returns and other documents for the Charity Commission
- To provide the financial data for the Annual Submission to the Arts Council

- To liaise with the company's accountants in the preparation of the financial accounts
- To liaise with the organisation's banks where appropriate
- To advise the Artistic Director and the Board on the implementation of new accounting regulations and amendments to existing regulations in relation to VAT (when applicable), Statements of Recommended Practice, Charity Fund accounting and similar
- To assist staff responsible for preparing financial project reports for funding bodies
- To ensure the internal administrative systems for the recording of purchase invoices, petty cash, payroll and income and expenditure are followed
- To regularly review and update financial systems
- To produce the year end draft accounts and liaise with external accountants

Fundraising

- To provide any financial reports requested by funders and the Artistic Director in relation to fundraising where needed.

Administration

- To develop and maintain the company's finance policies in liaison with the Artistic Director and Board of Trustees
- To attend staff meetings when required
- To be a proactive member of the company's team
- To remain up to date with the company's activities and act as an ambassador for their work as appropriate
- To undertake any training the Artistic Director or Board might consider necessary

Accountability and Management

- The Finance Manager will be accountable to and will be managed by the Artistic Director and the Board of Trustees

Person Specification

Essential Skills

- Knowledge of Sage Instant Accounts and Sage Payroll
- Knowledge of charity funding accounting
- Excellent IT skills, Excel in particular
- Excellent written and oral communication skills
- Excellent time management skills
- Proven experience in financial management, budgeting, financial systems and reporting

Desirable Interests and Experience

- An understanding and interest in theatre and learning disability work
- An awareness of the company's work
- Knowledge of charity trustees' responsibilities in relation to finance in the Arts sector

Qualifications

- Some form of accounting qualification/s or business degree and previous experience of a similar role

Terms and Conditions

Salary: £25.00 per hour
This is a freelance position and you are therefore responsible for your own tax and National Insurance

Responsible to: Artistic Director/CEO and the Board of Trustees

Hours: This is a part-time position (approximately 2 days per month). Normal office hours are 9.30 – 5.30 with a lunchbreak. There may be a requirement to work occasional evenings (for board meetings etc).

Probationary Period: 6 months

Notice Period: 8 weeks

Application Process

Please read the job description and person specification carefully. Applications should be made by submitting the application form, explaining what attracts you to this position and in no more than two sides of A4, evidence of your ability to meet the criteria outlined above.

In addition, please include your CV and complete the equal opportunities form. Please address your application to Jen Sumner Artistic Director; info@hubbubtheatre.org no later than **12.00pm noon on Thursday 24 January 2019**.

Should you require a large print version of this pack or have other access needs, please contact us on: info@hubbubtheatre.org and we will assist.

Dates:

Deadline for applications:	12.00pm noon on Thursday 24 January 2019. <i>Successful applicants will be notified about receiving an interview on Friday 25 January 2019</i>
Interviews:	The morning of Wednesday 30 January 2019