EXECUTIVE DIRECTOR

Salary: From £22,000* plus bonus
Full time: 40 hours p/week
Working hours/days: Generally 5 days per week plus some evenings
You may be expected to work additional hours & weekends
Annual Leave: 25 days
Reports to: Chair of Board of Trustees

* A note on salary: The intention is to start with a £22,000 salary that will be topped up from show budgets (as the Executive Director will produce the in-house shows). Half of the money for the show budgets is in place and half will need to be raised. This would effectively increase the salary to approximately £28,000 in Year 1. Furthermore when the company breaks even at the end of the year a bonus would take it above £30,000. We have structured it in this way to lessen the financial exposure in the first year and there is every intention to increase salaries as soon as is possible.

Park Theatre is a new venue situated beside Finsbury Park station, North London. The building comprises a 200 seater, flexible 90 seater, rehearsal/workshop space, all day cafe-bar and ancillary facilities. The vision is for national recognition as a powerhouse of drama that engages with and nurtures its local community through the artistic and education programming.

The role: The Executive Director will be responsible for the day-to-day running of the theatre and all its operations. She or he will work closely with the Artistic and Creative Directors both on a daily basis as well as in planning and implementing strategies for future growth of the company.

Responsibilities will include all financial, legal and human resource matters. The job will involve, but not be limited to, budgeting for the annual operation of the building, coordinating employee payroll, dealing with contracts for guest companies and producing in-house productions.

You will work hard to achieve the vision of Park Theatre, establishing the company as a powerhouse of drama with a national reputation.
Job Description

Development

1. Develop and maintain good working relationships with other theatres, production companies and collaborative artists, press and industry professionals and contractors.

2. Boost and maintain Park Theatre's reputation as a professional and outgoing theatre, ensuring prominence in the industry, public eye and among local organisations and community.

3. Attend relevant meetings and events, representing Park Theatre and their interests.

4. Seek out, develop and sustain existing partnerships for Park Theatre.

5. Ensure good press coverage for the theatre and its in-house productions.

6. Develop membership and friends' schemes so that these thrive and members feel a valued part of the Park Theatre family.

7. Develop and support volunteering programmes so that volunteers stay with Park Theatre and feel a valued member of the team. Act as ultimate supervisor of volunteers.

8. Continually monitor, evaluate and develop the vision and objectives of Park Theatre, annually reevaluating the development plan, including the Trustees, ambassadors, staff and volunteers of Park Theatre are involved in drawing up new plans. Make the vision known to all Park Theatre stakeholders, using it as a driving force for all programmes.

Operational

1. Responsible for directly line managing, supervising and motivating 5 staff plus front of house volunteer ushers and part-time cafe-bar staff; also overall responsibility for team of 10 staff, ensuring morale is high, team cooperates well and performance is excellent all round.

2. Ultimate financial responsibility for Park Theatre's bookkeeping, income and expenditure. A) Set budget annually for approval by board three months before financial year starts; B) responsible for bookkeeping of park theatre accounts on relevant software (tbc); C) and for prompt and authorised payments into/out of account, according to financial procedures;
D) gift aid payment & donations management;
E) managing employee payroll, employers national insurance and volunteer expenses

3. Develop good relationships with funders, individual donors, sponsors and partners; produce funding applications and procure financial backing from donors.

4. Monitor and evaluate artistic, educational, membership and other funded programmes, acting on monitoring results and making improvements where necessary.

5. Work to good practice in personnel matters, establish proper procedures and practice, and ensure line managers are trained & supervised in personnel issues.

6. Support and manage staff appropriately, conducting regular 1:1 meetings, follow up on supervisory matters and maintain good staff and team morale, tackling problem areas promptly and providing support, training and/or mentoring for staff in areas where this is needed.

7. Draft policies for approval, adhering to best practice and current legal requirements, for approval by board. Ensure all fire-marshalling and first aid certificates are up to date. Ensure all policies up to date and reviewed annually.

8. Quality assurance: standards of any quality standards, membership requirements etc upheld and maintained and communicated to all staff and volunteers.

9. File companies house / charity commission annual returns & be responsible for coordinating and producing the annual report in advance of the yearly deadline.

10. Promptly & efficiently deal with administrative tasks (e.g. mail, contractors, IT, cleaning contracts, licences, maintenance of fire alarms and burglar alarms etc).

Artistic

1. Support the Artistic Director in programming both theatres.

2. Hold overall responsibility for producing four in house shows annually, including securing financing, contracting show staff, promoting or commissioning wide promotion of Park Theatre shows.

3. Believe in, and widely promote, the artistic policy of Park Theatre.
4. Manage the hire contracts from outside theatre companies, and support them through the process.

5. Support the Artistic Director in developing writers, artists, exhibitions and education work in Park Theatre.
**Person Specification**

**Essential**

1. Self starting, motivated and enthusiastic.

2. Hands-on experience of producing and, ideally, of working within a building or mid-large scale theatre company.

3. Experience of budgeting at organisational level, ability to read accounts and record financial activity.

4. Demonstrable experience of managing a small team / employing staff, including knowledge of human resource good practice.

5. Knowledge of commissioning a range of industry contractors.

6. Team worker, able to delegate and take control, and listen to and value others’ contributions.

7. Proven experience of establishing a good reputation for a project / organisation or similar with media and professional peers.

8. A strong communicator, able to command respect at many levels, network and communicate the vision of Park Theatre to a wide variety of stakeholders.

9. Approachable and supportive, a good listener.

10. Proven record of gaining finance / funding from a variety of sources, including trusts and individuals.

**Ideal**

1. Leadership of a theatre building or mid to large scale theatre company.

2. Experience of successfully establishing a new project, company or similar from scratch.

3. Experience within the field of catering.