Matsena Productions Studio Manager Job Pack

About Matsena Productions

Matsena Productions was founded by brothers Anthony and Kel Matsena, as a response to the lack of representation seen in schools, on stage and screen. They tell untold stories through the creation and performance of movement-based, multi-disciplinary work. Born in Zimbabwe and raised in Swansea, they have an upbringing rooted in traditional African dancing and a strong background in different styles of hip-hop and krump, merging contemporary movements together to give performance a whole new meaning. They are strongly moved by aspects of theatre, poetry and writing and their recent work has drawn significant national and international attention.

Their critically acclaimed performance Shades of Blue - exploring the haunting ripples of the Black Lives Matter movement - premiered at Sadlers Wells and the Royal Welsh College of Music and Drama in Spring 2022 and was dubbed one of The Guardian's Best Dance for 2022, helping to secure them a nomination for a National Dance Award as Best Independent Dance Company 2023. They work together and individually with numerous creative organisations across Wales and England - their recent choreographic work with GALWAD on SkyArts reached over 5 million people through its live and online events. A documentary about their lives and work - Brothers in Dance - was made by BBC Wales and recently won a BAFTA Cymru award, alongside Best Art Form award at the Celtic Media Fest. They are now in a position of exciting company growth, thanks to a Creative Steps grant from Arts Council Wales and are looking for the right team to join them on this journey.

Please visit www.matsenaproductions.com for more information.

Studio Manager - Matsena Productions

Role summary

The Studio Manager is a key new role for Matsena Productions, created thanks to support from Arts Council Wales via a Creative Steps grant. The Studio Manager will support the company - founded and run by brothers Anthony and Kel Matsena - on the development, management and day-to-day running of the company and the projects we are developing and delivering.

The Studio Manager will be creative, proactive and highly organised. You will have strong project management skills, and experience of working with cultural organisations or individuals,

preferably within dance and/or theatre. The Studio Manager will be line managed by the Executive Producer, and will receive ad-hoc project support from an Assistant Producer.

Responsibilities

Company Management

- Act as first point of contact for all enquiries and communications and oversee day-to-day management of Matsena Productions,
- Lead on the contracting of freelancers and performers
- Lead on company legal and policy matters including insurance, liability, health & safety, safeguarding and equality of opportunity
- Ensure all appropriate policies are in place, up to date, understood and adhered to
- Ensure mailing lists and communications are up to date
- Support social media and other communications including drafts/proof-reading
- Update of website as required
- Maintain project archives
- Promote the Matsena Productions culture, vision and ethos
- Regular liaison and support with Executive Producer
- Attend weekly team meetings

Financial Management

- Creation, management and delivery of project and company budgets
- Weekly cashflow management, supported by Executive Producer
- Financial administration including: efficient invoicing, approval of payments, bank reconciliations, liaise with accountants as required
- Support management accounts preparation
- Prepare project accounts and reports as required
- Oversee end of year accounts

Production

- Project management - oversee the co-ordination of performances, R&D periods, workshops and tours - including timelines, schedules, contact sheets and contracts alongside the Assistant Producer
- Liaise with partners and venues on budgets, technical, safeguarding and publicity
- requirements
- Manage travel, accommodation and subsistence requirements
- Accompanying performances and tours as required

Fundraising

- Support external fundraisers and applications as required, working with the Executive Producer

- Support on reporting to funders and individual givers and provision of relevant information to maintain the ambitions of the work
- Manage the annual timeline of fundraising bids

Governance
- Support the establishment of our new Advisory Board
- Arrange and attend board meetings (2-3 per year in our first year)
- Take minutes and circulate relevant documents
- Ensure statutory annual filing

Experience

Essential
- At least 3 years administrative experience
- Experienced with budget and cash flow management
- Able to manage workload and deadlines effectively, with great attention to detail
- Positive, collaborative, able to adapt and be flexible, and enjoy working within a small team
- IT literate, with a good working knowledge of Excel / Google Sheets
- Willingness to have a DBS check if necessary
- Ability to travel in UK and internationally as required
- Working knowledge of UK cultural sector

Desirable
- Knowledge of creating contracts
- Knowledge of company policies
- Experience of touring projects
- Based in Wales or with a connection to Wales

Contract Terms
- This is a fixed term freelance contract for 11 months, subject to a 2 month probationary period
- The contract is for an average of 5.5 days a month over 10 months, at £200 a day running June 2024 to April 2025
- The amount of days per month may increase or decrease according to busy periods. Work days and hours can be flexible each week, with work primarily done remotely from your home or preferred place of work but the post-holder would be expected to attend some events and meetings in person in London and/or Wales.

How to apply - To apply for the position, please provide the following

- Your CV
- A cover letter (maximum two A4 sides) describing your suitability for the position and specifically how your past experience matches the job description and person

specification. Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees.

To submit, please email these to admin@matsenaproductions.com with **Studio Manager** in the subject line.

Recruitment timeline

- Application deadline: midnight on **Fri 17 May**
- Applicants shortlisted by **Fri 24 May**
- Remote interviews on **Mon 3 June** (please let us know if you are not available on this date)
- Decision by **Fri 7 June**
- Successful applicant contracted approx **Mon 17 June**