

Artistic Director & Joint CEO Recruitment Pack

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Welcome

Thank you so much for your interest in applying to become the next Artistic Director of Camden People's Theatre.

CPT is known for an unwavering commitment to welcoming new artists to the industry, creating space for them to challenge the status quo and dream of a better future. We are so proud of the welcome we give - which we hope is open, creative and generative of new skills and opportunities. We love being in Camden and

working with our local community, who are increasingly shaping our programme and helping us to play a useful role in local community life. This is something we want to do even more of.

We think the Artistic Director role here is a bit unique.

We don't make plays in a traditional sense - we are leaders in the field of devised theatre, which draws on many art forms and modes of social and political expression to tell stories. We also prioritise the work of our visiting artists above all else. This means we're looking for someone who wants to find inventive ways to support the next generation of talent through programming and commissioning - to facilitate their ideas and needs in a way which makes the industry more accessible to a wider range of people. You might be an artist, a creative producer, a programmer or a director - and you might not have done this before.

It's our 30th Birthday, our programme is in a brilliant shape, and we are doing well in a challenging fundraising climate - so it's an excellent time to join us and build on an incredible artistic legacy.

If this sounds like an opportunity for you, we'd love to hear from you!

We're holding a couple of open sessions for anyone who'd find it useful to chat, I look forward to meeting some of you there.

Isobel Colchester, Chair of the Board of Trustees

Artistic Director & Joint CEO

Camden People's Theatre is seeking an Artistic Director and Joint CEO to co-lead the organisation into its fourth decade. One of the UK's most influential small theatres, CPT is an industry leader in supporting early-career artists making innovative performance, in programming their work – and in connecting this activity to our local Camden community. We are open to applications from candidates with a range of experiences developing talent, and creating platforms for artists and communities. Whoever you are, your priority will be facilitating success for other creatives, particularly those who have been historically less represented in the arts. We warmly welcome applications from practitioners who have not done this job before.

The Artistic Director is joint CEO with the Executive Director. Together the joint-CEO's are responsible for developing and delivering the strategic vision of the organisation and ensuring that CPT remains a

financially robust and ambitious organisation. As Artistic Director, the principal purpose of the post is to conceive, develop, and implement the artistic vision of the organisation.

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@cptheatre.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.

Job Description

Specific responsibilities as Artistic Director

Artistic

- Developing CPT's artistic policy in collaboration with the Board and ED
- Design and coordinate CPT's programme of public performances, artist support programmes and community engagement
- Design and lead recruitment to artist support and commission schemes, diversifying CPT's decision-making processes
- Monitor work presented by visiting companies to ensure the highest standards
- Lead creatively on CPT in-house productions, and support co-productions
- Seeing theatre and performance work elsewhere, to
 - Scout for new artists to bring to CPT
 - Keep abreast of artistic and industry developments
- Undertake administrative duties
- Ensure programme complies with CPT's ethical, diversity and safeguarding standards, driving forward our access and inclusion strategy

Organisational Strategy

- Be the public face of CPT, advocating, networking on behalf of and representing CPT in local, national and international arenas

- Keep fully informed about developments in society, culture, the artform and the industry, and ensure CPT is engaged

Audience development and marketing

- Lead CPT's marketing and communication strategy and build strong, lasting relationships with audiences and stakeholders

Operations and HR

- Line manage the Artistic & Community team
- Contribute to recruitment process of staff and freelancers
- Deputise for the Executive Director as necessary during periods of absence

Governance

- Prepare Artistic Director's report for and attend quarterly board meetings
- Prepare and present creative vision for each programming year to board and staff, leading artistic focused sub-committees

Partnership and project-specific duties

- Grow CPT's Local Steering Group
- Manage and build relationships specifically with higher education institutions, including the design and delivery of our Masters course in partnership with Birkbeck University
- Deliver talks/workshops in education contexts
- Design and deliver workshops in corporate contexts

Main duties and responsibilities as joint CEO with the Executive 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

Essential skills, qualities and experience

Experience

- Demonstrable experience in programming and/or making contemporary theatre, whether as a deviser, director, writer, producer, performer, or in any other creative role
- Experience supporting and elevating early-career artists, and a familiarity with and understanding of the artist support ecology
- Experience of working with a variety of stakeholders and partners

Skills

- Strong interpersonal skills, a natural collaborator and team player
- A natural and engaging communicator
- The ability to inspire and motivate staff and creative personnel
- Aptitude for artistic and managerial leadership
- Organised and able to multitask and prioritise a large workload in a busy working environment

Qualities

- Commitment to Equal Opportunities and making the arts accessible, diverse and inclusive for all
- A love of the arts and a knowledge of and genuine enthusiasm for the work of Camden People's Theatre
- A positive attitude with high levels of self-motivation
- Resilience and resourcefulness
- A dissident spirit and refusal to toe the corporate/mainstream line

- A belief in the capacity of theatre and the arts to change the world, and people's lives, for the better
- Commitment to innovative, devised, alternative performance making
- Understanding of the theatre and performing arts sectors in London and the UK

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: Artistic Director & Joint CEO

Reports to: the Chair of the board

Responsible for: Artist Support Producer, Freelance community team (NB this may change as the team develops)

Contract: Permanent, part-time (4 days per week)

Salary: £45,000-£50,000 pro rata per annum
(dependent on experience)

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

Please note that the deadline has been extended to 10pm Tuesday 18th June.

This document contains the job description and person specification for the role of Artistic Director & Joint CEO 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@cpttheatre.co.uk by **10pm on Tuesday 18 June**.

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

We would like you to address the following 5 points under clear headings (approx. 150 words per heading):

- **Why you want to do the job**
- **How you have supported diverse artistic and community talent to thrive**
- **How your experience has positioned you to programme a significant and varied programme of theatre - up to 200+ shows a year**
- **How you have worked collaboratively with artists and/or communities to be led by their ideas**
- **Your vision for the next chapter of CPTs' artistic future**

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

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

More information

If you are interested in applying but would like the opportunity to find out more about the role, we're holding two drop in, Q&A sessions with Brian, our outgoing Artistic Director, Kaya our Executive Director and Isobel the Chair of the board. To sign up to the event please complete this [google form](#).

Online session:

Thursday 30th May, 1.30-2.30pm

In person session - at Camden People's Theatre:

Tuesday 4th June, 11am-12pm

Next Steps & Feedback

Our shortlisting panel will select the candidates they would like to meet for interview. All applicants will be contacted whether they have been shortlisted or not.

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

Extended Deadline: 10pm Tuesday 18th June

1st Round: Wednesday 26 & Thurs 27 June

2nd Round: Monday 15 July

Please note that interview dates may be subject to change.
