



ALDEBURGH  
JUBILEE HALL

# GENERAL MANAGER

Application Pack



# WELCOME

Thank you so much for your interest in Aldeburgh Jubilee Hall and the role as General Manager.



This is a brilliant opportunity for a talented individual who may have been working in a leadership role, not necessarily at General Manager level, to manage our inclusive and historic arts and community venue. It's an exciting time to join us; In October, we will be reopening our original entrance at the front of our building after more than 130 years, including a new foyer and bar following a transformational redevelopment project.

This new post plays a pivotal role in leading the Hall. The new General Manager will be given the space to lead their own work, supported by our board of Trustees where required. It has the freedom and potential to shape the future of the Hall. As an audience-focused organisation, we want to reach a larger, more diverse, and younger audience from our thriving town on the Suffolk coast and the wider East Anglia region. We'll do this through programming incredible performances as well as through our creative community and engagement work.

Our mission at Aldeburgh Jubilee Hall is to provide high quality, inspirational and creative experiences for the people of Aldeburgh, Suffolk and beyond, from schools to businesses, from community groups to performing artists, providing excellence balanced by diversity in both programming and activities.

We are an ambitious, creative, and passionate organisation and are looking for the right person to join us. We need someone who will share our commitment to our mission for Aldeburgh Jubilee Hall to be known as a place that delivers high-quality, enjoyable, inspirational, and enlightening work. We are ambitious for our building and what goes on within it, ensuring we not only survive, but thrive in the decades to come.

The General Manager will lead us on our journey to inspire more people where they live, transforming the experience of culture and creativity across the county through a mixture of artistic, commercial and community work which is appealing and relevant. We are looking for the right person for this role, someone with the passion to make things happen, a commitment to change and development and the determination to see things through. You don't have to tick every box of our criteria or have experience in every aspect of the role, we can help you fill in the gaps. More important to us, is that we recruit an ambitious and future-focused individual, with huge enthusiasm for our work, who believes in what we do and who can motivate and inspire others. This is a fantastic opportunity to be part of something special and really make a difference. We look forward to hearing from you.

# ABOUT US

Nestling in the heart of the seaside town of Aldeburgh in Suffolk sits the historic and much-loved Jubilee Hall. Built in 1887 by local businessman Newson Garrett to celebrate Queen Victoria's Golden Jubilee, the hall was intended for "concerts and dramatic entertainments provided by well-known artistes, dances for the little people on wet afternoons and for 'the grown-ups' in the evenings". Ever since then the hall has offered an array of musical and dramatic performances, both amateur and professional and has also served the community as a film theatre, dance hall, badminton court and roller-skating rink. The Jubilee Hall is nothing if not adaptable.

Aldeburgh Jubilee Hall provides a collaborative creative hub that welcomes the whole community. We provide a programme of high-quality, varied and affordable arts and cultural events throughout the year. We are ambitious for our building and for what goes on within it ensuring we not only survive but thrive in the decades to come.

Music and the creative industries are not only central to our cultural DNA in Suffolk but also hugely important for creating jobs and growth around the county. We work in partnership with schools, community groups, local councils, businesses and performing artists, providing excellence balanced by diversity in both programming and activities.





## OUR VALUES

As a community venue and registered charity, we strive to be

- Inclusive
- Welcoming
- Open to all
- Environmentally aware
- Affordable

## OUR AUDIENCES

Culture and creativity can be monumental in changing people's lives. Our role is to be able to offer a range of events and activities to ensure people have access to and enjoy the arts.

Aldeburgh is a stunning coastal town, but suffers from elements of rural isolation. We aim to be part of the solution to this through creating partnerships with other organisations both locally and further afield.

We encourage those able and willing to come on board at Jubilee Hall as volunteers, where they are welcomed, appreciated and valued.

## STRATEGIC GOALS

1. To ensure our long-term financial stability through a mix of grant funding, individual donations and income generation
2. To improve and enhance the artist and audience spaces through an agreed programme of development and refurbishment
3. To create a community space that truly meets the local desire and need for theatre, arts and entertainment
4. To ensure we are open and active throughout the week offering a rich, varied and enjoyable programme of community and cultural events
5. To Increase access through a programme of wide-ranging and diverse events that appeal to all sectors of the community
6. To endeavour to be more sustainable in all our operations, and to encourage those we work with to do so, in line with our policy



A BIT ABOUT

# ALDEBURGH



Aldeburgh was a small fishing village until coastline shifts highlighted it as an attractive location for shipbuilding and trade with King Henry VIII visiting in 1529. The silting up of the River Alde decreased this trade in further years however, with Aldeburgh known as a fishing village again until becoming a popular 19th Century seaside resort. A lot of the town's architecture dates back to this time.

Aldeburgh's significant notoriety was built during the late 19th to 20th century. Alongside being the time period within which Benjamin Britten lived and worked in the town, Elizabeth Garrett Anderson was elected Mayor of the town in 1908, the first female Mayor of a town in England. She had been the first female doctor to qualify in Britain opening the New Hospital for Women in London (later to become the Elizabeth Garrett Anderson Hospital) as well as being a major contributor to women's rights to equality. She helped found what is now the medical school University College, London. Her father, Newson Garrett, had been Aldeburgh's first Mayor in 1885. He was a successful businessman and was the pioneer of Aldeburgh Jubilee Hall.

Aldeburgh attracts art and culture lovers from across the country due particularly to its link with Britten Pears Arts and association with the nearby famous Snape Maltings, the multiple art galleries in the town (along with Maggi Hambling's 'Scallop' on the beach), various eateries including its infamously popular fish and chips, and location within the Suffolk Coast and Heaths AONB. The town is the home of Aldeburgh Literary Festival, as well as historically being the home and workplace of world-famous composer Benjamin Britten who set-up Aldeburgh Festival with Peter Pears and Eric Crozier in 1948. Aldeburgh Jubilee Hall was the main venue for the festival in its first year of opening, a key point to note in its historic heritage.



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Our vision for the organisation is to **lead the cultural community on the Suffolk Coast.**

Aldeburgh Jubilee Hall (AJH) provides a collaborative creative hub that welcomes the whole community. We provide a programme of high-quality, varied and affordable arts and cultural events throughout the year. We are ambitious for our building and for what goes on within it ensuring we not only survive but thrive in the decades to come.

We work in partnership with organisations in Aldeburgh, East Suffolk and beyond, from schools to businesses, from community groups to performing artists, providing excellence balanced by diversity in both programming and activities.

We are exploring opportunities to increase our earned income, become more relevant and visible in Aldeburgh and the local area, and encourage more people to use Jubilee Hall as audience, artists, participants and volunteers.

Aldeburgh Jubilee Hall is a registered charity.

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# OUR VISION

# GENERAL MANAGER

<b>Job Title:</b>	General Manager
<b>Location:</b>	Aldeburgh, Suffolk. Predominately venue-based with evenings and weekend work when required. Flexibility and some time working from home to fulfil the role is acknowledged.
<b>Reports to:</b>	Board of Trustees
<b>Job Type:</b>	Full-Time, permanent
<b>Salary:</b>	circa £35,000 per annum, dependent on skills and experience.
<b>The Role:</b>	<p>The role of the General Manager is to oversee the daily smooth-running of Aldeburgh Jubilee Hall, its programme of events, operations and staff, ensuring the venue is fit-for-purpose and compliant with charitable and other statutory obligations. In close collaboration with the Board of Trustees, they are also responsible for fundraising and income generation.</p> <p>The General Manager reports to the Chair of the Aldeburgh Jubilee Hall Board and has responsibility for a small number of part-time staff and freelance contractors, as well as an expanding group of volunteers.</p>



# RESPONSIBILITIES

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## PROGRAMME DEVELOPMENT AND MANAGEMENT

- Research, plan and coordinate the annual programme of events in close collaboration with the Programming Committee, ensuring a wide-ranging schedule across all genres that reaches new audiences and is within budget.
  - Liaise with artists, artists' agents/managers and hirers, to confirm event details, contracts and invoices.
  - Negotiate appropriate deals to ensure the events are financially viable.
  - Develop and implement the Hall's commitment to serve the community, identifying partnerships locally and nationally that will further its aims and reach.
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## FINANCIAL MANAGEMENT AND FUNDRAISING

- Ensure event budgets are prepared for approval by the Finance & General Purposes Committee.
  - Assist our trustee responsible for finance with invoices and payments to hirers and artists for box-office splits.
  - In close collaboration with the Chair and board of trustees, coordinate the fundraising efforts and administer donations. Liaise with sponsors and major donors as required.
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## EVENTS MANAGEMENT

- Oversee the booking and managing of part-time staff and volunteers for events as required, ensuring front-of-house, box office and bar operations are covered.
- Ensure the hall is set up appropriately for each event and events run smoothly.
- Support Hall users and induct them into the safe and appropriate use of the Hall.
- Ensure the safety and well-being of audience, staff and volunteers at all times.
- Ensure that the Hall is compliant in all aspects of licensing, health & safety, GDPR, safeguarding, charity and employment law, and other relevant legislation.





## MARKETING AND PUBLIC RELATIONS

- In close liaison with our trustee responsible for marketing, oversee the marketing and PR for all events to ensure maximum exposure and ticket sales.
- Coordinate copy and printing of seasonal brochures, event leaflets, posters and banners, and oversee distribution.
- Be in touch with local and regional press for maximum coverage for events.
- Manage the website content, ticketing, and regular sales reports.



## STRATEGIC RELATIONS AND COMMUNICATION

- Establish and maintain excellent relations with local cultural organisations and businesses.
- Ensure excellent communication is maintained both internally and externally.
- Act as the main spokesperson for Aldeburgh Jubilee Hall, representing the Hall as and when required.
- Attend quarterly Board meetings, and report to the Board on all activities. Provide the Board with the information they require to fulfil their responsibilities as trustees, to enable them to have effective oversight, contribute their knowledge and expertise, and to make informed decisions.



## HALL MAINTENANCE

- Ensure that the Hall is kept operational, clean and tidy, and fit for purpose.
- Keep trustees informed of any major maintenance issues.

# PERSON SPECIFICATION

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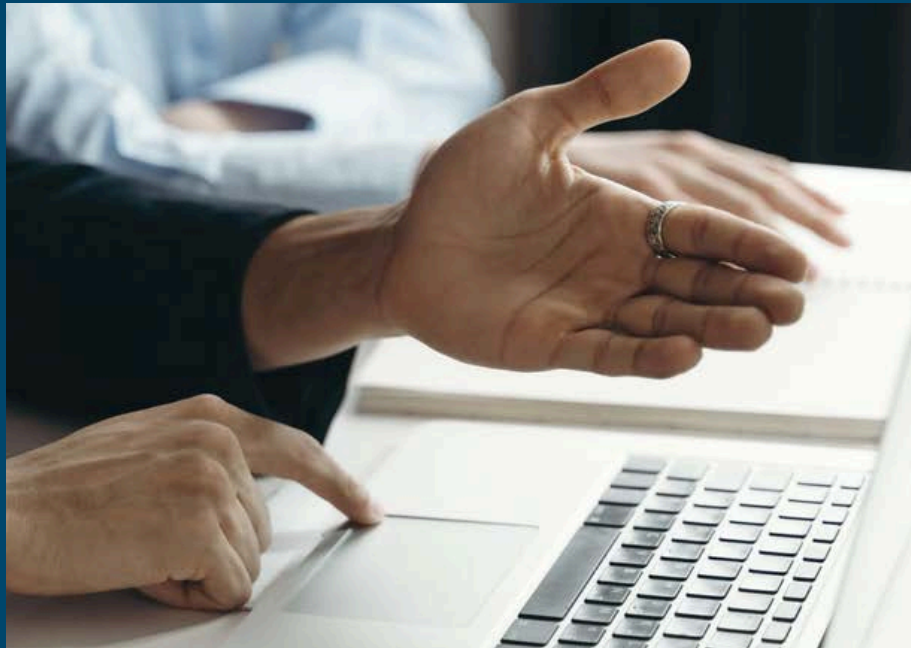


## FINANCE AND FUNDRAISING

- Demonstrable entrepreneurial approaches to organisational sustainability and revenue generating opportunities.
- Significant experience of fundraising, business planning and budget management.
- Knowledge and experience of successful applications to significant funding opportunities and the charity sector.
- Experience of income generation with thorough understanding and abilities to raise funding from businesses and the public.

## PARTNERSHIPS

- Demonstrable experience of effective networking, relationship and partnership building with stakeholders including donors, sponsors and grant making organisations.
- Entrepreneurial and collaborative leadership qualities with the ability to inspire and motivate.
- Flexible, responsive team player with excellent communication and presentation skills.
- Significant understanding of programming and the ability to provide artistic leadership with hirers and creative partners.



## PERSONAL ATTRIBUTES

- A genuine passion for the arts and commitment to the organisation's mission.
- In depth knowledge of arts programming and community engagement.
- Innovative and forward-thinking with a proactive approach to problem-solving and the ability to anticipate the needs of colleagues.
- Collaborative and inclusive leader with highest degrees of integrity and professionalism.
- Highly accurate and well organised with excellent time management, administrative and IT skills.
- Ability to work at pace, curious and solution focused.

## EDUCATION AND EXPERIENCE

- A minimum of 3 years experience of management in the arts, cultural or non-profit sector.
- Proven track record of strategic planning, financial management, and organisational leadership.



This is a permanent, full-time contract. The General Manager will be expected to spend time at the Hall, and work flexibly to fulfil the role, including working evenings and weekends when required. It is the responsibility of the General Manager to prioritise their time.

<b>Pension:</b>	The opportunity to join the Workplace Contributory Pension Scheme. Current statutory rates are 3% contribution from employer, 5% from employee.
<b>Notice period:</b>	Three months' notice in writing on either side.
<b>Probation:</b>	Three months' probation period, with one month's notice.
<b>Holiday:</b>	28 days (including Statutory Holidays).

# CONTRACT

# GENERAL MANAGER

## PROCESS

Applicants are invited to send up to 500 words of how they meet the job and person specifications and why they are the best person for this role, plus an up-to-date CV to Ann Barkway at [manager@aldeburghjubileehall.co.uk](mailto:manager@aldeburghjubileehall.co.uk)

<b>2nd August, 12 noon</b>	Closing date
<b>w/c 5th September</b>	First interviews
<b>w/c 12th September</b>	Second interviews
<b>w/c 19th September</b>	Decision made



# IMPORTANT INFORMATION



## Location

Aldeburgh Jubilee Hall  
Crabbe Street  
Aldeburgh  
Suffolk  
IP15 5BN

## Distances from Aldeburgh

Saxmundham railway station	7 miles
Ipswich	25 miles
Norwich	40 miles
Journey from Ipswich to London by train	70 minutes

## Equality

At Aldeburgh Jubilee Hall we champion diversity and inclusion, ensuring all individuals, regardless of race, gender, ability, or background, have equal opportunity. We believe that varied perspectives enhance creativity and innovation. Join us in fostering an inclusive environment where every voice is valued and respected.

# PRIVACY NOTICE



**Aldeburgh Jubilee Hall takes its responsibility for protecting your personal information seriously. Our job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.**

Access to the information contained within your application will be limited only to individuals administering the recruitment process or shortlisting and/or interviewing. Occasionally we may ask external parties to assist with shortlisting and/or interviewing. On these occasions, we will ensure external parties commit to following the same data protection principles as the Hall.

Your application and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Aldeburgh Jubilee Hall indicates your consent to your data being processed in the manner described above.



# ALDEBURGH JUBILEE HALL



[aldeburghjubileehall.co.uk](http://aldeburghjubileehall.co.uk)