

EXECUTIVE DIRECTOR / JOINT CEO

Person Specification

The Live Theatre Board is seeking an inspirational Executive Director (ED) / Joint CEO and leader with extensive experience of working in the cultural sector, who is open minded about new ways of working. You will want to build on the success of the current operation and ensure it thrives in a changing and challenging landscape. You will be comfortable with multiple priorities and will have a positive attitude toward risk.

Personal Qualities and Attitudes

- Ability to lead the next evolution of the company
- Ability to lead support and inspire staff
- Personal investment in theatre and new work
- Commitment to engagement and participation in the arts
- High level of self-motivation, resourcefulness and a positive attitude
- Commitment to equal opportunities, environmental sustainability and cultural diversity
- Calm under pressure and ability to multitask
- Ability to lead and manage complex and multiple projects with enthusiasm and passion
- Creative approach to prioritisation and problem solving
- Ability to work on your own, on your own initiative and as part of a team
- Flexibility to work evenings and weekends as required
- Willingness to locate in the North East of England and engage with its communities

Skills and Experience

- Experience of managing a broad range of activities within a complex, well-regarded creative environment
- Proven success in generating income from a variety of sources, including brokering long-term investments and partnerships
- Proven strategic planning skills, including leading on business planning and implementation
- Proven ability in financial management, strategy and accountability
- Highly developed interpersonal skills, with the ability to lead, inspire and motivate a team
- Experience of communicating with people from a wide range of backgrounds in person and in writing
- Advocacy skills, the ability to influence and champion - with partners, peers and audiences, nationally and ideally internationally
- Experience of recruiting staff and facilitating their professional development

- Experience of negotiating complex contracts within the performing arts Experience of working with an exemplary voluntary board of trustees
- Experience of managing capital projects and preferably commercial property leasing and joint ventures
- Understanding of marketing including use of social media
- Computer literacy and proficiency with databases and the Microsoft Office Suite

Job Description

Job Purpose:

Working closely with the Artistic Director (AD):

- The ED will ensure the delivery and achievement of Live Theatre's mission to be one of the leading new writing producers and presenters in the UK
- The ED will lead the overall strategic and operational planning, implementation and delivery of all aspects of the organisation's activities
- The ED will be accountable for the of the overall reputation and quality of Live Theatre; the excellence of its work, its reputation and recognition regionally, nationally and internationally

Line Manager: The Chair of North East Theatre Trust Ltd

Responsible for: Marketing & Communications Managers, Customer Services Manager, Finance Manager and Development Manager/Freelancers

Responsibilities:

Leadership

- a) With the AD, develop and review the vision and mission for the organisation in line with the charitable objectives of the company
- b) With the AD, oversee the creation and implementation of policies and strategies that deliver the vision
- c) With the AD, grow its reputation and profile as one of the UK's leading producers of new plays and new writing relevant to local and national audiences and grow its commitment to diversity
- d) To champion diversity, accessibility and equal opportunities
- e) To keep under review the objectives, outcomes and outputs of the company against the Business Plan
- f) To act as an ambassador and spokesperson for Live Theatre and its subsidiary companies

Operation and Finances

- a) To take responsibility for the creation and implementation of the Business Plan and its associated creative programme, and for financial oversight, covering all aspects of the work of the charity and its subsidiary companies
- b) To lead on contract negotiation

- c) To lead on projects and opportunities that lead to diversification of earned income, fundraising, and social enterprises and to develop new potential in resilience and growth
- d) To work with the Board, to ensure best practice in governance
- e) To enable scrutiny, ratification and validation by Board and stakeholders
- f) To ensure compliance with all current legislation
- g) To champion the company's environmental strategies, ensuring sustainability goals are reflected in all aspects of the company's work
- h) To observe the company's Health and Safety policy and to cooperate with the company to enable compliance with any duty imposed on it by law and best practice
- i) To communicate with Live Theatre staff to ensure that accurate up-to-date and timely information is passed to staff, customers and partners

Partners

- a) To position and champion Live Theatre with key stakeholders such as Arts Council England and Newcastle City Council and other major public funders, trusts and foundations
- b) To further deepen with partners Live Theatre's placemaking role in the city and region
- c) To maintain and develop partnerships with individuals and organisations in the creative, public, private and charitable sectors
- d) To deliver projects, events or lectures with our chosen partners
- e) To keep abreast of national and international trends and best practice in the development of new work
- f) To build and maintain positive working relationships with artists, partners, individuals and organisations in the wider creative, cultural, public, private and charitable sectors locally, nationally and internationally

People

- a) To create a productive and empowering working environment that allows staff to perform at their highest potential and identify training and development needs to support their professional development
- b) To agree and monitor annually strategic objectives with senior management team
- c) To manage staff effectively providing direction, guidance and review and taking action as necessary
- d) To lead the Operations Team and on the recruitment of key staff
- e) To take personal responsibility, supported by the Chair, for their own continuous professional development, learning and training
- f) To approve job descriptions for all staff
- g) To support the recruitment of staff
- h) To be responsible for taking any disciplinary action in line with Live Theatre's policies

Other

- a) To ensure equality, inclusion and diversity are at the core of their working practices
- b) To undertake other tasks and duties as may reasonably be requested