



Theatre Centre – Artistic Director Recruitment Pack

Job title:	Artistic Director (Full-time)
Responsible to:	Executive Director/CEO and the Board
Responsible for:	Core staff team members (with Executive Director/CEO), Freelancers, Consultants and Placements (where engaged)
Salary:	£38,000 - £40,000 per annum (depending on experience).

Theatre Centre

Theatre Centre makes work with and for young people. We are a touring company taking world-class new writing into schools, theatres and other settings across the UK. We are an Arts Council National Portfolio Organisation.

In early 2020, the Board engaged an interim Executive Director/CEO and Artistic Director to run a strategic review of Theatre Centre's artistic and operational models, considering what the future looks like for the company, addressing external challenges to the current model, including the erosion of the creative education in our schools and an increasingly harsh funding landscape. The Board started this year with the intention of reviewing and evolving our models so that we could continue to make brilliant and relevant work for young people in 2020 and beyond. No one could have foreseen the challenge of the Covid19 pandemic but, as events unfolded, it became apparent that having an organisation that was already looking to change and adapt placed us in a strong position, able to flex and reimagine the way we work and respond proactively as the theatre sector was plunged into unparalleled and unprecedented crisis.

Theatre Centre Vision and Mission

We were founded in 1953 by Brian Way and Margaret Faulkes who pioneered schools' touring and new writing for young audiences. Today, we continue to meet 10,000s of young people on their terms, in schools, venues, community spaces and online, and champion new writing for young audiences.

We work with exciting writers and artists to make new work with and for young people in schools, theatres and other settings. We run programmes that develop young people as artists, creatives, active citizens and leaders. Our work is all about amplifying voices, developing agency, centering the experiences of young people and working with young people to tell stories that are relevant, authentic and relatable.

Our vision is that young people are empowered through theatre to find and use their voices and ideas to make change in their lives and in the world around them, and that they explore and use their creativity to develop their potential as activists and leaders in the community and in society.

Our mission is to:

- take world-class theatre straight into schools across the country;
- make space for young people where they can feel safe, seen and heard; where they can have agency and control; where they can connect and collaborate; where they can shape and influence; and
- to nurture relationships with teachers and to advocate for the power of creative approaches in education, place making and community building.

Our shows present big ideas and difficult questions which can help young audiences make sense of a complex and changing world. We use the power of stories, writing and performance to support students and teachers in their learning across a range of subjects to build confidence and aspiration.

We are committed to working inclusively and to serving our local and national communities, particularly communities that are under-served, under-represented and under the radar. We see equality and representation as the foundation of a fair society and work to dismantle systemic injustice and exclusion in all we do. We take responsibility and take action in order to be relevant and responsive to the needs of our communities, the theatre sector and our wider world, in the light of societal movements and matters of social justice.

We believe the theatre sector must take this forced opportunity to get better at including artists, audiences and participants from diverse backgrounds, and celebrating the true creative diversity only the widest access can bring.

Theatre Centre as a Learning Organisation

Theatre Centre is predominantly a Learning Organisation and we have an embedded culture of developing and nurturing everyone involved in or touched by the work. We have re-stated our commitment to this principle and placed it, implicitly and explicitly, at the front and centre of everything we do. This re-articulation underpins our plans for Theatre Centre's strategy for the next decade.

Building on Theatre Centre's track record and drawing on our expertise and established models for participation, we have designed **Future Makers**, a process that takes our youth-led practice a step further by embedding the principle of co-creation in all of the work that we do. It will unify all of the strands of our work and allow us to design a cohesive programme of work. It will increase the number of young people, teachers and artists we engage with, provide a range of opportunities and activities that will allow them to develop and progress with us, and that will ensure they have an equal stake in the development of Theatre Centre's work, shaping and co-curating their own experience and that of participants to come.

Future Makers

Our intention is to radically democratise the way in which people learn, how Theatre Centre makes public facing work and ensures that participation drives our innovation as the company

evolves. This is not another youth theatre, young company or artist development programme; it's a way of working, an ethos.

Future Makers is a co-creation model, which will ensure that we are making work with the intended audiences and communities we serve. Young people, teachers and practitioners will have direct influence in the way Theatre Centre makes and commissions work. If a writer or young person or designer, for example, has an idea, then they would test the idea out in its earliest stages with Future Makers. This process will ensure quality, the relevance of the stories that we tell and the way in which we tell them.

This model of working will also start to redefine who theatre belongs to and build a community of theatre goers and makers, of all ages and backgrounds. Inclusivity and accessibility is central to the Future Makers process. The transparency of our invitation to all young people, practitioners and teachers, is that as a Future Maker you will learn, explore, connect and share.

Young people, practitioners and teachers will become Future Makers to explore their artistic practice, be inspired and pioneer new methods of creating work on their terms. Future Makers are able to opt into a programme of activity designed to up-skill, challenge, nurture and showcase the artistic craft and creative practice of each individual.

The invitation is the same for everyone, whether they are young people, professional artists, teachers, educationalists, board members, activists, experts, change makers. The space is open, everyone is welcome, everyone is valued, everyone is learning, everyone is contributing, everybody is collaborating.

Future Makers aims to:

- engage children and young people (CYP) with creative and cultural activity;
- offer space and opportunity to explore creativity and to make work together;
- develop real agency and voice, building confidence and ambition;
- equip CYP with creative, technical and transferable skills they can use in the future, whether they want to work in the creative industries or elsewhere;
- offer teachers creative opportunities to develop and learn with us and to influence our practice as collaborators;
- invest in our professional creative community of artists and freelancers, enabling them to work with us as collaborators, learning and influencing within the company and beyond;
- allow Theatre Centre to make work in a genuinely collaborative way with CYP informing and shaping the direction of the work; and
- give Theatre Centre a laboratory and testing ground where work will grow organically and become part of our programme as a Future Makers piece, an R&D, a commission, or perhaps a touring show.

Future Makers delivery:

The Future Makers schedule of activity will provide opportunities to learn, explore, connect and share with young people, experienced artists, peers, teachers and community members, arranged over four different strands of activity:

- **Incubators (explore):** This is a space to develop creative ideas, a space for provocations and inspirations.

- **Masterclasses (learn):** Sessions where an expert teaches a skill, e.g.: 'Discover your sound' delivered by Sound Designer Xana to a group of young people or 'How to use TikTok' delivered by young people to teachers.
- **Speakeasies (share):** Small groups of young people, practitioners, activists, politicians, teachers eat together and discuss big topics, supporting young people to develop their own understanding of the world and where they sit in it.
- **Gatherings (connect):** An opportunity to connect larger groups of young people, practitioners, teachers and community leaders to celebrate.

Future Makers are:

- young people, primarily KS3 and above (14-19 years) but not excluding working with KS1 and KS2, and with young people into their early 20s;
- the artists, theatre makers and practitioners we collaborate with;
- the schools and teachers we develop relationships with;
- our own team including staff, freelancers, board members; and
- partner organisations actively involved in Future Makers delivery.

Purpose of the Job

The Artistic Director (AD) will be key to the executive structure of the current team, working alongside the Executive Director/CEO (ED). The postholder will be artistic lead for the Company, and, with the ED, report to Theatre Centre's Board of Trustees. The AD's artistic focus will be to deliver and evolve the Future Maker programme, first of all from our Lewisham home at The Albany, and then by developing a Hub model in other locations across the UK, and to programme our touring work in schools and theatres across the UK. The AD will work closely with the ED and they will be committed to a joint and shared vision for the work of Theatre Centre and for growth and delivery of Future Makers. The AD will also lead on the Company's development of online and digital content as a means of creation, connection and distribution, which has of necessity become of increased priority during the pandemic.

The AD's remit will include artist / writer development, dramaturgy and directing plays, commissioning, partnerships, future project development and short to mid-term strategy-making. They will work closely with, and be a guiding support for the Associate Producer, ensuring that our Future Makers are principal drivers of our artistic vision and that the Future Makers programme is developed with strong delivery partners and an appropriate fundraising and income generation strategy. In addition, they will give their support to all other areas of the Company's work – marketing, enterprise / sales, fundraising, finance and operations and line management of staff. We will expect the AD to be enthusiastic about leadership of the Company as a whole and to have a hands-on approach to working in a small team. Similarly, they will need a demonstrable passion for and understanding of the principles of creating for young audiences and for celebrating what it means to be young in the world.

Our artistic and strategic plans until the end of the current NPO round (March 2023) speak to commitments outlined in our current ACE NPO funding agreement, with necessary adjustments and adaptations to be negotiated in light of the pandemic. The AD will support the ED to negotiate this with Arts Council England on an on-going and responsive basis.

The AD will also work with the ED to develop plans for the next round of NPO funding, should there be an application process in 2022.

Main Duties and Responsibilities

Primary Role

To be the artistic lead of the organisation, working with the Executive Director/CEO to ensure the ongoing health and viability of the company.

Primary Objectives

- To provide both coherent and dynamic artistic leadership for the Theatre Centre programme, Future Makers and the core Theatre Centre team.
- To ensure that Theatre Centre continues to play a leading role in the development of theatre that reflects the lives of children and young people.
- To plan and develop the touring work and commissioned artists.

Artistic and Leadership

- Formulate, oversee and evaluate Theatre Centre's artistic programme and all productions, including collaborations and co-productions.
- To continue to embed and develop the Future Makers model while embracing access, diversity, representation and inclusion.
- Develop and direct Theatre Centre's annual touring production, including devising a programme of R&D workshops with actors, creatives, young people and schools to help secure its viability as an authentic, and quality, final product.
- Ensure that Theatre Centre continues to work at the forefront of new theatre / new writing for young audiences.
- Using the Future Makers model, ensure that Theatre Centre continues to experiment with form and narrative, specifically focusing on theatre in schools.
- Identify writers and artists for future development and commissioning opportunities.
- Oversee and nurture existing co-productions and partnerships.
- Identify potential co-producing and co-commissioning partners for Theatre Centre's work.
- Set artistic and strategic parameters for new schools' touring commissions, providing dramaturgical support to new writers and overseeing all processes relating to the development of new material by both new and experienced writers.
- Lead on the Company's development of online and digital content as a means of artistic creation, connection and distribution.
- Actively engage with artists, companies and creatives within the wider arts industry, including new/emerging talent and those that would support our commitments to diversity.
- Maintain a thorough and practical knowledge of theatrical influences within Britain and internationally.
- Maintain a thorough and practical knowledge of developments and changes within the education sector, and the changing political landscape of arts education in schools.
- Represent the Company within the theatre industry, education sector and amongst supporters, stakeholders and potential donors.
- Maintain and develop constructive relationships with individuals and organisations to help meet the artistic and financial aspirations of the company.
- Promote the Company's commitment to new writing to the wider theatre industry, especially within Theatre for Young Audiences (TYA) sector.
- Artistically lead, motivate and stimulate all Company personnel, striving to make the highest quality work and to increase Theatre Centre's profile in the sector.

- With the Marketing team, develop a creative and inspirational marketing, communications and PR strategy to raise the company's profile to leverage new business opportunities and partnerships.
- With the Associate Producer, ensure all participation projects and initiatives are underlined by artistic principles, and developed and delivered to a high standard.

Strategic and Organisational

- To take a lead role in delivering the artistic ambitions of Theatre Centre's Business Plan, and review/articulate the Company's achievements in these areas.
- Work with the core team to ensure that the Company's funding sources, applications and assessments remain innovative and creative.
- Strengthen project ideas and plans with solid artistic judgement and insight, and support the fundraising of them by writing proposals and bids to trusts and foundations.
- Project manage key/distinct artistic projects to have oversight on their set-up, schedule, budget, monitoring and evaluation.

With the Executive Director/CEO (Secondary Role/ Supporting Duties)

- Ensure the company's long-term resilience through exploration of the diversification of income streams.
- Implement HR policy and undertake recruitment.
- Initiate, consolidate and monitor Company policies and risk registers.
- Identify and implement commercial and social investment opportunities for the company's work.
- Liaise with Theatre Centre's key financial stakeholders, including ACE, individual donors, and other funders.
- Manage the company, staff and freelancers ensuring that all relevant resources are in place to service the work.
- Report regularly into the Board, providing the necessary information so that appropriate considered decisions can be made for the future sustainability and growth of the company.
- Ensure that the Board is equipped to discharge its responsibilities and meet all relevant legislation.

Other Duties

- Represent, with professionalism, Theatre Centre at performances and events as appropriate, or on identified digital/social platforms.
- Keep informed of relevant developments in the education, young people's and theatre sectors, and in the wider creative industries.
- Keep informed of developing discourse, terminology and thinking relating to statutory education, the public benefit of the arts, children and young people and other tangible topics Theatre Centre could adopt to support its future vision.
- Working to and within Theatre Centre's ambitions around Equality and Diversity, Environmental Sustainability and Safeguarding, ensuring that its policies are put into practice; always aiming for the best possible outcome in these areas.
- Any other tasks as may be reasonably required to support the activities of the Company and the ambitions for the post.

This job description is a guide to the nature of the work required by this role. It is not wholly comprehensive or restrictive and may be reviewed as required. It is understood that the post

holder may be asked to undertake work outside of this description from time to time, which will not be unreasonably refused.

Person Specification

Essential Experience

- Professional experience of directing plays that are of proven quality.
- Professional experience of working with and supporting artists.
- Professional experience of working with young people in creative/educational settings.
- Professional experience of developing and working to artistic strategies.
- Experience of developing and delivering work of high quality for children and/or young people.
- Experience of working collaboratively in a creative context.
- Exemplary communication and interpersonal skills; capable of building and maintaining professional relationships across a wide range of people, including artists, children and young people, funders, teachers and policymakers.
- Excellent attention to detail.
- Good numeracy skills.
- Experience of creating and managing budgets.
- Good IT skills and proficient in using Microsoft Office (Word, Excel, Outlook).
- Excellent writing skills; experience of producing engaging and informative copy to a house style.
- Knowledge of the UK theatre / theatre for young audiences sectors.
- Good understanding of arts fundraising.
- The ability to develop and bring strong and healthy networks /contacts across the arts, creative industries and education sectors.

Desirable Experience

- Experience of developing and delivering digital arts/theatre projects.
- Experience of using co-creation models and approaches.
- Experience of working with schools and teachers, or within the Education sector.
- Experience of the Arts Council England grant programmes.
- Experience of business/strategic planning.
- Interest in developing a career as a company or venue-based Artistic Director.
- Experience of raising funds through writing grant applications and project proposals, philanthropy, private investment or entrepreneurial endeavours.

Personal and Professional Qualities

- Sympathetic to the charitable aims and artistic ambitions of Theatre Centre with reference to theatre, the arts, youth voice & activism, education, equality, representation, inclusion, access and diversity.
- Can be a positive mentor to children and young people; can work in environments occupied by or where children and young people are often present.
- Organised and methodical with the ability to self-administer workload.
- A passion for experiencing and creating live theatre.
- Ability to lead other people towards set goals and priorities.
- Proficient and relaxed at multi-tasking and capable of working effectively across a range of priorities and outputs.

- Ability to be adaptable and explore creative solutions.
- Ability to work collaboratively in a very small team.
- Ability to work to tight deadlines/good time management.
- A self-starter / can take initiative.
- A confident communicator.
- A positive approach to work.
- A dynamic approach to achieving goals.

Outline of Terms and Conditions

Contract Type:	Full-time
Hours:	5 days/37.5 hours per week (excluding breaks), however there will be occasional evening and weekend working. Working days can be flexible across the working week. Additional/alternative hours may be necessary to fulfil the post's requirements and will be subject to TOIL (time off in lieu). Flexible working patterns may be negotiated to accommodate specific lifestyle/personal needs including working location and length of working days.
Salary:	£38,000 - £40,000 per annum (depending on experience).
Annual Leave:	25 days per annum plus bank holidays. Some holidays may be scheduled by the company.
Probationary Period:	3 months.
Notice Period:	3 calendar months (1 week during probationary period).
Pension:	Employer contribution of up to 5% towards employee's or company-nominated stakeholder pension scheme.
Other Benefits:	A minimum of two training opportunities per year. Season ticket loan scheme. A professional development plan. Personal 'go see' theatre allowance. Annual company dinner.

Place of Work

Theatre Centre's office is at The Albany, London, SE8. This will be the location of the postholder's regular place of work however the entire team has been working remotely since March and will continue to do so for the foreseeable future, with flexible working arrangements including some attendance at the Company base by mutual agreement.

Equal Opportunities and Safeguarding

Theatre Centre is an Equal Opportunities Employer and recognises the importance and advantages of diverse workplaces and communities. We particularly welcome applications from people of colour, those who identify as LGBTQI+, or are deaf or disabled.

Theatre Centre is a Disability Confident Employer – we guarantee to interview any disabled applicant who meets the criteria for the post. Should you need this information in another format, require reasonable adjustment including in the way you make your application, or like to apply under the Guaranteed Interview Scheme, please let us know and we can discuss options.

Theatre Centre considers the safeguarding of children and young people paramount in all we do. All core staff members and trustees are required to hold an Enhanced DBS certificate. Our Safeguarding Policy is available to view or download from our website, or a hard copy is available upon request.

Conditions of Employment

This post will be subject to an Enhanced DBS check to be carried out within the probationary period.

Application

Please submit your completed Application Form and Equal Opportunities Monitoring Form to **recruitment@theatre-centre.co.uk**.

Please note, CVs will not be accepted.

Deadline for applications: Monday 30 November 2020 at midday.

First round interviews will take place between Monday 7 and Friday 11 December 2020.

Second round interviews will take place between Monday 14 and Wednesday 16 December 2020.

If you would like more information about the role before applying, please contact our Recruitment Consultant, Alex Turner, on **recruitment@theatre-centre.co.uk**.

We will give feedback to unsuccessful candidates at each of the interview stages. While we will strive to give feedback to candidates who are not invited to first round interview, this will be dependent on the numbers of applications received and we cannot guarantee to do so at this stage.