



**Northern  
Broadsides**

# Artistic Director Recruitment Pack



Cyrano 2017 (©Nobby Clark)



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**ARTS COUNCIL  
ENGLAND**



## **Northern Broadsides**

November 2018

Dear Applicant

Thank you for your interest in the full-time position of the role of **Artistic Director** at Northern Broadsides.

Enclosed you will find the job description, person specification, additional information form, equal opportunities form and information about Northern Broadsides. For further information about us and our work please visit our website [www.northern-broadsides.co.uk](http://www.northern-broadsides.co.uk)

To apply please send a copy of your CV and a covering letter demonstrating how you meet the requirements of the job description and person specification to: Rachel Harris, Chair Northern Broadsides, Fletchers Mill, Dean Clough, Halifax, HX3 5AX or email [northernbroadsides@gmail.com](mailto:northernbroadsides@gmail.com) Please ensure the monitoring form is completed and returned with your application.

If you have any queries or would like to discuss the post confidentially, please contact Lee Corner who is managing our recruitment process. Lee can be contacted on [lee@lac-ltd.com](mailto:lee@lac-ltd.com)

The deadline for completed applications is **Friday 11th January 2019 at 10am**. Interviews will be held on **Monday 21st January**. **If second interviews are required they will take place the following week on Monday 28th January.**

Northern Broadsides has a strong commitment to increasing the diversity of staff employed within the cultural sector. To this end, all candidates who indicate on the Equality and Diversity Monitoring Form that they are disabled or from a BAME background and fulfil every aspect of the Essential Criteria of the Person Specification, will be guaranteed an interview.

For your information, your application details will remain on file for 12 months from the interview date, after which time they will be disposed in accordance with our data protection policy.

Once again, we thank you for the interest you have shown in working with Northern Broadsides and look forward to hearing from you.

Yours faithfully

A handwritten signature in blue ink that reads "Rachel L Harris". The signature is written in a cursive style with a horizontal line underneath the name.

Rachel Harris Chair

# Job Description

## Role: Artistic Director

The Artistic Director is responsible for maintaining and upholding the core values and vision of the Company.

The role of the Artistic Director of Northern Broadsides is to work alongside the Executive Director to provide strong, inspirational and high-profile leadership for the artistic, strategic and operational demands of the organisation. S/he will ensure an inspiring creative programme through the development and implementation of an integrated artistic vision and business strategy that further develops the company's reputation and profile locally, regionally, nationally and internationally. It is also the responsibility of the Artistic Director to ensure effective recruitment of creative teams of appropriate caliber to deliver the company's artistic aims.

Working closely with the Executive Director, the Artistic Director will be the senior appointment and will hold overall accountability for the success of the organisation. S/he will report to the Board.

In addition to the Artistic Director and Executive Director, the core Team at Broadsides comprises a Development and Fundraising Manager, a Marketing and Communications Manager and a Finance Officer, which are all part-time roles.



August Bank Holiday Lark 2014 (©Nobby Clark)

# Responsibilities

## Vision and Viability

- Creating a compelling artistic vision to inspire audiences, artists, staff, Board and stakeholders
- With the Executive Director, ensuring the financial viability of the theatre company through sound business planning, financial management and appropriate income generating activity
- With the Executive Director, supporting fundraising, sponsorship, external relations and other activities to identify and maximise potential sources of income to support the core work of the company and future creative learning and education opportunities
- Ensuring that the company's work is as widely accessible as possible by developing relationships with venues, emerging artists and partners which maximize opportunities for audience engagement
- Ensuring that the Board is provided in a timely manner with the reporting information to assist it in making considered decisions on all governance matters relating to policy, artistic planning and budgeting

## Leadership and Management

- Developing an organisational culture which inspires excellence. innovation and creativity
- Devising and delivering work which fulfils the company's mission and vision
- Directing productions; commissioning and developing new work including artistic projects such as collaborations and co-commissions
- Selecting and appointing artists, associate directors, designers and any other artistic staff including those on freelance contracts

- Overseeing all aspects of theatre productions to ensure the highest standards of creative work
- Keep abreast of policy and strategic developments at local, regional and national level that may impact on the activities or finances of the company and advise the Board accordingly

## Advocacy and External Relations

- Developing a profile and reputation which enhances Northern Broadsides' place in the arts ecology regionally, nationally and internationally
- Developing and maintaining positive and productive partnerships with funders, stakeholders and supporters
- Ensuring that the company and its staff play a full part in the social, cultural and educational life of Halifax and the wider region
- Developing projects and links with artists and other artistic organisations locally, regionally, nationally and internationally
- With the Chair and Executive Director, represent the company at appropriate conferences, events etc.
- Undertaking such other duties as the Board may reasonably require within the remit of the post.

# Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience of directing professional theatre productions of a high quality</li> <li>• Senior-level organisational and people leadership</li> <li>• Ability to define, communicate and implement an artistic vision, policy and strategy</li> <li>• Public, media and advocacy relations</li> <li>• Knowledge and understanding of national touring in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Experience at chief executive or artistic director level of a touring theatre company</li> <li>• Creative shaping of arts agendas</li> <li>• Business development experience</li> <li>• Knowledge and understanding of international touring</li> <li>• Understanding of the context within which publicly funded cultural organisations operate – at local, regional and national levels</li> <li>• Grant application writing</li> </ul>
Skills/abilities	<ul style="list-style-type: none"> <li>• Ability to lead a small, diverse and dynamic team</li> <li>• Ability to inspire, motivate and achieve results through others</li> <li>• Proactive strategic thinker</li> <li>• Financial management skills and business acumen</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think and act entrepreneurially to generate income</li> <li>• Influential networking and cultivation of support</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of the importance of audience development and engagement</li> <li>• Understanding of diversity and social inclusion agendas</li> <li>• Knowledge of arts funding systems and structures</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with education and community engagement agendas</li> <li>• Understanding of legal and financial regulation of charities and company law</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• A supportive and empowering leadership style</li> <li>• Enthusiasm, fairness, patience and diplomacy</li> <li>• Commitment to the values, ideals and objectives of Northern Broadsides</li> <li>• Commitment to the principles of equal opportunity, diversity and broadening access to the arts</li> </ul>	

# Terms & Conditions

<b>Job Title</b>	Artistic Director
<b>Terms</b>	Permanent, full-time position
<b>Salary</b>	£40-45k depending on experience
<b>Annual Leave</b>	You are entitled to 25 days holiday per year worked with full pay, together with all Statutory and Public holidays.
<b>Pension</b>	Northern Broadsides operates an auto enrolment pension scheme (NEST). Once the probation period is completed an additional 5% of salary will be paid by the Company into this scheme.
<b>Hours of Work</b>	Office hours are 9.30am to 5.30pm Monday to Friday inclusive. The nature of the position means some evening and weekend work, for which the company does not make overtime payments. Time off in lieu may be available for out of hours working at the Company's discretion.
<b>Additional work undertaken outside Northern Broadsides</b>	It is recognised that it may be appropriate periodically for the Artistic Director, subject to Board approval and an agreed adjustment in remuneration, to undertake freelance projects elsewhere.
<b>Place of Work</b>	The place of work will be the company base at Dean Clough, Halifax, West Yorkshire
<b>Relocation</b>	Residence within reasonable travel distance of Dean Clough, Halifax.
<b>Probation Period</b>	There will be a six-month probation period
<b>Notice Period</b>	One month's notice in writing on either side during the probationary period. Thereafter three months' notice in writing on either side once the appointment is confirmed.
<b>Appointment subject to:</b>	Satisfactory references Compliance with Asylum and Immigration Act 1996 Current Disclosure and Barring Service check. Successful completion of a six- month probationary period
<b>Equal Opportunities</b>	Northern Broadsides is committed to a policy of equality of opportunity in its employment practices with the aim of ensuring that everyone who works for us receives fair treatment

# About



Hard Times 2018 (©Nobby Clark)

Northern Broadsides is a multi-award winning, artist led theatre company. We are delighted to be one of Arts Council England's National Portfolio Organisations with an established network of touring and co-producing partners across the UK which include: Leeds Playhouse, The New Vic Theatre, Stephen Joseph Theatre, Liverpool Playhouse, The Rose at Kingston, The Lowry, Theatre Royal, Bury St Edmunds and York Theatre Royal.

We are based at the atmospheric Viaduct Theatre, Dean Clough Mills, Halifax. The town has recently received significant capital investment in its arts and culture infrastructure with the revival of The Piece Hall and Square Chapel. In addition to its many claims to fame Halifax has featured as one of the sites for the Tour de Yorkshire and received the tagline, 'the Shoreditch of the North' according to BBC6 music.

Northern Broadsides' formidable reputation has been established over the last 25+ years through a programme of high-quality work that continues to receive regular acclaim and quality reviews in major national press publications. Our past repertoire includes work by Shakespeare, new adaptations of European and Classic plays and original dramas. In 2014 we commissioned and produced Deborah McAndrew's new work, *An August Bank Holiday Lark* which won Best New Play at the UK Theatre Awards. The company has regularly been nominated and received awards over the years.

The written word is at the heart of all we do, and our productions are noted for their strong regional voice, musical invention, wit and clarity of narrative. Northern Broadsides' open, entertaining and no-nonsense style has led to the development of an enthusiastic and faithful audience that has come to expect well crafted, text-based drama delivered with unconventional energy, invention and panache.

26 years on from our inaugural production of *Richard III* in Hull, the White Boar brand remains the symbol of a company that is noted for its originality and passion for the spoken word. As a company driven by a love of theatre and a belief in great art for everyone, we deliver a popular yet distinctive brand of theatre. Since 1992 Northern Broadsides has become a family that encompasses the Board, Executive Team, Actors, Crew, Stakeholders and most importantly audiences - many of whom would proudly identify themselves as "Broadsiders".

Increasingly embedded in the local cultural life of Calderdale, Northern Broadsides continues to build and engage its collaborative projects within the locale.

In September 2018 we appointed a new Development and Fundraising Manager to explore funding streams and private philanthropy in support of our widening programme of work both on tour and in our locality. Public funding currently only covers 75% of our costs and private sources of funds will therefore provide a foundation for future development of the Company.

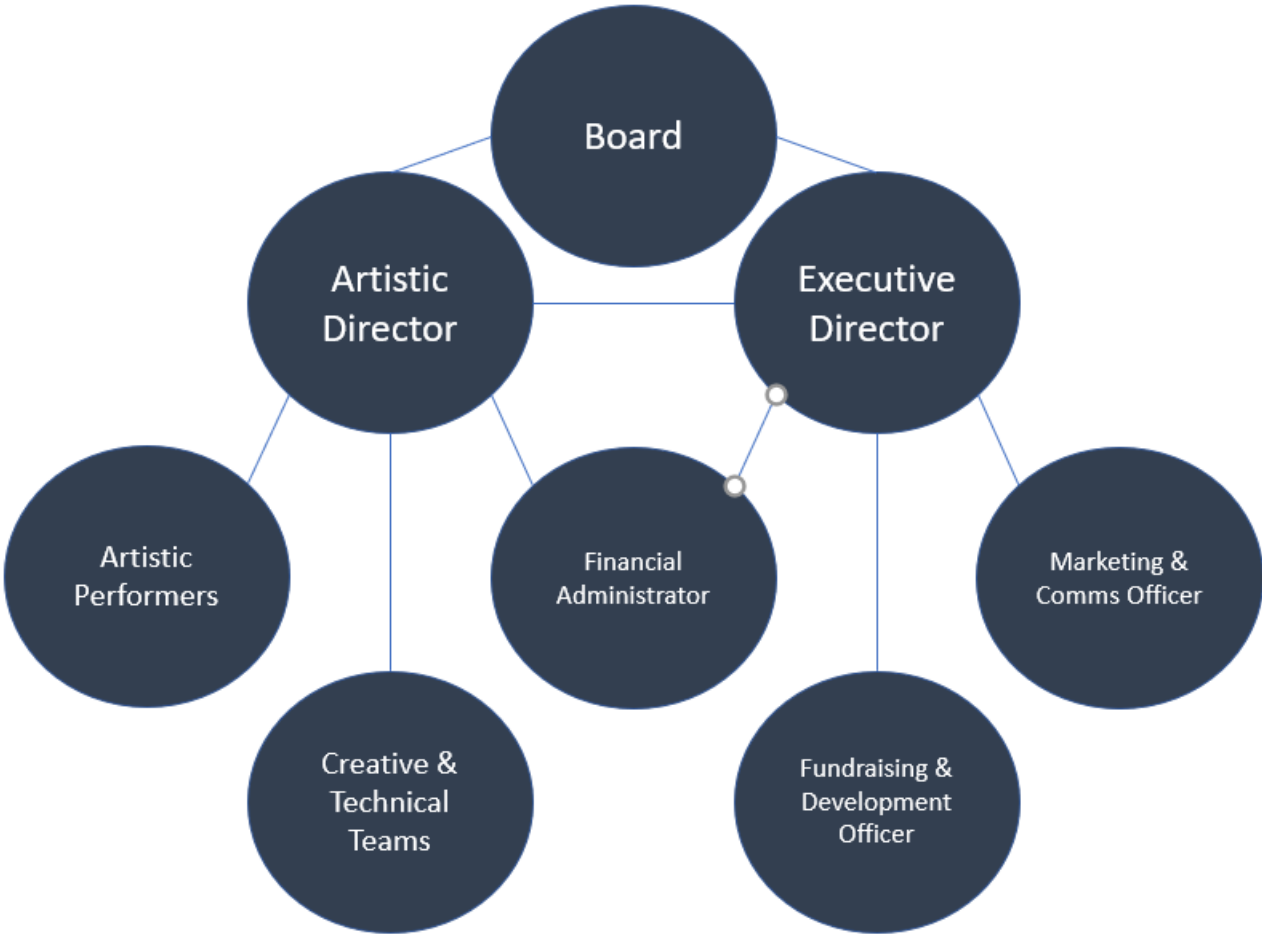
A Marketing Manager was also appointed at the same time to create interesting and exciting campaigns supporting the Company’s work that build long term relationships with audiences and partners via digital, media and other communication channels.

The Board of Northern Broadsides acknowledges that these are challenging times for both regional theatres and leadership in the arts. At Northern Broadsides, we are driven to maintain and build a more diversified audience, deliver artistic excellence, and grow our reputation for outstanding touring theatre in the North of England and across the UK. The successful candidate will share and develop this vision. We are seeking an energetic Artistic Director to build on the pedigree of the past but bring new creative energies to the company which will resonate with current and new audience and the next generation of theatre makers.

# Staffing Structure

Northern Broadsides continues to invest the majority of its funding on the staging of typically large cast productions. Our small, core management team remain closely connected to our work on stage.

The Artistic Director will work alongside the Executive Director. As an Artistically led Company the Artistic Director will ultimately be the senior appointment.





# Finances

Year ending 31st March 2017

Turnover 1,166,672 (inc 371,884 restricted funds)

Unrestricted surplus £172,129

Following a successful Arts Council Small Scale Capital bid and matched investment from individuals, business sponsors and Dean Clough, we were able to redevelop and refurbish the company's rehearsal space and upgrade technical and backstage auditorium facilities in 2017. We are now seeking new creative ways to use the space to generate income and support emerging artists, companies, businesses and the local community.

Further detailed budgets and financial projections will be available prior to interview. Our most recent accounts can be found on the Charity Commission website, registered charity no. 1076764.

[www.northern-broadsides.co.uk](http://www.northern-broadsides.co.uk)



Richard III 2017 (©Nobby Clark)

## ADDITIONAL INFORMATION FORM

### REFERENCES:

Please give details of two people whom we may contact for a reference. These referees should have knowledge of you in a working environment, either paid or unpaid, and one should be your current or last employer. We will not take up references without your permission and do not intend to take up references before the later interview stages.

#### Reference 1

Name:

Job Title:

Address:

Telephone: Email:

In what context do you know this reference?

Can we contact this reference in advance of a job offer?

#### Reference 2

Name:

Job Title:

Address:

Telephone: Email:

In what context do you know this reference?

Can we contact this reference in advance of a job offer?

### NOTICE PERIOD

Can you please indicate your notice period, if any, and when you would be able to take up the position if you were successful.

**Notice Period: Start Date:**

### CURRENT SALARY

Can you please indicate your current or most recent salary and remuneration package.

Current Salary:

Pension:

Other:



## **Equality & Diversity Monitoring Form**

Northern Broadsides promotes and equality and diversity in our workplace. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We would be grateful if you would complete this monitoring form.

In compliance with the Data Protection Act, Northern Broadsides will treat all information contained within this form as confidential. The information you provide is for monitoring purposes only and will remain anonymous and stored securely.

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**Gender** Man  Woman  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here .....

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49

50-54  55-59  60-64  65+  Prefer not to say

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### **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### ***White***

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

#### ***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say

Any other mixed background, please write in:

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**Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Prefer not to say  Any other ethnic group, please write in:

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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?  
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with us, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual

Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

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