



**Northern
Broadsides**

Executive Director Recruitment Pack



Cyrano 2017 ©Nobby Clark



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Northern Broadsides

November 2018

Dear Applicant

Thank you for your interest in the full-time position of the role of **Executive 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

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 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

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 Harris". The signature is written in a cursive style and is positioned above a horizontal line.

Rachel Harris Chair

Job Description

Role: Executive Director

The role of the Executive Director of Northern Broadsides is to work alongside the Artistic Director to provide strong, inspirational and high-profile leadership for the artistic, strategic and operational demands of the organisation. S/he will ensure financial resilience and sustainability through the development and implementation of an integrated artistic vision and business investment strategy that further develops the company's reputation and profile locally, regionally, nationally and internationally.

The Executive Director will work with the Artistic Director who 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.



They Don't Pay? We Won't Pay! 2018©Nobby Clark

Responsibilities

Vision and Viability

- With the Artistic Director, creating a compelling artistic vision to inspire audiences, artists, staff, Board and stakeholders
- Ensuring the financial viability and sustainability of the theatre company through sound business planning, financial management and appropriate income generating activity
- Overseeing fundraising, audience and communication strategies to identify and maximise potential sources of support
- Ensuring that the company's work is made as widely accessible as possible by developing relationships with venues that maximise opportunities for audience engagement

Leadership and Management

- Developing an organisational culture which inspires excellence, innovation and creativity
- Ensuring that the Board is provided in a timely manner with reporting information to assist it in making considered decisions on all matters of policy, artistic planning and budgeting
- Establishing and maintaining a high standard of quality in all aspects of the company's work and relationships commensurate with its mission and values
- Managing HR and personnel matters including recruitment, employment contracts, training and development, remuneration and performance reviews
- Ensuring compliance with all legal obligations and requirements including Companies' Act, Charity Law, Insurance, Health & Safety, Employment Law, GDPR, performing licenses etc.
- Developing and ensuring a management style

and structure which maximises the engagement and motivation of staff and is conducive to effective and efficient team working

- Fulfilling the role of Company Secretary

Touring

- Maximising existing relationships with venues and developing new ones to ensure the company's optimal reach and sustainability
- Managing all practical aspects of production touring including dates, deals and contracts
- Liaising with the Marketing and Communication Manager and Press Officer to ensure the most effective profile for the company on tour

Advocacy and External Relations

- Developing relationships with key funders which enhance Northern Broadsides' place in the cultural ecology.
- Developing and maintaining positive and productive partners, 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 links with commissioners, artists and artistic organisations locally, regionally, nationally and internationally
- With the Chair and Artistic Director, representing the theatre company at conferences, events etc.

Undertaking such other duties as the Board may reasonably require within the remit of the post.

Person Specification

Essential

- Five years management experience, working within an arts, cultural organisation or venue.
- Excellent organisational, business and administrative skills with exceptional time management and an ability to multi-task.
- Experience of leading and managing a team, with high level interpersonal, influencing and management skills.
- A natural ability to work collaboratively and respectfully as part of a team environment
- Substantial experience of financial management, including setting and managing budgets and financial reporting.
- Experience of touring theatre network in the UK.
- Experience of contract negotiation with venues, artists, employees, creative contributors etc.
- Experience of fundraising, including managing relationships with funders and donors.
- High level of accuracy and attention to detail in all areas of work.
- Experience of strategy development, business planning, project management and operational delivery.
- Computer literacy in major software packages and project reporting tools.
- Ability to work without supervision, use initiative where required and work under pressure.
- Reliability, confidentiality and an enthusiasm for the Company and its work.

Desirable

- Experience of the UK touring sector, tour booking and international touring requirements
- Experience of servicing a Board of Trustees.
- Knowledge of Charity and Company legislation.
- Understanding of the current funding system in the UK.
- Understanding of audience engagement strategies and developments in audience research and monitoring
- Experience in Arts Council England NPO reporting requirements.



Richard III 2017 - ©Nobby Clark

Terms & Conditions

Job Title	Executive Director
Terms	Permanent, full-time position
Salary	£40-45k depending on experience
Annual Leave	You are entitled to 25 days holiday per year worked with full pay, together with all Statutory and Public holidays.
Pension	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.
Hours of Work	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.
Place of Work	The place of work will be the company office at Dean Clough, Halifax, West Yorkshire
Relocation	Residence within reasonable distance of Dean Clough is required.
Probation Period	There will be a six month probation period
Notice Period	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.
Appointment subject to:	Satisfactory references Compliance with Asylum and Immigration Act 1996 Current Disclosure and Barring Service check Successful completion of a six month probationary period

Equal Opportunities

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



Hard Times 2018 ©Nobby Clark

About

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 and Communications 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.



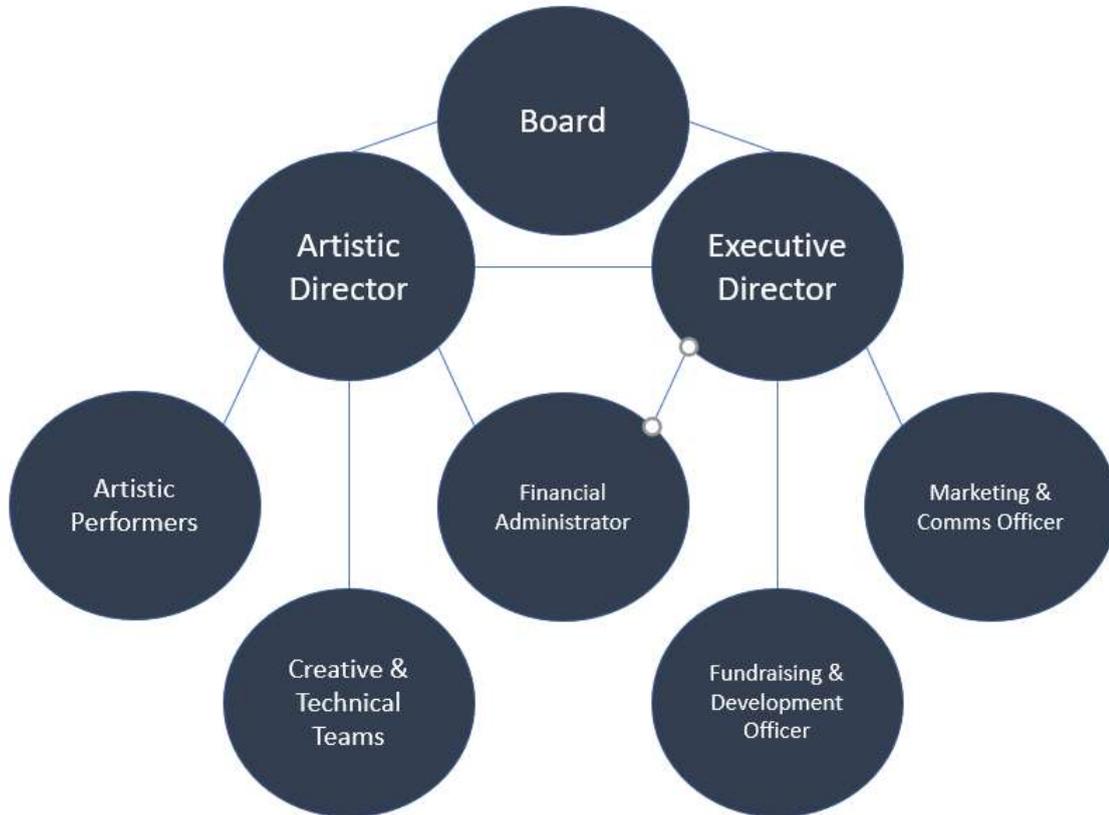
Captive Queen 2018 ©Nobby Clark

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 also seeking to appoint an energetic Artistic Director to build on the pedigree of the past and bring new creative energies to the company which will resonate with current and new audiences 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 Executive Director will work alongside the Artistic 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

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.

Gender Man Woman Non-binary Prefer not to say

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

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

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

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:

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:

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.

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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