

**Executive Director & Joint CEO (Maternity Cover)
Recruitment Pack**

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**Executive Director & Joint CEO
(Maternity Cover)**

Camden People’s Theatre is recruiting for maternity cover for our Executive Director position for 12 months. As joint CEO with the Artistic Director, the Executive Director provides a key role in the organisation and leads a team including the General Manager, Development Manager, Deputy General Manager and Marketing Manager. The Executive Director (Maternity Cover) will provide strong leadership, taking responsibility for the management and efficient running of CPT. The Executive Director (Maternity Cover) shares responsibility with the Artistic

Director for developing and delivering the strategic vision of the organisation during this time.

Key focus during this time:

- Maintaining and building excellent relationships with our funders and stakeholders
- Supporting and leading the team through a period of transition and change
- Leading on key fundraising ambitions including our next NPO application to Arts Council England
- Lead on the financial management of the organisation

We are looking for someone who is experienced at managing company finances, an exceptional team leader and a confident fundraiser. You might be a regular Interim ED, consultant, fundraising head/director or exec producer who is able to hit the ground running and look after our plans during this important interim period.

We welcome and encourage applications from individuals without formal education; and/or from a socio-economic background under-represented in the arts; and/or who identify as:

- D/deaf and/or disabled
- Neurodiverse
- Global majority* and/or migrant LGBTQ+

*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle

Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage

We are particularly keen to hear from Black and Global Majority people, and candidates who self-identify as disabled.

All candidates who identify as disabled who demonstrate that they meet the essential criteria will be invited for interview. If you feel this applies to you, please include the following sentence in your cover letter: I would like my application to be considered under CPT's Diversity & Inclusion policy.

CPT can cover some access support costs to submit an application where required. Please contact jobs@cpttheatre.co.uk with a quotation from your access support worker.

About CPT

Founded 30 years ago, CPT is one of Britain's most influential studio theatres. Our mission is to champion different ways of thinking about the world by supporting emerging artists making adventurous theatre – particularly about issues that matter to people now. Our work is rooted in the communities of Camden and London. Through it, we celebrate the bold, the spirited and the unconventional. In a normal year, we programme 200+ productions and deliver community projects that reach over 17,000 people. By presenting a diverse range of voices on our stage, our work speaks to an audience reflective of the community we serve.

Our focus is on developing the next generation of inspiring theatre-makers, and we deliver a wide-ranging programme of activity dedicated to this, including a series of big-hitting festivals themed around current social or cultural issues – e.g. feminism, the housing crisis, gender fluidity. CPT has contributed significantly to UK theatre, working with (and in many cases, helping launch the careers of) groundbreaking artists such as Fevered Sleep, Nouveau Riche, Ridiculusmus, Shunt, Milk Presents and Scottee.

Our annual Starting Blocks scheme supports six early-career artists over a ten-week period to develop a new project. We also support twelve artists from marginalised backgrounds annually with seed commissions, rehearsal space and mentoring. Our Home Run commissioning scheme – designed to effect step-change in emerging artists' profile and professional development – supports artists to produce new work, then gives that work a prominent London platform.

We have a rich history of working closely with our local community on innovative performance projects. Our engagement strategy is driven by our Local Steering Group and rooted in the principle of co-creation, which has led to extraordinary projects collaborating with residents across the borough – e.g. a new beatbox dance show with 35 young people living on the Regent's Park estate.

CPT is a charity with a core staff of five (part time and full time) and a team of brilliant casual employees who support our front of house and technical function. Our income is made up of a mix of earned income (box office, bar hires etc), fundraised income from Trusts and

Foundations and individual donors. CPT joined Arts Council England as an NPO in 2016 and the organisation has grown exponentially since. Since Covid the organisation has been on a journey of recovery, both financially and operationally as we established ourselves in our newly redeveloped building directly after the pandemic. We've built partnerships with funders, including our recent multi-year grant from City Bridge Foundation to deliver a transformation in our approach to access and inclusion. Coming into 2024/25, the organisation is on track with its income recovery strategy and we have an exciting programme of work lined up for our 30th anniversary year. We will soon be welcoming a new Artistic Director, which means this role will be key to supporting the organisation through this exciting and crucial transition.

Job Description

Main duties and responsibilities as joint CEO with the Artistic Director

- Strategic development and business planning with the Board
- Shape the company's vision and mission with the team and board, taking into account industry and funder priorities
- Oversee the smooth operational running of CPT
- Set and manage annual and project budgets
- Ensure CPT remains financially viable and compliant

- Manage and enhance relationships with funders
- Form new partnerships with producers, venues, practitioners and organisations
- Represent, advocate and negotiate on behalf of CPT with funders, arts organisations, Camden Council, artists, companies and other stakeholders
- Co-manage CPT's relationship with the board of trustees
- Shape the staff team and management structure
- Lead and work with all staff and artists to enable collaboration, team building, high levels of performance and individual development, maintaining excellent team morale
- Ensure all visiting companies and artists are able to operate in a creative working environment and in the context of high production values

Specific duties and responsibilities as Executive Director (Maternity Cover)

Fundraising

- Lead and deliver CPT's fundraising strategy and evaluation requirements – supported by a Development Manager (0.4 FTE)
- Be the main point of contact for, manage and enhance existing funding relationships, particularly with Arts Council England
- Plan and prepare CPT's next NPO application for core funding from Arts Council England
- To prepare and write funding applications as required, supported by the Development Manager

Audience development & Marketing

- Input into CPT's marketing & audience development strategy, ensure marketing strategies are adaptive and responsive to changing trends in audience and artist behaviour.
- Lead CPT's PR, Media & Stakeholder strategy
- Set and review box office targets and performance

Programme delivery

- Support the Artistic Director in programming and delivering curated seasons of work, including supporting by reviewing applications for commissions and/or festivals
- In partnership with the Artistic Director, lead the delivery of strategic initiatives including artist development programmes and Camden Youth Theatre
- Support the Artistic Director with the delivery of CPT's Community Engagement programme
- Executive Produce co-productions at CPT as required
- Maintain an overview of the General Manager's work regarding preparation and delivering of CPT seasons

Operations & HR

- Act as lead contact for Camden Council regarding any requirements relating to CPT's lease and rent review

- Ensure all policies updated and CPT's compliance with applicable law and regulation
- Support the General Manager to uphold and improve CPT's HR processes and ensure strong management of CPT's freelance personnel and placement opportunities
- Ensure the working environment at CPT is conducive to a happy, productive staff team, supporting them to adapt during this period of change
- Deputise for the Artistic Director as necessary in periods of absence
- Prepare papers for and attend Board meetings

Finance

- Ensure financial targets are met and propose new targets for the next financial year
- Ensure financial systems are robust and properly backed up
- Draft and manage annual / quarterly management accounts for board approval and develop 5-year budget forecast for CPT's NPO bid
- Manage CPT's cashflow
- Manage CPT's General Manager & oversee payroll requirements, the accounts and bookkeeping of the organisation including quarterly VAT returns
- Liaise with CPT's accountants to prepare and review end-of-year accounts for CPT and complying with legal requirements for Companies House and the Charities Commission

- Maintain up-to-date knowledge of tax and VAT issues to ensure compliance

Partnership and project-specific duties

- Support the AD to champion and grow the role of CPT's Local Steering Group
- Support the AD with the delivery of our Masters course in partnership with Birkbeck
- Supported by the Development Manager and board, identify and build relationships with corporate partners

Essential skills, qualities and experience

Skills & Experience

- Minimum five years working at a senior/strategic level
- An appreciation of CPT's work and knowledge of the wider theatre landscape
- The ability to advocate for CPT and represent it confidently in a range of contexts
- Strategic planning and implementation
- Fundraising with a successful track record in meeting financial targets
- Finance management and ability to oversee an annual budget of £800k
- Line-management and managing and motivating staff in periods of change
- High-level interpersonal and written communications
- Ability to quickly understand our charity and implement our business plan

- The capacity to work fast under pressure
- The ability to self-motivate and prioritise within a complex workload
- A proactive attitude to promoting diversity and inclusion across the sector

Desirable skills, qualities and experience

- Management skills, including financial, administrative and line management
- Experience in fundraising and income generation
- Experience in workshop design and delivery in e.g. education and corporate contexts
- Experience of reporting to / working with a Board of Trustees
- Experience of marketing & PR
- Experience co-creating with communities who may have no arts background

Contract terms and benefits

Job Title: Executive Director & Joint CEO (Maternity Cover)

Reports to: the Chair of the board

Responsible for: General Manager, Development Manager

Contract: Fixed Term - 12 months, part-time (4 days per week)

Salary: £45,000 pro rata per annum

Working Hours: 4 days p/w (32 hours), exact working days to be agreed

CPT's core working hours are 10am – 6pm but evening and weekend work may be required.

CPT operates a Time Off In Lieu system and flexible working where appropriate

Probation Period: 6 months

Notice period after probation: 12 weeks

Holiday: 25 days pro rata per year plus bank holidays.

Location & Flexible working: Typically building based from the theatre in Camden (5 mins from Euston & Warren Street) with some home working.

Physical access: CPT's building has been designed to be wheelchair accessible throughout and all spaces can be accessed step-free.

Pension scheme: Nest Pension scheme: for eligible staff, CPT will contribute 3% of your salary when you contribute at least 5% of your salary.

Pre-work checks: Two satisfactory references; evidence of right to work in the UK.

How to Apply

This document contains the job description and person specification for the role of Executive Director & Joint CEO (Maternity Cover) at Camden People's Theatre.

Please review these carefully and submit your completed covering letter and CV along with your Equal Opportunities monitoring form to jobs@cptheatre.co.uk by **12pm Thursday 27 June**

Your covering letter should be no more than 2 sides of A4.

We would like you to address the following 4 points under clear headings (approx. 200 words per heading):

- **Why you want to do the job**
- **Your fundraising experience including how you have stewarded existing relationships and opportunities**
- **How you have supported a team through a time of change**
- **How your experience positions you to quickly understand and deliver for a new organisation**

We can also accept video applications, please send your video via a google or Dropbox link to jobs@cptheatre.co.uk

If you would like to submit your application in any other format please email jobs@cptheatre.co.uk to discuss this further.

Next Steps & Feedback

Our shortlisting panel will select the candidates they would like to meet for interview.

We will share the names of the interview panellists and the interview questions in advance. If you're offered an interview, we'll reach out to you directly to understand any access requirements you have and to ensure we can meet them.

All applicants who attend an interview will be offered individual feedback.

For those not selected for interview, if requested, we can provide a short summary of what we found the strongest applications had in common, which we hope will help with future applications.

Key dates

Deadline for applications: 12pm Thursday 27 June 2024

Interviews dates are TBC
