

EXECUTIVE DIRECTOR JOB DESCRIPTION

Camden People's Theatre is recruiting for an outstanding Executive Director to join the team. The Executive Director is joint CEO with the Artistic Director and as such provides a key role in the organisation. The principle purpose of the post is to take overall responsibility for the management and efficient running of CPT. The ED shares responsibility with the Artistic Director for developing and delivering the strategic vision of the organisation.

CPT seeks actively to encourage applications from those with less visibility in the arts. We specifically welcome applications from those identifying as female, those from LGBTQI+ communities, people with disabilities and those from Black, Asian and Minority Ethnic backgrounds.

Camden People's Theatre can cover costs of travel to interview where necessary. We hope to be able to offer short-term practical support if necessary should the successful candidate be moving to London from elsewhere in the UK. We welcome international applications.

How to Apply

This document contains the job description and person specification for the role of Executive Director at Camden People's Theatre. Please review these carefully and complete the application form, then return it to james@cptheatre.co.uk by **5pm on Wednesday 1 November**. Please send your application form as a PDF or word document. We are unable to accept late applications or CVs.

First round interviews are due to take place on Tuesday 14 November, and second round interviews on Friday 17 November.

Mission

Camden People's Theatre's mission is to support young and emerging artists making inventive new theatre – particularly about issues that matter to people right now. By doing so, we will champion different ways of thinking about and living in the world. Our work is rooted in the communities of Camden and London more widely, and through it, we celebrate the bold, the spirited and the unconventional. By presenting a diverse range of voices and perspectives on our stage, our work speaks to an audience reflective of the makeup of the UK.

Background

CPT has been making theatre in Camden for 23 years, working with countless extraordinary progressive artists contributing significantly to UK theatre. We have an excellent reputation for our work supporting emerging artists in the field of unconventional performance ["Such a crucial part of the theatre ecology. Developing audiences & artists, both important" – Lyn Gardner, *The Guardian*], and for attracting a consistently young audience (70% aged 35 or under in 15/16). Since 1997, CPT has programmed the annual Sprint festival, London's best established season of new and unusual theatre, and since 2013 Calm Down Dear, the UK's first and only festival of innovative feminist theatre.

In 2018, CPT successfully secured Arts Council NPO funding for the 2018-22 period. (In 2015, we became a National Portfolio Organisation for the first time, the only London theatre to do so in the 2015-18 funding round.) In 2016 CPT we were nominated as The Stage's Fringe Theatre of the Year, and in Best Artistic Director category at the Off West End Awards. In 2015/16 audiences grew by 66%,

financial turnover increased by 70% on the previous year, and CPT's profile as London's leading theatre for contemporary work by emerging artists, as well as an industry thought leader, developed significantly, with regular coverage in national, industry and specialist media.

The Executive Director is:

Responsible to: Chair of the board

Responsible for line management of: General Manager

Main duties and responsibilities as joint CEO with the Artistic Director

- Develop & deliver the organisation's business plan & strategic vision
- ensure the smooth running of all CPT operations and report regularly to the board
- ensure that all companies and artists are able to operate in a creative working environment and in the context of high production values
- ensure CPT remains financially viable and compliant with all relevant legislation & regulation including Charity and Organisation law, employment law and the Equalities Act
- form new partnerships with other producers, venues, practitioners, organisations to further the mission and artistic policy of CPT
- represent, advocate & negotiate on behalf of CPT with funders, arts organisations, Camden Council, artists, companies and other stakeholders in the wider community
- lead and work with all staff, volunteers and artists to enable productive collaboration, team building, high levels of performance and individual development, maintaining excellent team morale

Specific duties and responsibilities as Executive Director

Funding

- Lead and deliver CPT's fundraising strategy
- research and write new funding applications
- monitor, prepare reports for and evaluate successful funding applications
- be the main point of contact for, manage and enhance existing funding relationships, particularly with Arts Council England
- manage communication with individual donors
- maintain CPT's funding database and communication with existing funders

Programme delivery

- Support the Artistic Director in programming and delivering curated seasons of work
- support the development of in-house productions, directed by the Artistic Director
- in partnership with the Artistic Director, lead the delivery of strategic initiatives including e.g. Camden Youth Theatre and STAMP
- enable artists and companies to deliver their work within agreed budgets and contexts
- ensure the viability and safe delivery of any CPT off-site work
- maintain an overview of the Artistic Director and General Manager's work regarding individual contracts with artists and companies
- support the AD in creating and delivering the artistic vision of the organisation
- work with AD to ensure programme complies with CPT's ethical, diversity and safeguarding standards
- attend performances at CPT and other venues regularly, maintaining a strong knowledge of the industry and identifying potential artists for CPT to work with

Audience development & Marketing

- Lead CPT's marketing & audience development strategy and work with the GM to deliver it
- lead and deliver CPT's PR, Media & Stakeholder strategy in partnership with a freelance PR specialist as appropriate
- maintain CPT's press database
- ensure audience databases & external communications (eg website, e-bulletins & ticketing systems) are high-quality and current
- oversee the development, design and distribution of all CPT print
- ensure the delivery and distribution of CPT's annual report

Operations

- Lead the process of establishing an agreement with Camden Council regarding CPT's tenure in its current premises, and thereafter maintain and develop the relationship
- lead capital development plans as appropriate when lease is secured
- lead the response to significant changes to the local area, for example the impact of HS2 and Crossrail 2 on CPT and its communities
- develop, update and monitor CPT's key policy documents including health and safety, equal opportunities, grievance procedures, diversity action plan and environmental action plan
- ensure that policies are implemented by all members of the CPT team
- ensure CPT's public and employers' liability policies and insurance are up-to-date
- take responsibility for health and safety and any improvements to the premises
- manage CPT's complaints procedure
- ensure there is a designated premises supervisor (or duty manager) for the theatre at all times, taking this role when necessary
- ensure the smooth operational running of CPT including financial management and systems, IT solutions and office management, and building management

Finance

- maximise the potential for earned income and raise funds from a variety of sources in order to maintain the venue and its work
- create and implement CPT's Financial Procedures & Reserves Policy
- ensure financial systems are robust and properly backed up
- draft and manage annual and quarterly budgets and management accounts for board approval
- propose income targets for approval by the Board
- manage CPT's cashflow
- liaise with CPT's bank manager and ensure the most appropriate banking systems are in place
- oversee all payroll requirements
- manage CPT's General Manager & oversee the accounts and bookkeeping of the organisation
- liaise with CPT's accountants and be responsible for reviewing 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
- be responsible for confidential information regarding the organisation's finances and personnel and abide by confidentiality laws

Personnel

- oversee CPT personnel issues including expenses, per diems, childcare vouchers, pensions and holiday entitlement
- manage recruitment where necessary including equal opportunities awareness, advertising and administering recruitment processes
- manage CPT's administrative and freelance personnel, internship programme and placement opportunities
- highlight staff training opportunities
- ensure the working environment at CPT is conducive to a happy, productive staff team
- maintain up-to-date knowledge of employment law to ensure compliance
- deputise for the Artistic Director as necessary in periods of absence

Data

- Ensure a robust programme of audience and artist monitoring is in place, and appropriate targets set
- ensure data protection legislation is observed

Other

- organise events in collaboration with the Artistic Director as necessary
- prepare papers for and attend Board meetings
- undertake any other tasks as reasonably requested by the Board

Skills and Experience

Essential

- minimum five years' experience in theatre, three at a senior/strategic level
- experience of strategic planning and implementation
- fundraising experience
- finance management experience
- knowledge of marketing and communications in the performing arts
- experience of effective line-management
- high-level inter-personal and written communications skills
- numeracy skills
- the capacity to work fast under pressure
- the ability to self-motivate and prioritise within a complex workload
- an appreciation of CPT's work and good knowledge of the wider theatre landscape
- the ability to advocate for CPT and represent it confidently in a range of industry and wider contexts
- a proactive attitude to promoting diversity and inclusion across the sector

Desirable

- familiarity with the contemporary theatre sector in which CPT operates
- a successful track record in meeting challenging financial targets
- experience in charity and business management
- experience in operations/building management
- knowledge of good employment practice
- familiarity with statutory compliance and organisation law
- fluency in digital media

- The ability to manage and motivate staff
- Experience of using Spektrix, DotMailer and Quickbooks

Hours

10am – 6pm Monday to Friday but evening and weekend work may be required.
Camden People’s Theatre operates a Time Off In Lieu system.

Base

Camden People’s Theatre, 58-60 Hampstead Road, London, NW1 2PY.

Salary

£32,000 - £34,000 per annum, dependent on experience. CPT operates a childcare voucher scheme.

Holiday

25 days per year plus bank holidays.