



**Role:** Operations Manager

**Accountable To:** Artistic Director

**Location:** Edinburgh & on location as required/agreed

**Contract type:** Freelance, part time, roughly 2 days per week (it is hoped that this contract will be extended, funding dependent)

**When:** 01 February 2023 - 30 April 2023

**Fee:** £6,000

### **Who We Are**

Civic Digits blends digital technology, gaming and live performance to create innovative and interactive experiences, to question what it means to be a digital citizen in the 21st century. We aim to be a feminist, anti-racist and intersectional organisation and we want to encourage young girls to explore STEM subjects and careers.

Equality, diversity and inclusion is at the heart of everything Civic Digits aims to do. Our company mission is to create a digital future where we can all flourish. We are passionate that no one gets left behind in the digital world we now live in, either through digital poverty and/or a lack of role models in the professional digital world and digital culture

### **Purpose of Role**

The Operations Manager will be responsible for managing the day to day operations of Civic Digits, including finance, premises and administrative support. The role is responsible for ensuring continuous improvement across these functions and to provide a flexible and high quality service to the company. The position is central to the continuing success of Civic Digits as a small-scale, self-producing, digital theatre company

### **Key responsibilities:**

#### **Finance and Budgeting:**

- Manage invoicing system, bookkeeping and cash flow for company
- Setting of annual and project budgets
- Management of accounts (including VAT, Theatre Tax Relief and Yearly Returns) in conjunction with certified accountants.

#### **HR Management:**

- Oversee and manage overall company mission via policy writing, compliance and company handbook upkeep.
- Oversee and manage grievance and wellbeing systems for all members of staff and freelance contractors
- Overseeing the new start 'on boarding' procedure
- Manage Contract Negotiations and Copyright/ Royalty Agreements etc.

**Administration:**

- Maintaining filing systems, and ensuring GDPR and Cyber Security compliance
- Maintaining and filing legal paperwork
- Updating and reviewing subscriptions
- Coordination of facilities agreements and upkeep of resources
- Management of sector memberships, attendance at sector meetings and working groups
- Overseeing company inbox

**Governance:**

- Coordination of trustee's meetings, preparation of associated materials and shared responsibility for regulatory compliance.

**Fundraising:**

- To support board and Artistic Director in setting the funding strategy
- To support the Artistic Director in developing and maintaining relationships, application writing and monitoring

**How to apply**

Applicants are asked to submit a statement of interest and CV. These can be submitted:

- in written form (no more than 1 side of A4)
- via video or audio files (3 mins max)
- we welcome applications in BSL and/or alternative formats. Please get in touch to discuss your needs.

Applications should be submitted to [contact@civildigits.com](mailto:contact@civildigits.com) by 23:59 on 04 December 2022. Interviews will be held w/c 19 December 2022.