



GENERAL MANAGER RECRUITMENT PACK SEPTEMBER 2025



Same Sky is looking for a well organised and efficient General Manager who will oversee the day-to-day operations of the organisation, including project management, financial management, HR, reporting, and administration. You will also hold areas of responsibility for supporting fundraising and contribute to communications. You will be joining a small, hardworking team, we're looking for a self-starter and a team player. You will be joining Same Sky at a pivotal time. Our CEO of 25 years retired in April 2025. The organisation is undergoing a period of reflection & change whilst still delivering a full programme of work. Working closely with our Interim Chief Executive your input to the emerging Business Plan 2026 – 2029 will be essential.

This pack will tell you more about Same Sky, the job role you would be doing, the skills, knowledge & experience you would bring to the role and the qualities and skills we're looking for. It also explains the application process. If you have any questions about this or require it in a different format, please let us know.

ABOUT SAME SKY



Same Sky is an award-winning artist-led community arts charity. Since 1987 we have been creating magical, out-of-this-world events: luminous night-time parades, fantastical puppets and floats, large-sky fire shows and staggeringly imaginative costumes and concepts. Our work engages directly with the community to produce a wide range of projects and events combining the visual & performing arts. Over 20 projects per year are delivered in community or educational settings, with a focus on the celebration and support of the individual's creativity and sense of place in their neighbourhoods, towns or cities.

Every step of our creative process is about bringing people together, delivering transformative arts experiences that connect people to their communities, instilling a sense of place. Our work encourages equality and belonging and builds citizenship skills through a shared experience of art and creating moments of magic that will feed the imagination for a long time after.

From the iconic Burning the Clocks winter solstice celebration in Brighton to the Children's Parade opening Brighton Festival, our long-standing partnership with Cohesion Plus on the Kent Winter Lights & St George's Day parade and events like Glow Wild at Wakehurst with audiences exceeding 30,000, our work spans festivals, multicultural celebrations, and educational settings across the region and in London.

The core team is small, consisting of Interim Chief Executive, General Manager, Company Administrator & Finance officer.

At the heart of all our work is our incredible cohort of freelance Associate Artists and creative practitioners.

Same Sky Projects & Events

Here are just some of the projects that Same Sky produce.



Brighton Festival Children's Parade

The annual Children's Parade is a joyous, loud, disruptive and memorable procession that takes place on the first Saturday of May to officially launch Brighton Festival. 2026 will be the 40th Children's Parade. Throughout the school year Same Sky works with teachers and group leaders to develop their parade displays with the help of Same Sky's team of dedicated artists. Same Sky then partner with the Festival to coordinate 5,000 parade participants plus the audience who take over the city centre with their own show stopping designs and self-made costumes. Bringing people from across Brighton & Hove together along with artists, musicians and choreographers, the annual event is always a whirlwind of colour, music, dance and fun!

St George's Day Parade & Kent Winter Lights in partnership with Cohesion Plus

Cohesion Plus is an Arts Council England National Portfolio Organisation based in Gravesend in Kent. Led by CEO Gurvinder Sandher MBE, Cohesion Plus create varied events and organise culturally diverse festivals around the county of Kent working with local artists. Their aim is to bring communities together through the arts, public education and sport and as a means of providing diversionary activities for

young people. Same Sky produce the annual St George's Day parades in Gravesend and Dartford as well as five winter light events in a range of different locations across Kent.

Burning the Clocks

For over three decades, Burning the Clocks has become a special date in Brighton's calendar. Taking place on the winter solstice 21st December, this fantastical procession brings magic to the streets, with a stream of luminous lanterns and a spectacular 2,000-strong parade. Burning the Clocks was created by Same Sky in 1994 as a way for the whole community to enjoy the festive season, regardless of faith or creed. Each year a new theme, related to the concept of time, is incorporated into the event to bring new and exciting elements.

Held on the shortest day (longest night) of the year, the event marks the passing of time by 'burning the clocks' and welcoming in the new sun. With over 30,000 spectators, this popular event turns the spotlight away from the more commercial side of Christmas and lights up the darkest of winter nights.

As part of the event, Same Sky carries out free lantern-making community workshops for local community groups. Some of those we work with are homeless young people, single fathers, and young carers. We encourage them to make something they are proud of, fire them up with creative passion and bring them together with their community through the shared experience of art.



Glow Wild at Wakehurst

Same Sky have worked with Kew Gardens/Wakehurst for the last 10 years to co-produce Glow Wild. Same Sky deliver much of the infrastructure and trail markers for the event. It also provides opportunities for Same Sky Associate Artists to be

commissioned to create original work for this spellbinding night-time experience adored by Children & Families. Now in its tenth year, Wakehurst's winter lantern trail is full of surprises, with original commissions from a range of artists as well as bringing trees, ponds and forest floors to life by hundreds of handmade lanterns and torches of fire.

Other projects include:

Horsham Children's Parade, Peterborough Carnival, Hounslow Winter Lights, Jack on the Green Worthing.

JOB DESCRIPTION

General Manager

- Job type: PAYE, permanent, part-time (3 days/ 24 hours a week).
- Hours: Core hours of 9.30am – 5.30 at least 1 day per week in Brighton office. Evening and weekend work may be required.

Same Sky operates a Time Off In Lieu (TOIL) system.

- Base: Hybrid, our office base is located in central Brighton
- Salary: £35,000 per annum Pro Rata £21,000 3 days per week
- Pension: NEST Pension 3%
- Holiday: 20 days (pro rata) plus bank holidays per annum
- Responsible to: Interim Chief Executive

Application deadline: 12pm Noon, on Monday 27th October 2025

Interviews will take place at our offices in Brighton on Thursday 6th November

Applicants

We encourage applicants from different backgrounds with different experiences, skills to join us and help develop our working practice. We actively welcome candidates with protected characteristics and those who are currently under represented in the arts including; people experiencing barriers due to socio economic background, people who self-identify as LGBTQIA+, people who self identify as D/deaf, people who self-identify as Disabled or Neurodivergent and those returning to work who have caring responsibilities. Ethnically diverse people who have experienced racism including people who are from African and Caribbean diaspora, Latinx, the East Asian Diaspora, the South East Asian Diaspora, from the South Asian Diaspora, West Asian Diaspora (including Middle East), Indigenous people, bi-racial / mixed heritage or who also self-identify as a Person of Colour or Black, or from the Global Majority.

Responsibilities of the Role

Day to day management:

- Oversee the smooth running of projects and facilitate communication between artists & production crew.
- Liaise with artists, production staff, & partner organisations as required and ensure that all decisions made for projects are carried out in a timely manner and communicated to all relevant parties.
- Line manage the Company Administrator on all project & show-related work.
- Act as the main point of contact for everyone on projects, providing support and assistance where required and ensuring open and effective communication.
- Liaise between the partner organisations and the company and attend events on a regular basis, maintaining a consistent relationship with our partners.
- Lead on all HR matters, consulting with the CEO where required, to ensure a high level of pastoral care and wellbeing within the company.
- Liaise with Interim Chief Exec & Company Administrator regarding press and marketing campaigns, press events or photoshoots etc and oversee the the coordination of any such events.

Contracts:

- Negotiate and oversee the preparation of contracts for projects including artists & production staff in line with budgets and agreed pay rates both ensuring that an accurate, up-to-date record is kept of all negotiations and agreements.
- Support the Interim Chief Executive on the creation, management and implementation of all company policies.
- Oversee the Company Administrator in ensuring that all contracts are issued correctly.

Finance:

- Monitor all areas of the project & production budgets.
- Check and approve project staff payments, working closely with the Interim Chief Executive.
- Check and approve production-related invoices.

HR

- Lead on HR including recruitment, induction, training of staff.

- Ensure HR records, including annual leave allocations are up to date and recorded.
- With the Chief Executive have oversight of all staff and project contracts ensuring they are in line with current employment legislation.
- Liaise with payroll to ensure all payments are calculated in time, arrange timely payment of wages and ensure payroll administrator is kept up to date of any changes to contracts.
- Develop and maintain the staff handbook and freelancers' handbook & support the delivery of these objectives.
- Collate & hold access requirements in order to support all staff in their work.

Operations and Administration:

- Implement and adhere to office and production policies.
- Help maintain effective filing systems and other systems.
- Answer enquiries as required and be an ambassador for Same Sky helping facilitate a welcoming atmosphere and hospitality for colleagues and visitors.

Governance

- Help prepare all board papers for meetings of the Board and oversee their distribution.
- Establish and maintain schedule of meetings for Board.
- Ensure full compliance with Companies House/Charity Commission requirements.
- Attend Board meetings.

Strategic Planning

- Work with the Interim CEO & Same Sky Trustees to develop the organisation's Business Plan.
- Support the implementation of the Business Plan, ensuring objectives are understood across the organisation.

Other:

- Attend Outdoor Arts industry events, meetings and training where required.

- Attend Same Sky internal meetings and provide GM reports/updates to the Same Sky Board as required.
- Support the Interim Chief Executive with other ad hoc tasks as required.

Essential Skills and Experience:

- At least 5 years in a General Manager or comparable role in a professional arts production environment.
- Sound grasp and experience of financial and business planning and financial reporting, audit and cashflow management.
- Excellent face-to-face, written, numeracy and verbal communication skills with attention to detail and accuracy in all tasks.
- Strong negotiation skills and a personable approach.
- Exceptional interpersonal skills, able to manage relationships strategically and tactfully with a wide range of colleagues, including Trustees and contracted artistic and production staff.
- Exceptional organisational skills including a methodical and systematic approach to scheduling and budgeting.
- Excellent time management skills with the ability to work with a varied and heavy workload and to juggle competing priorities.
- Understanding of good governance and the requirements of both Charities Commission and Companies House.
- Proactive attitude to promoting diversity and inclusion across the sector.
- Tact, diplomacy and discretion.
- A flexible approach to working hours.
- Ability to work collaboratively within a team and independently when required and willingness to cover other roles if necessary.
- A passion for Outdoor Arts and a sense of humour

Desirable Skills

- Familiarity with Adobe, Wordpress, Facebook, Instagram, and LinkedIn.
- Knowledge of QuickBooks book-keeping software
- Experience applying for and securing funding from trusts, foundations and private sources
- Knowledge of socially-engaged arts practices

How to Apply

Please send the following to jane@samesky.co.uk

- A covering letter (maximum 2 pages) outlining how you are suited to the role.
- An up-to-date CV
- Two references

We are also happy to accept other forms of application such as video or audio (maximum 5 min).

Please send these in by 27th October at 5:00pm . We will reply to all enquiries.

If you would like a chat about the role prior to applying, please email our current General Manager Rob Batson robert@samesky.co.uk who will be very happy to arrange a time to speak.

Thank you for considering Same Sky as the next step in your career and we look forward to the possibility of working alongside you.