



**STEPHEN  
JOSEPH  
THEATRE**  
SCARBOROUGH

# **Executive Director Recruitment Pack September 2018**



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## September 2018

Thank you for your interest in the role of Executive Director at the Stephen Joseph Theatre, Scarborough (SJT).

The SJT is a local dynamo generating national and international excitement. At the heart of the cultural life of Scarborough for more than 60 years, in the last 12 months its home-produced work has also been seen in New York, has won awards at the Edinburgh Fringe Festival and been invited to London and Australia. For North Yorkshire residents and the thousands who visit the beautiful North Yorkshire coast, it provides year-round entertainment: a vibrant mix of in-house shows, quality visiting productions, music, comedy and films. An exceptionally active outreach department works within the community, making the SJT central to the economy and well-being of the town and a source of great civic pride.

It has a unique artistic relationship with world-renowned playwright Sir Alan Ayckbourn, having premiered almost all of his plays (the 82<sup>nd</sup> has just opened: “whipping up laughter in the face of artistic adversity” - Daily Telegraph), at least half of which have gone round the world thereafter. The current Artistic Director is Paul Robinson (ex-Theatre503) who has built up a strong reputation for producing new and engaging work for the broadest possible audience, including sell-out shows *The Rise and Fall of Little Voice*, *The 39 Steps* and year-round work for family audiences. This summer's *Build a Rocket*, a first full-length play by Scarborough Christopher York, has played at the Latitude Festival and the Edinburgh Fringe and opened a London season of Edinburgh Fringe successes.

Audience numbers are buoyant, with 2017 being one of the most successful years in the theatre's history. More than 80,000 people attended performances, and the year saw more than 40,000 participations from babes-in-arms to senior citizens through our outreach workshops, courses and classes, both in the theatre and outside. The 2018 programme is on course to reach even more people and the SJT looks forward to finding new ways of engaging creatively with a developing and evolving community and a changing wider world. We're proud that this summer a crèche was introduced for audience members.

The theatre has two auditoria: the 400-seat Round and the 165-seat end-stage McCarthy, which doubles as a cinema for films and streamed events. It also has on-site rehearsal rooms, workshop and wardrobe facilities, outreach rooms with offices and studios, and an art gallery.

Scarborough Theatre Trust has an annual turnover in the region of £2.5m and employs approximately 30 FTE's, supported by a number of seasonal and project staff, as well as the creative teams engaged for each production.

In the spring of 2017, the SJT retained its status as an Arts Council England National Portfolio Organisation – one of the organisations which they consider to represent some of the best arts practice in the world – which brings with it annual core funding of £637,715 from 2018 to 2022.

In early 2018 the theatre also received ACE capital funding, topped up by an in-house campaign, to upgrade parts of the building. Front-of-house was made more inviting and efficient, and a state-of-the-art and environmentally-friendly LED lighting system was installed in the Round, increasing creative potential as well as lowering energy bills.

The SJT also retains the revenue support of Scarborough Borough Council, reflecting its importance to the economy of the town.

Following Stephen Freeman's departure to take up the position of Executive Director (joint CEO) at the Royal Exchange Theatre, the Board is looking for an individual to work in partnership with Artistic Director (joint CEO) Paul Robinson to lead the organisation through the next exciting chapter in an ever-changing environment.

In this pack you will find a Job Description, Person Specification and information on how to apply. Please also complete our Equal Opportunities Monitoring Form. You can find out more about the SJT at [www.sjt.uk.com](http://www.sjt.uk.com).

The closing date for applications is 5pm on Friday 19<sup>th</sup> October 2018.

Helen Boaden  
Chair of the Board

## **JOB DESCRIPTION**

**Job Title: Executive Director**

**Responsible to: Board of Trustees**

### **Job Context**

The SJT Board is seeking an inspirational and experienced arts executive to work alongside the Artistic Director, Paul Robinson, in a joint leadership role; to make a major contribution to the future success of the theatre; to take responsibility for the successful day-to-day running of the theatre and for creating an environment in which artistic excellence can flourish. The Executive Director will oversee and deliver the organisation's business plan and ensure sound financial management, taking responsibility for managing and progressing fruitful relationships with a wide range of stakeholders locally, nationally and internationally. The role will involve the healthy stewardship of donors, funders, collaborators and local businesses as well as seeking out opportunities for new partnerships.

### **Job summary**

The Executive Director is appointed by the Board and leads the organisation jointly with the Artistic Director, both reporting to the Board.

The Executive Director is responsible for the successful delivery of the Arts Council England NPO funding agreement, as well as for the strategic management of all resources: human, financial, administrative and physical. In partnership with the Artistic Director, the Executive Director implements the delivery and evolution of the SJT's artistic vision, and together the two roles hold responsibility for ensuring the long-term sustainability of the organisation.

The Executive Director is directly responsible for the Marketing and Sales Director, Theatre Manager, Finance Manager, Fundraising Officer and Administrator. The Executive Director is also responsible for managing the contract for services with a Finance Consultant and Development Consultant.

## **DUTIES AND RESPONSIBILITIES**

### **1) Strategy & Business Planning**

- In conjunction with the Artistic Director and the Board, the Executive Director has joint leadership of the delivery of SJT's existing four-year business plan and the targets within it, ensuring the organisational vision and business plan are regularly reviewed and evolved, and effectively reported on to the Board and stakeholders.
- Leadership of the development and implementation of new areas of business and significant new projects with the Artistic Director.
- Joint leadership with the Artistic Director on cross-organisational inclusivity and diversity action planning.
- Report to the Board, with the Artistic Director, on operational, financial, artistic and strategic matters.

- Provide leadership, management and motivation for direct line reports, providing guidance, managing their performance and supporting them in achieving their objectives.
- Drive the process of developing and reviewing the theatre's business plan and NPO agreement to ensure their successful implementation and evaluation.
- Develop and maintain an effective strategy for internal communications and overseeing the theatre's external communications strategy in close collaboration with the Artistic Director.
- Lead on the development and implementation of the theatre's capital planning.
- With the Artistic Director, take responsibility for ensuring key policies and processes are in place, and supporting senior staff to develop strategy and good practice in the areas of equality, inclusivity and diversity, professional development, audience development, building management and environmental sustainability.
- Work with the Chair of the Board and Artistic Director on Board development and recruitment.

## 2) **External Relationships and Stakeholder Management**

- Co-lead on advocacy for the SJT, ensuring the profile of the SJT is increased across the borough, region and nation.
- Develop and manage the SJT's key external relationships, including those with major stakeholders Arts Council England and Scarborough Borough Council, potential funding partners such as North Yorkshire County Council, the LEP and strategic partners including Welcome to Yorkshire and the North Yorkshire Coast Opportunity Area.
- Work with the Artistic Director to seek out new partnerships and to represent the SJT at a range of external events acting as advocate and broker within a range of networks and contexts.
- Manage and complete funding applications, funding agreement negotiations and reporting requirements for Arts Council England and Scarborough Borough Council.
- Work with the Artistic Director in developing the SJT's presence and reputation across the theatre sector both nationally and internationally.
- Act as a spokesperson for the SJT as required.

## 3) **Finance and Business Development**

- Oversee the SJT's finance function, spearheading a culture of cross-organisational financial discipline.
- Develop and maintain an overview, with the close involvement of cross-organisational budget holders, of progress towards income targets and the control of all expenditure.
- Develop and oversee the annual organisational budget and four-year budgeting cycle in partnership with the Artistic Director.
- Lead the quarterly budget re-forecasting process with the close involvement of cross-organisational budget holders.

- Oversee SJT's cost-saving activity, and the achievement of cost-saving targets.
- line manage and support the Finance Manager and oversee the contract for services with a Finance consultant.
- Attend quarterly Finance Committee meetings.
- Oversee the SJT's fundraising function, develop the fundraising strategy and cultivating senior relationships with key stakeholders within the public and private sector.
- Develop and manage funding bids to existing or new public sector funders.
- Lead on developing the SJT's vision, strategic objectives and action planning in the context of fundraising priorities and identifying projects that are fit for purpose.
- Line manage and support the Fundraising Officer and overseeing the contract for services with Fundraising consultants.
- Investigate and deliver new initiatives in the delivery of new income streams.
- Lead the organisation in its thinking and approach to reducing environmental impact.

#### 4) **Joint Leadership & Governance**

The Executive Director will work jointly with the Artistic Director to:

- Lead the delivery of the SJT's strategic plans and work towards cross-organisational ownership.
- Maintain and develop a positive working environment, ensuring effective internal communications.
- Lead the development of organisational capability, with a focus on increasing the quality of output and delivery structures in key areas of the operation.
- Oversee the processes for effective recruitment, maximising staff performance and offering staff development.
- Lead, line manage and support the Senior Management Team.
- Prepare the agenda and papers as required for quarterly Board meetings and to present at these meetings.
- Support the Chair of the Board in developing the skills and diversity of the trustee membership and for planning Board recruitment and succession planning; attend quarterly Board nominations working party meetings.
- Lead the management of cross organisational risk management.
- Manage the contract for services with the theatre's HR provider.

#### 5) **Artistic Programme & Participation**

- Support the Artistic Director and Creative Producer in developing distinctive and ambitious programmes of work that deliver against the organisation's 10-point Artistic Framework.
- Support the delivery of organisation-wide artistic evaluation, including formal and informal critical review.

- Work with the Artistic Director and Creative Producer to build strong creative relationships and partnerships, as well as exploiting the further life of work produced at the SJT and cultivating a healthy network of touring venues.
- With the Artistic Director, ensure the development and implementation of strategic engagement and outreach projects, with a focus on the target markets identified in the business plan.
- With the Artistic Director, oversee and take a view on the quality and relevance of all engagement work.

## **Executive Director: Person Specification**

### **Essential Skills and Experience**

- A passion for theatre.
- An ability to lead, motivate and manage in a partnership.
- An open, inclusive and respectful management style.
- Ability to listen and process different points of view in making sound, value-based judgements.
- High level financial management.
- Ability to reach out to and engage a diverse range of stakeholders.
- Track record of achievement in the cultural sector.
- An understanding of and commitment to inclusivity and diversity.
- Ability to foster respectful and dynamic relationships with creative professionals.
- Evidence-led decision-making skills.
- Clear analytical and strategic thinking.
- Excellent written and oral communication skills.
- An entrepreneurial appetite and the ability to adapt to new opportunities.
- Proven ability to shape and evolve organisational vision.
- Experience of, and commitment to, donor stewardship and cultivation.
- An understanding of the artistic process.
- A good commercial understanding.
- Strong negotiation skills.

### **Desirable Skills and Experience**

- Previous experience of leadership in a producing theatre.
- Skilled in developing positive relationships with stakeholders such as Arts Council England.
- Strategic marketing experience.



## **Executive Director: Terms and Conditions**

### **Terms and Conditions**

This is a summary of the terms and conditions.

Salary:	£50,000 per annum.
Pension:	The company operates an auto-enrolment pension scheme in line with current government legislation.
Contract:	Permanent.
Notice:	Six months.
Hours:	37.5 hours per week. No overtime is payable, but time off in lieu for excess working hours can be taken. The nature of the role will require flexible working which will include evenings and weekends on occasion.
Holiday:	28 days per annum (inclusive of public holidays), increasing after 12 months' service by one day per annum to a maximum of 33.
Place of work:	Stephen Joseph Theatre, Scarborough.

There will be a six-month probationary period. Any offer of employment will be subject to the receipt of:

- References that are satisfactory to Scarborough Theatre Trust.
- Evidence of the right to work in the UK as defined by the Home Office.
- A valid DBS check.

## **Executive Director: Application Guidance**

Applications should be submitted to [jaye.lewis@sjt.uk.com](mailto:jaye.lewis@sjt.uk.com) no later than 5pm on the 19<sup>th</sup> October 2018.

We cannot accept applications received after the deadline.

For an informal conversation with Paul Robinson, Helen Boaden or Stephen Freeman, please contact Jaye Lewis on 01723 356612 or [jaye.lewis@sjt.uk.com](mailto:jaye.lewis@sjt.uk.com) in the first instance.

Applications should be made by submitting a CV and covering letter. Please also complete and return the Equal Opportunities monitoring form. Please note all applications and personal data contained there within will be processed and retained in order with the provisions of GDPR.

If you require the application materials in a different format or have any other access requirements, please contact Jaye Lewis on 01723 356612 or [jaye.lewis@sjt.uk.com](mailto:jaye.lewis@sjt.uk.com)

First round interviews will be held at the Stephen Joseph Theatre on 31<sup>st</sup> October 2018, with a second round on 15<sup>th</sup> November 2018.