

BRIGHTON PEOPLE'S THEATRE

Executive Director

- Fee:** £11,000 (50 days @ £220 per day)
- Hours:** Flexible. We expect the ideal candidate to be able to commit 2 days a week (16 hours) to this role for 6 months.
- Contract type:** Freelance
- Location:** Our office base in Seven Dials, Brighton
- Reporting to:** Artistic Director
- Start Date:** February 2020

Summary of role:

- Overall responsibility for the executive leadership of the company
- Shared responsibility with the Artistic Director for developing and delivering the strategic vision, fundraising and theory of change work

Role overview

We are seeking an exceptional and experienced individual to work in collaboration with the Artistic Director, the rest of the freelance team and the Board of Directors to lead on strategic planning and fundraising for Brighton People's Theatre (BPT).

The role requires clarity, imagination, confidence, an ability to be decisive and to respond to changing circumstances and emerging opportunities.

About Brighton People's Theatre

If all the world's a stage, then theatre is for everyone. Curtain up. Come and play.

We all have stories to tell – of endurance and triumph, agonies and thrills. We hold secrets and we tell lies. We love. We hurt. We have heart and soul.

Brighton People's Theatre is telling our stories. Putting our tales of friendship, of adventure and of loss at centre-stage. Shining a spotlight on the stories that created the people of this city by the sea, the people who make it special.

Brighton People's Theatre is transforming the ways we make theatre and how we tell the tales of our city, for our city. It's theatre for all: theatre without boundaries.

We are at a pivotal moment in the development of the company. The board have been through a strategic planning process over the last few months and we have a clear vision for how we want to develop our work across the city of Brighton and Hove and beyond over the coming years. We currently have the support of an independent fundraising consultant who is developing a fundraising and income generation plan, along with a theory of change for our work.

We are developing a long-term strategy which builds on the success of 3 initiatives we have been running:

1. BPT's Paul Hamlyn Foundation funded Explore and Test membership offer to the city to enable people with the least access to arts and culture to explore what it could mean in their lives. We have just received further funding from Arts Council England to develop this until July 2020.
2. The development and delivery of Our Place over the past 3 years in Hangleton and East Brighton, led by Brighton Festival in partnership with BPT and community organisations in Hangleton and East Brighton.
3. Research into what residents in Hangleton and East Brighton want a local arts and culture offer to be, funded through the City Council's Cultural Framework, led by BPT with community organisations in Hangleton and East Brighton.

We are looking for an Executive Director to develop and fundraise for the resources to enable us to deliver this strategy in line with our values and theory of change.

Our founder and Artistic Director, Naomi Alexander, is reducing her hours at BPT to work 1 day a week from February – July 2020 to enable her to undertake a Gatsby Foundation funded Clore Fellowship in Theatre. She will

be focussing on delivering what the organisation is already committed to and developing the creative ideas that are emerging for new shows.

We want to use this opportunity to bring in a freelance Executive Director who can focus on developing the company. There is the potential to develop and sustain this role over the long-term.

Values which underpin our work:

Open. We work with anyone who has an interest in theatre but prioritise working with people who have the fewest opportunities to engage

Inclusive. We believe artistic expression has intrinsic value in all its forms. Our inclusive and friendly approach allows new ideas to emerge and be taken forward

Relevant. We create and champion contemporary theatre that is socially engaged and relevant to people's lives

Collaborative. Wherever our creative journey takes us, we always strive to ensure it is collaborative and supportive

Celebratory. We value the everyday, amplify diverse voices and work together to create moments of collective joy

Transformative. We create and champion bold work which challenges imbalances of power and enables people to develop individual and collective agency.

Executive Director

Key Areas of Responsibility

Strategy

- Develop and deliver BPT's strategy, alongside the Artistic Director, freelance team and the Board, to ensure sustainable realisation of BPT's mission; formulating, developing and managing the organisation's operational model
- Develop and build strategic relationships for BPT in the city and beyond, positioning BPT strategically for future opportunities
- Support the Marketing and Communications Manager on the brand, marketing, data collection, and communications strategy for BPT

Finance

- Manage and oversee BPT's financial plan and annual budget, working with the Finance Manager and Artistic Director to ensure the continued financial viability and strength of the organisation
- Oversee budget holders and ensure accurate reporting across BPT's programmes
- Ensure BPT complies with all legal and regulatory financial requirements

Fundraising and Income Generation

- Deliver against our strategy for fundraising and income generation, ensuring that appropriate targets are shared across the team

- Identify and nurture new opportunities for income generation that will support the delivery of BPT's ambition
- Lead on the development and presentation of funding applications, proposals, and opportunities to attract new donors
- Ensure all relationships are carefully managed, and act in the best interests of BPT at all times

People and Culture

- Provide effective leadership in supporting a highly skilled and committed team
- Assess BPT's capacity and ensure personnel needs are met
- Set the standards for internal communication across the team to ensure effective day to day operation of all aspects of BPT's work
- Identify and develop opportunities for local residents to step into Apprentice roles within BPT
- Living by our ethos, stretching yourself to the best leader you can be and a role model for all staff

General

- Ensure BPT acts in accordance with all statutory and legal requirements
- Ensure the integrity of BPT's brand and reputation
- Give consideration to Equal Opportunities in all aspects of work, e.g. access for disabled people, fair recruitment procedures, artistic programming etc.
- Undertake any other duties as reasonably required by the Artistic Director and Board of Directors

Person Specification

The Candidate will be a senior manager in the arts with a track record of facilitating the delivery of excellent artistic work, strategic planning, generating income and developing effective relationships. They will demonstrate a genuine commitment to the creative potential of diversity, to broadening access to the arts and to supporting innovation in creative practice.

Skills, Knowledge and Experience

Essential:

- At least 3-5 years working in a senior management position within the cultural sector
- Track record of taking financial responsibility for organisations and/or major projects, including setting and controlling budgets
- Track record in setting strategy and developing business plans
- Track record of successfully leading teams and/or managing staff
- Track record in generating income from a variety of sources
- An active commitment to equity and social justice and generating a diverse and inclusive creative sector
- A diplomatic advocate, confident and articulate with excellent communication skills – in both written and oral form
- Ability to identify, secure and sustain a range of partnerships and networks
- Ability to inspire and motivate a team and win the respect of colleagues and external stakeholders
- Ability to represent the organisation to a broad range of stakeholders locally, nationally and internationally
- Ability to take a strategic, long-term view, while understanding the building blocks needed to achieve it
- Knowledge about current legislative framework and good practice guidance for Community Interest Companies
- High level of enthusiasm for theatre sector

Desirable:

- Understanding of the subsidised arts sector and inclusive practice
- Understanding of UK touring and performance ecology, and BPT's potential place within it
- Specialist business expertise, knowledge and contacts

Personal attributes

- Facilitation skills, with the ability to enable others to realise their potential
- Able to work under pressure and to manage multiple priorities
- Excellent organisational skills and a problem-solver
- Team player and good at working with a small, enthusiastic team
- Entrepreneurial approach to securing income from a range of sources
- Grounded: connected to self, open minded and reflective
- Radically generous: connected to others, empathetic

- Strong vision and drive: a compelling communicator and influencer

We expect everyone who works at BPT to role model these capabilities and to recognise the importance of sharpening them.

We are fully committed to diversity and inclusion and want to practice what we preach. If there are some boxes you don't quite tick, please apply anyway. We're interested in the whole person and know that we develop skills both in and outside of work, so we'd love to hear from you if that's the case.

How to Apply

The following must be sent by **10am on Friday 10th January 2020**.

1. A covering letter, which addresses the person specification (no longer than 2 sides of A4). Please also say where you heard about this role
2. Your CV (no longer than 2 sides of A4)
3. Links to any work that you are particularly proud of (optional).

Please send applications to naomi@brightonpeopletheatre.org If you have specific questions about the role, access needs or if you would like to talk before you apply, please get in touch with Naomi.

Interview Date:

First Interview: Thursday 16th January 2020

Second Interview: w/c 20th January 2020 (if needed)

Start Date:

The ideal candidate will have the capacity to start work on 10th February 2020.