



# **Invisible Dust**

General Manager

Recruitment Pack

September 2018

**Invisibledust.com**  
**@invisible\_dust**

**All enquiries to Rosie Mortimer**  
**General Manager**  
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## About Invisible Dust

**Invisible Dust works with leading artists and scientists to produce unique and exciting works of contemporary art exploring new scientific ideas about our environment and climate change. We make the Invisible Visible.**

Founded in 2009 by Alice Sharp Director and Curator; previously manager of the Fourth Plinth with Antony Gormley and Yinka Shonibare, Invisible Dust is an award winning, not for profit art and environment organisation that commissions ambitious artworks for large audiences. Currently we are producing an eight date tour across Scotland including the Isles of Arran, Barra, North Uist and Skye; 'Shore' with Jarman Award nominee Margaret Salmon and video maker Ed Webb-Ingalls exploring Scottish Marine Protected Areas (MPA) with Scottish Marine scientists. Brazilian-French artist Rodrigo Lebrun is also opening a new media commission on climate change in the context of the industry of Scunthorpe at the York Mediale at the end of September part of 'Surroundings'. Projects in development include working with both Canadian and New Zealand partners.

Our previous projects include 'Under Her Eye' a major international arts-science summit and festival on women and climate change in June, as part of the 2018 UK Suffrage Centenary and headlined by Booker-prize winning author, Margaret Atwood and previous Executive Secretary of the UNFCCC and leader of the worldwide Paris Agreement Christiana Figueres.

Previously we worked with Turner Prize winners Elizabeth Price on Space Science and Jeremy Deller on bat conservation. 'Offshore: Artists Explore the Sea' took place at Ferens Art Gallery and Hull Maritime Museum attracting 390,000 visitors with 23 artists including Mariele Neudecker, Tacita Dean, John Akomfrah, writer China Mieville and Martin Parr as part of Hull UK City of Culture 2017.

Our scientist advisors are specialists in their fields in Universities across the UK. We have a close ongoing relationship with many international scientists from backgrounds such as air pollution, oceans, biodiversity, neuroscience and Space as well as climate scientists. We have attracted 910,000 to our projects and 3 million on line through regular coverage in national and international press.

Invisible Dust has no venue and our Programme focus is to work nationally and internationally with significant partners which often encompass Cities of Science (Euro Science Manchester 2016) and Culture (Hull 2017), Green Cities (Bristol 2015) and Arts (Auckland 2019, Norfolk and Norwich Festival 2011) and Science Festivals (Euro Science, Copenhagen 2014, British Science Festival, Newcastle 2014) and importantly Museums (National Maritime Museum 2015, Humber Museums Partnership 2017-2020).

In April 2018 we became an Arts Council National Portfolio Organisation and this, together with a substantial Sustaining Excellence award from the Wellcome Trust has enabled the company to grow and develop, delivering an ambitious programme of work across the UK, increasing turnover from £260,000 in 2015/16 to £700,000 for 2018/19 and establishing a core team of 9 staff across 2 offices in Scarborough and London.

Invisible Dust is seeking to find an outstanding individual to work with the Director underpinning our ambitious programme with solid management, operational, financial experience and ability.

## General Manager Job Description

Salary:	£30,000 per annum
Contract Terms:	Permanent, full time
Probation Period:	3 months
Notice Period:	3 months
Line Management:	Freelance Bookkeeper and Admin Assistant
Reports to:	Director

## Job Overview

This position will be based in either Dalston, London or Scarborough, Yorkshire with time spent in both offices. Due to the nature of this role, some evening and weekend work will be required.

The **General Manager** will work with and support the Director and will be responsible for the general management of Invisible Dust, with particular focus on the internal operations of the company including project operations, contracts, finance, funding applications and personnel. A key role in the organisation, the General Manager will underpin the operational running of the company.

Invisible Dust is a small company and promotes friendly and supportive working with colleagues and external partners. This post holder needs to be confident, independent and to be happy to 'hold the fort' when the Director and Programme Producer or other team members are working away, around the UK and internationally. Invisible Dust staff team includes a Programme Producer who manages the Artistic Programme together with Project Curators and Producers.

## Key Duties and Responsibilities

### Operations and Governance

- Be responsible for managing the operational functions of the organisation.
- Ensure effective and appropriate communication, organising team meetings and key liaison point for all staff on finance and HR.
- Strategic management of all resources; human, financial, administrative and physical, to maximum effect.
- Responsible for collation and updating of company policies, procedures and systems.
- Produce financial reports for the Board.
- Responsible for Environmental reporting and data collection.
- Work with the Marketing Manager to ensure GDPR regulations and other marketing legislation is complied with.
- Complete Companies House and Charity Commission returns and regular filing.
- Responsible for facilitating the Board, including setting up meetings, minutes, training, and updating current policies with the Director.

### Fundraising Reporting

- Support the writing of fundraising bids in respect to operations, financial planning and management of grants.
- Responsible for ensuring the Company meets funding reporting criteria and deadlines, including creation of funder reports e.g. filling in Grantium and other on line applications with funding application info supplied by the Director and Programme Team.
- Planning and maintaining the Grants Management log, and ensuring communication with

relevant staff members to meet deadlines.

- Research and development of funding related information for both the Director and Head of Development.
- Support the Programme Producer in the collation and organisation of evaluation materials for funders.
- Maintaining relationships with funders and partners to ensure timely funding payments are received.

### **Finance**

- Responsible for overseeing the day to day financial management and cash flow of Invisible Dust, working closely with the Director and managing freelance Bookkeeper.
- Working with the Director to draft organisational and project budgets.
- Work with the Director to produce quarterly management accounts.
- Monitor all activity with the Programme Producer to ensure all projects and overheads are planned carefully and managed within budget.
- Ensure payments to artists and partners are made in line with their contracts.
- Responsible for preparation of Year End accounts, with the Bookkeeper and external Auditor.
- Responsible for management of the finance system (Quickbooks), managing any upgrades and maintenance issues.
- Oversee the efficient management of payroll and the pension scheme.
- Responsible for effective management of credit control and payments.
- Ensure the financial systems and procedures in place safeguard the finances and are the most effective they can be.

### **HR**

- Responsible for Human Resources management within the company, working with the team and managers on drafting and updating job descriptions.
- Management of freelance admin staff and interns to effectively administer the Company.
- Responsible for staff recruitment and drafting staff contracts with senior staff.
- Management of a robust appraisal system for all core staff.
- Reviewing and organising relevant training, mentoring and skills development for all staff.
- Monitoring and maintaining the annual leave and sickness log for all staff members.
- Ensure best practice at all times in HR management and keep up to date with relevant changes in legislation.
- Ensure the Equal Opportunities policy is implemented, both within delivery of service and treatment of all employees.

### **General**

- Responsible for the management of Invisible Dust's two offices, office moves and resources.
- Responsible for the smooth running of IT throughout the organisation.
- To champion the vision of Invisible Dust.
- To attend performances, events and exhibitions and act as a spokesperson for Invisible Dust as appropriate.
- Work with the Marketing Manager and team on events.
- Ensure the Environment policy is disseminated and followed, and work in the most sustainable manner.
- Respect equal opportunities throughout the role.
- To work transparently and collaboratively, being a team player in supporting the delivery and development of the organisation's work.

- Alongside the Director, to provide a point of contact for all partners.
- Undertake other duties as required by the Director.

## Person Specification

### Essential

- General Management, Administration or Finance experience in the arts.
- Excellent administrator with some experience of managing office functions, including IT and systems knowledge.
- Highly numerate with previous experience of managing finance and working on accounting systems.
- Experience or knowledge of setting and managing budgets.
- A commitment to making a positive change in public understanding of our environment and an interest in contemporary visual arts.
- Understanding of grant management and reporting, in particular Arts Council funding.
- Excellent people management skills, friendly and willing to pick up the phone where there are difficulties or lack of response.
- Enjoys team working and supporting other staff members.
- Excellent verbal and written communication skills.
- Attention to detail.
- Ability to manage multiple priorities, work to deadlines and be calm under pressure.
- Ability to work to tight deadlines and manage a diverse workload.
- Independent worker who is able to work effectively when other staff are away.

### Desirable

- Experience of managing HR processes.
- Experience of preparing and managing cash flows.
- Experience of preparing management accounts.
- Experience of creating contracts.
- Experience of facilitating a Board or similar reporting structure.

## How to Apply

To apply please send us a covering letter demonstrating how your experience meets the aspects of the job description and person specification, your CV and a completed Equal Opportunities Monitoring Form to reach us no later than **12pm on Tuesday 16th October 2018**.

Both your CV and cover letter should be no longer than two pages of A4 each.

The email address for applications or to make enquiries is: [rosie@invisibledust.com](mailto:rosie@invisibledust.com). Please use the job title as the subject line of the email.

The post will be based in either London or Scarborough. Both interview stages for shortlisted candidates will take place in London. First stage Tuesday 21st October and second stage Monday 29th October.

For more info visit our website <http://invisibledust.com>.