

RICHMOND AMATEUR DRAMATIC SOCIETY

Terms of Reference

Business Manager

JOB DESCRIPTION & REQUIREMENTS

The Business Manager oversees all contractual business agreements and any legal matters relating to the operation of the clubroom premises and artistic activity of the society.

The Business manager, ideally, should have experience in commercial management, public sector management or legal/ financial/property management.

The Business Manager should have access to, and be confident with, the Internet and e-mail and with the provision of documentation in commonly available digital formats, such as Word documents and PDFs.

SPECIFIC RESPONSIBILITIES

- ▶ To liaise with external professional consultants and with the clubroom manager and treasurer to ensure that a maintenance plan for the clubroom premises is in place, that it is fully costed, and that the clubroom premises are fit for purpose and properly maintained.
- ▶ To liaise with a play/show director and/or production team, and to prepare a budget for each production or artistic activity. To ensure, in conjunction with the treasurer, that this budget is presented to the club committee for approval before the activity can take place.
- ▶ To liaise with the treasurer to ensure that the clubroom premises are insured to cover RADS activities and that appropriate insurance is in place to cover RADS members and property during rehearsal or performance at external venues.
- ▶ To liaise with RADS solicitors to ensure that the requirements of the Charities Commission are met, with regard to Trustees of the clubroom premises.
- ▶ To liaise with the treasurer to ensure that general utility contracts for the premises are properly considered and agreed.
- ▶ To act as a member of any sub-committee formed for agreeing the disposal of any of RADS property, including stage props, scenery and wardrobe and any proposed re-organisation of the club premises. To be responsible for the issue of clubroom keys to relevant users.
- ▶ To research and be aware of any grant support that may become available from any legitimate public or private source, to assist in the funding of our clubroom premises maintenance programme or our artistic activities.
- ▶ To oversee contractual arrangements entered into by RADS, with external venues for performance and other artistic activities.
- ▶ To liaise with RADS legal advisers and local councils, regarding any matter related to the clubroom property, including any dispute regarding the property from an external party.