



**BELFAST  
INTERNATIONAL  
ARTS  
FESTIVAL**

## **GENERAL MANAGER (full-time)**

Having recently delivered an ambitious and wide-ranging programme for our 62<sup>nd</sup> annual edition, **Belfast International Arts Festival** (BIAF) continues to enhance its reputation as Northern Ireland's leading annual celebration of contemporary arts and culture.

We are known for showcasing world class artists and productions of a high international standard, which reflect and promote both our changing city and the continuing evolution of creative practice from around the world. As such we are widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector.

We're looking forward to a rich and varied programme in 2025 which features a unique cultural exchange with artists in the Middle East; a new cross border programme with young people working together to reimagine what parades might look like in the future; a showcase highlighting the best of new theatre and dance for international arts programmers and presenting a host of new artistic works from home and abroad. These events reflect the importance we place upon global connections, contemporary and Inter-disciplinary arts practice, community, collaboration and partnership, access and diversity.

The **General Manager** works closely with the Artistic Director & CEO (who curates the artistic programme of the festival) and is a key member of senior management, working year-round to manage and deliver BIAF events and annual Festival. The primary areas of direct responsibility include the management of the company's finances and administration, relationships with stakeholders and funders, income generation, corporate governance, HR and line management of various staff members.

If you would like to help us fulfil our ambitions, are a strategic thinker, excellent communicator, well organised, and a team player with a track-record of successfully securing funding from statutory, public, trusts and foundations, then we'd like to hear from you.

For full Job Information and details of how to apply, please visit the **About** page of our website and follow the **Jobs** link. Specific queries can be sent to Richard Wakely, Artistic Director at [recruitment@belfastinternationalartsfestival.com](mailto:recruitment@belfastinternationalartsfestival.com).

The deadline for **emailing** your completed application is **5pm on Friday 7 February 2025** with interviews currently scheduled for the w/c 10 and/or 17 February 2025.

Richard Wakely  
Artistic Director & Chief Executive  
**Belfast International Arts Festival**  
**T:** 028 9033 2261. **W:** [belfastinternationalartsfestival.com](http://belfastinternationalartsfestival.com)

**Charity Number:** NIC103560. **Company Number:** NI631354. **VAT Registration:** 220 232 363  
Belfast Festival T/a Belfast International Arts Festival

## **JOB INFORMATION**

### **GENERAL MANAGER**

Full-Time (37.5 hours per week)

We are seeking a highly motivated, experienced and resourceful General Manager, with a successful background in managing arts and/or cultural organisations as well as a track record in fundraising and income generation for the not-for-profit sector.

The General Manager works closely with the Artistic Director & CEO and is a key member of senior management working year-round to manage and deliver BIAF events and annual festival. The primary areas of direct responsibility include the management of the company's finances and administration, relationships with stakeholders and funders, income generation, corporate governance and line management of various staff members. The General Manager acts as Company Secretary and also works closely with the Finance & Audit Sub-Committee of the Board to ensure good financial compliance. The post is supported by the Finance & Office Administrator in performing all accounting and bookkeeping functions. In addition, the General Manager is responsible for human resources including overseeing and line management of the Finance & Office Administrator and Festival Engagement Officer; ensuring the successful management of the BIAF office; and that all procedures and protocols are maintained.

BIAF generates an average annual turnover in excess of £700,000 to deliver the annual Festival; maintain overheads; and a small team of core and freelance staff. The post-holder will work to secure funds from public sector and trusts and foundations to enhance the BIAF's future development, ensuring we can deliver our international artistic vision and sustain BIAF's core operations.

<b>Contract/Employer:</b>	Belfast Festival t/a Belfast International Arts Festival.
<b>Remuneration Scale:</b>	Starting salary is £35,000 per annum full-time, rising incrementally over three years to £37,856 and based on achievements and annual review.
<b>Place of Work:</b>	The BIAF office is at the Cathedral Quarter Managed Workspace on Royal Avenue, Belfast. Our team currently work in a weekly blended/hybrid mix of from home (2 days) and in the office (3 days), which BIAF recognises as having benefits for productivity, a better work-life balance and, with less travel, reduces our impact on the environment. Off-site meetings and events may be held at other locations.
<b>Reports to:</b>	Artistic Director & Chief Executive (AD&CEO).
<b>Duration:</b>	This is a full-time post (dependent on on-going funding) and is subject to successfully completing a 6-month probationary period.
<b>Hours:</b>	37.5 hours per week (full-time). Standard company hours are Monday to Friday from 9am – 5.30pm. Flexibility can be considered. Extra evening and weekend hours will be required in the run up to and during the annual Festival/events, and occasionally during the remainder of the year – a time off in lieu policy is in operation for hours worked beyond 37.5 per week.

#### **Other Benefits:**

- 23 days per annum paid holiday (plus NI public and bank holidays). The annual leave year is from April to March.
- BIAF offers a Workplace Pension with a 4% employer contribution.
- Mileage and business expenses are refunded for approved costs incurred. A modest contribution will be considered for relocation costs should the successful candidate be based outside of Northern Ireland.
- A 3-month notice period applies for both parties. 1-month during probationary period.
- BIAF operates a range of policies including Equality of Opportunity, Sustainability, Health & Safety, Safeguarding of Children & Vulnerable Adults, Data Protection, etc.
- BIAF is an Equal Opportunities Employer.

# **GENERAL MANAGER**

## **Main Duties and Responsibilities**

### **Financial & Business Management**

- With the AD&CEO, lead on the creation and development of Strategic Business plans.
- Work closely under the AD&CEO and, as directed, the Board to develop the annual operating budgets, effectively forecast and manage the Festival's cash flow and provide accurate and complete management and financial information as necessary to assist the Board in meeting its fiduciary responsibilities.
- Manage effective internal financial reports that provide meaningful information to respective stakeholders and the AD&CEO and the Board.
- Lead on quarterly finance documents and reports for the accountants to aid the preparation of management reports and year end audit.
- Work with Finance & Audit Sub Committee to review quarterly and annual financial reports to the Board; review documentation for and results of the annual audit and to periodically consider the risk register, reserves policy and other financial compliance measures.
- Line-manage and oversee the work of the Finance & Office Administrator in performing all accounting and bookkeeping functions including maintenance of general ledger, accounts payable and accounts receivable records, quarterly VAT returns and monthly payroll.
- Work with the Festival Operations Manager to provide contracts for artists, venues, events and suppliers and ensure that industry best practice is followed at all times.

### **Stakeholder Management**

- Maintain and develop BIAF's relationships across our range of funding sources and stakeholders, including statutory, trusts and foundations and partnerships.
- Create and provide reports, evaluations and accounts for stakeholders and funders as per funding agreement requirements and to ensure compliance for all income received.
- Liaise with colleagues to prepare progress reports, agree milestones, collect quantitative and qualitative information for monitoring and evaluation.
- Work with BIAF's Fundraising Manager to jointly set up and hold/host fundraising events.

### **Fundraising & Income Development**

- Work with the AD&CEO to implement fundraising priorities and initiatives and the ongoing development of our 3-5 year strategic business and fundraising plans.
- Regularly review the effectiveness, impact and success of strategies and provide reports to the AD&CEO and the Board of Directors.
- Agree targets and achievable strategies for income generation.
- Diversify the current range of income sources for core, programme and project funding to reduce reliance on public funding.
- In conjunction with the Fundraising Manager, oversee the delivery of the fundraising strategy including applications for financial support.
- Lead, alongside the BIAF team, on researching and applying for funding from new public and statutory sources.
- Research, identify and secure other forms of income including but not limited to Trusts and Foundations.

### **Human Resources Management**

- Recruit all staff (full time; casuals; contractors) and manage the Human Resources of BIAF.
- Oversight of pension arrangements for the company and its employees.
- Direct line management for 2 roles, and HR oversight of contract terms for all team members to ensure the successful management of the BIAF office and that all procedures and protocols are maintained.
- Assist the AD&CEO with periodic appraisals of staff.
- Ensure compliance with all legislation relating to employee recruitment, contracting and management.

## Governance

- Acting as Company Secretary by preparing and circulating papers for Board meetings, attending and minuting Board meetings and filing documentation to Companies House. Also supporting the Chairperson in ensuring procedures and protocol at Board meetings and at the AGM are in line with the company's Memorandum & Articles of Association.
- Responsible for ensuring that all legal obligations of the company are met including liaison with Companies House, Charities Commission for NI, Her Majesty's Revenue Commission and other statutory bodies.
- Festival legal and contractual representative and signee on company contracts.
- Maintain, develop and oversee all compliance with BIAF policies, including Equality of Opportunity, Sustainability, Health & Safety, Safeguarding of Children & Vulnerable Adults, Data Protection, etc.

## Services & Office Management

- Manage office lease, office equipment and services.
- Ensure general risk is mitigated for including the appropriate renewal of insurances and licences.

## General/Other

- Represent and positively promote BIAF at all levels, including attending events, stakeholder receptions, conferences etc.
- Contribute to management and team meetings.
- Comply with all company policies and procedures including, but not limited to, Health & Safety, Equal Opportunities, Data Protection, Finance & Procurement.
- All staff are required to be professional, co-operative and flexible in the delivery of their remit.

The above list of Duties and Responsibilities is not exclusive or exhaustive, and the post holder may be required to undertake other reasonable duties as part of working within a small team.

## PERSON SPECIFICATION

In the application form we will ask you to demonstrate how you meet the Essential and Desirable criteria below – and use only this information to shortlist applications.

	Essential	Desirable
<b>Experience</b>		
At least 5 years financial/business experience in the arts, entertainment or related industry.	x	
Proven track record in financial management, with ability to create and manage budgets in excess of £150k and applying appropriate procurement policies for quotation and tendering.	x	
Track record in fundraising from statutory sources, charitable trusts and foundations and individual giving.	x	
Experience of drafting grant applications for a wide variety of funders.	x	
Experience of preparing budgets and written financial reports.	x	
Experience in a senior role within a professional arts related environment, including budgetary responsibility and Trustee/Company Director liaison.	x	
Leadership skills with the ability to manage and bring out the best in a diverse team of employees, freelance staff and contractors.	x	
HR and line-management experience.	x	
Experience of reporting to or operating at board level and handling highly confidential information, records and data.	x	
Demonstrated ability to build and maintain effective relationships with stakeholders.	x	
Experience of acting as Company Secretary.		x

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>		
A high level of expertise in a range of business, accounting, financial and communications software and IT generally.	x	
Excellent interpersonal skills and ability to be articulate and persuasive in written and verbal communications with a range of stakeholders, as well as acting with discretion and diplomacy in all areas of work.	x	
Able to identify and analyse key points in written documents, and to interpret and present financial and statistical data.	x	
Ability to manage multiple priorities and deadlines with excellent administration, record-keeping, organisation skills and attention to detail.	x	
Confident in the use of Microsoft Office and Google software for word processing, spreadsheets, data processing, etc.	x	
Expertise in relation to contracting processes, best practice and legalities.	x	
Enthusiasm and positive attitude together with the ability to be a team player, with commitment to group success.	x	
Familiarity of box office systems and accounting.		x

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>		
Familiarity with national and international public funding structures.	x	
Fundraising from trusts and foundations and other philanthropic sources.	x	
Knowledge of the infrastructure, sectoral issues and trends of the arts in Northern Ireland.		x

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
A third level qualification (degree) or equivalent.	x	
A third level qualification in a relevant subject for example, cultural management or business planning.		x

	<b>Essential</b>	<b>Desirable</b>
<b>Other</b>		
Able and willing to work unsocial hours during busy periods, including evenings and weekends throughout the annual Festival and when required to facilitate application deadlines, stakeholder meetings and other events.	x	

# BELFAST INTERNATIONAL ARTS FESTIVAL

## Some Background Information

Currently celebrating our 62nd year, **BIAF** was re-envisioned as an independent charitable company in 2015, out of the previous Belfast Festival at Queen's, to deliver an annual, city-wide, international contemporary arts event. BIAF is widely recognised as both a significant event in Belfast's cultural calendar and a strategic leader in Northern Ireland's arts sector, and is recognised for showcasing world class artists and productions of a high international standard that reflects and promotes both our changing city and the continuing evolution of creative practice from around the world.

The annual event, which mainly takes place in October, includes theatre, dance, music, visual arts, film, literature, thought leadership and outdoor community events to animate the public realm.

The vision of BIAF as the preeminent, progressive international arts event, is to create a genuinely civic event of contemporary arts and ideas from home and abroad that has international stature and appeal. With our partners throughout the city, we create a distinctive environment for audiences to enjoy and participate in inspirational and transformative experiences from world-class artists, thinkers and leaders.

We do this by:

- Presenting a wide range of contemporary arts and cultural events of the highest possible international standard to the widest possible audiences from home and abroad.
- Reflecting contemporary culture from across the globe to audiences from Belfast, NI and visitors to the province.
- Offering an international showcase for the best of Northern Ireland contemporary culture.
- Presenting events which cannot easily be achieved by any other UK or Irish arts organisation through innovative programming and a commitment to creating new work.
- Actively ensuring equal opportunities and access for all sections of our community to directly experience, participate in and enjoy the Festival.
- Collaborating and partnering with arts and community organisations across Belfast to create an annual city wide, cultural celebration.
- Ensuring the Festival has adequate financial resources and expertise to fulfil its mission and address its overall sustainability.

Our guiding principles reflect the importance of:

- Global Connections
- Community
- Collaboration and Partnership
- Access and Cultural Diversity

BIAF is a Company Limited by Guarantee and registered as a Charity in Northern Ireland. For more information visit [BelfastInternationalArtsFestival.com](http://BelfastInternationalArtsFestival.com).

## How to Submit your Application

An application must include the fully completed BIAF **General Manager Application Form** and **Equal Opportunities Monitoring** questionnaire in either Word or PDF format: CV's will **not** be accepted.

Please email your application to [recruitment@belfastinternationalartsfestival.com](mailto:recruitment@belfastinternationalartsfestival.com) before the deadline of **5pm on Friday 7 February 2025** with **Application - Post of General Manager** in the subject line. BIAF may, at its own discretion, extend the closing date and time for applications.



Belfast  
City Council