



Executive Director: Candidate Information Pack

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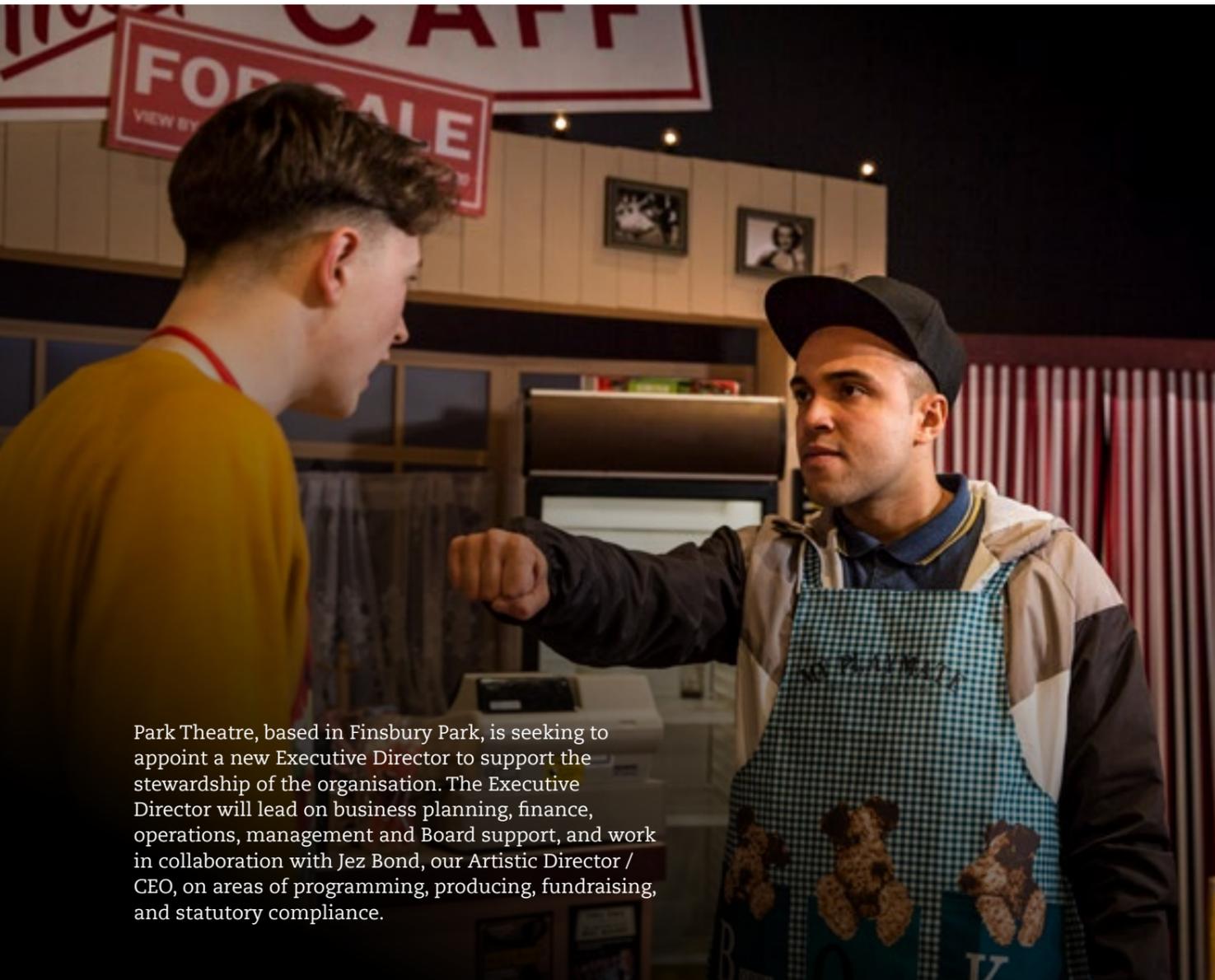
PARK

Tickets: parktheatre.co.uk
Phone: 020 7870 6876*
📍 Finsbury Park

*Telephone booking fee applies



Introduction from the Artistic Director



Park Theatre, based in Finsbury Park, is seeking to appoint a new Executive Director to support the stewardship of the organisation. The Executive Director will lead on business planning, finance, operations, management and Board support, and work in collaboration with Jez Bond, our Artistic Director / CEO, on areas of programming, producing, fundraising, and statutory compliance.



About Park Theatre

Mission

With a mixture of new writing and modern revivals, we deliver world class theatre, collaborating with the finest existing and emerging talent on stage and behind the scenes. We tell accessible, real-to-life stories, whose content resonates and reflects the world around us and the neighbourhoods close by. We produce both in-house and in partnership with the most excellent existing and emerging producers, for whom we endeavour to provide an unparalleled level of support.

With a welcoming and nurturing environment we want Park Theatre to be exemplary in its accessibility to its diverse community and beyond – and through affordable ticket pricing and outreach programmes we aim to engage those with little or no experience of theatre.

Park Theatre is committed to creating a working environment that reflects the broad diversity of our local community. We aim to foster a productive and supportive workplace that provides equal opportunities for all employees both on our stages and behind the scenes.

Background



“A spanking new five-star neighbourhood theatre”

Independent

Park Theatre is a neighbourhood theatre with a global ambition. The brainchild of Artistic Director, Jez Bond, and Creative Director Emeritus, Melli Marie, who – following a six year London-wide search for a building – discovered a vacant office block next to Finsbury Park station in 2010. Garnering support from the theatre community at large – including luminaries such as Ian McKellen and Alan Rickman, the press and, importantly, local residents – they set out to raise the necessary funds to convert the tired concrete building into a thriving new theatre and beacon for the community. At a cost of just £2.6 million, the building, designed by David Hughes Architects, opened in May 2013 to rave reviews from the critics.



“A stunning £2.5 million playhouse”

Guardian

Artistic Programme

Park Theatre has fully air conditioned performance and rehearsal spaces; Park 200 – seating two hundred people and Park 90 – a flexible theatre seating ninety people. The Morris Space – for workshops, classes, meetings, rehearsals and performances for up to 60 people. Our operating model mixes a majority of shows brought in by outside producers with a gradually increasing proportion of our own productions. In season 2019/20 there were ten productions in Park200 and twelve productions in Park90.

Among a strong slate of recent visiting productions was a sold out run of *The Last Temptation of Boris Johnson*; *Pressure*, written and starring David Haig, which sold out and transferred to the West End; *Gently Down the Stream*, directed by Sean Matthias, which earned Jonathan Hyde an Olivier nomination for his performance, and *RAGS The Musical* which was exceptionally well-received by audiences.

Of our recent in-house productions we are proud to have presented two world premieres by emerging writer Eugene O'Hare (*The Weatherman and Sydney & the Old Girl*); two UK premieres of plays that had been successfully presented in the States (*Building the Wall and The Other Place*), the sell-out *Rosenbaum's Rescue* by A. Bodin Saphir, and *La Cage aux Folles* in February 2020 a co-production with Adam Blanshay Productions in a new version by Simon Callow.

In Park90, among a broad array of work by emerging writers and directors, we included *Summer Rolls* by Tuyen Do, the first British Vietnamese play to be staged in the UK; *Warheads* by Taz Skylar and Ross Berkeley, which we co-produced and was nominated for an Olivier Award, and *Schism* for which writer and performer Athena Stevens was also nominated for an Olivier award.

Artistic Development

We actively encourage and support the development of the next generation of young people working in theatre, whether as actors, writers, producers or technicians. We have previously run two development schemes: *the Prism Project*, which offered free space and an opportunity for a rehearsed readings with invited public and industry audiences, professional support and mentoring to writers that identified as ethnically diverse; and *Script Accelerator*, our yearly development programme for emerging companies to collaborate and fast-track scripts, which nurtured 35 shows: 8 of which became full-scale Park90 productions. We have now fused these programmes into *Park Represents*, which gives longer and deeper support to two or three companies each year lead by artists from under-represented groups.



Creative Learning & Community Links

Creative Learning is a growing part of Park Theatre's activity. We run a programme of drama-based creative learning activities with classes, workshops and summer schools, which give a range of participants, including disadvantaged young people and vulnerable adults, the chance to express themselves through drama and song. These are affordable, free or subsidised. We support local primary and secondary schools with free tours and workshops. We have hosted the Shakespeare Schools Festival, collaborated in bespoke projects including storytelling for SEN pupils (Turtle Key Arts), music & theatre workshops for children with learning disabilities (Venus Blazing) and community creativity days (Fun Palaces). Our Youth Board influence our decision-making around programming, policies and participatory events.

We are connected with our wider local community through outreach projects and our Front of House volunteers. Since 2016, our Reminiscence dementia project has been offering multi-sensory drama therapy, social interaction and free lunch to people with dementia and their carers. In 2019 we introduced a singing strand in association with Chiltern Music Therapy.

COVID-19

Along with the rest of the arts sector, Park Theatre was forced to close its doors in mid-March 2020 due to the outbreak of COVID-19 in the UK. We cut short our runs of *La Cage aux Folles* in Park200 and *Corpse!* in Park90 and cancelled all other productions that were on sale as part of the Spring/Summer 2020 season. We are pleased to have been able to move all our Creative Learning classes online, ensuring that we have maintained our community programmes, which can be a lifeline for so many, during this difficult time.

Thanks to a large scale fundraising campaign we were able to raise around £300k in high level donations in April 2020,

and in addition, our online fundraising campaign has to date raised around £82k. We were successful in our applications to the Arts Council, initially to the Emergency Fund (£35k) and subsequently two rounds of the Cultural Relief Fund (£250k and £125k respectively). Alongside making use of the government's Coronavirus Job Retention Scheme, these income streams have enabled us to survive until August 2021 when we opened our doors to the public once more.

We have not been idle during our period of closure. We have conducted major building works, including transforming our box office to make it more accessible and adding an additional mezzanine level to increase seating capacity in the bar. We have devised and launched a new catering operation, Park Pizza, including re-configuring our bar spaces and installing a brand new pizza oven. We've appointed a team of readers and viewers to provide resource and additional perspectives on our programming process and we've been developing exciting future plans, which are outlined below.

Our reopening season has included Park Bench, a new commission from writer Tori Allen-Martin, new play *A Place for We*, written by Archie Maddocks and co-produced with Talawa and *Say It, Women*, a double bill featuring two stories of women's strength. We have taken a cautious approach to auditorium capacities, remaining socially distanced in August with the intention of increasing capacity in the autumn as audience comfort grows.



Future Plans

During our period of closure, we've spent some time thinking about our priorities for the coming year. We want to emerge from lockdown with refreshed thinking and new initiatives to help us build a bright future for Park Theatre. One key element of this is a reimagining of our model for Park90. We have been aware for some time that producers find it a difficult space to work in from a financial perspective, given the limited number of seats and our accessibly priced tickets. We are devising a new financial model that will not only support producers by sharing risk but also give us greater input over marketing and PR, thus both widening the range of artists and companies we can work with and using our in-house expertise to build a solid returning audience for this space.

Alongside this, our team of readers and viewers will have the capacity to seek out new voices and productions that might be a good fit for our new artistic vision for the space, meaning that we will not only be selecting work from what is submitted but proactively seeking out artists with stories that will speak to our audiences and our local community. We are also thinking creatively about our community work and our creative learning programme, considering how we can develop this area of our work to really respond to the needs of the communities around us and reach groups that currently may have little to no engagement in the arts.

We are approaching the end of our five year business plan; our new Executive Director will have an exciting opportunity to work with Jez Bond to shape the direction of Park Theatre at the start of their tenure.

Governance, Staffing & Finances

Park Theatre was incorporated as a company limited by guarantee on 30 November, 2009 with a registered number 7091161. The Company was registered with the Charity Commission with effect from 2 August, 2010, with registered number 1137223.

We are governed by a non-executive Board of Directors, currently chaired by Nigel

Pantling whose term of office ends in March 2022. Park Theatre maintains a permanent staff team averaging sixteen, and employs numerous freelance artists, practitioners, plus a number of workers on casual contracts who work on a shift basis as duty managers, box office supervisors, duty technicians or behind the bar. We also have around forty volunteers who we train in relevant aspects of theatre operations.

Park Theatre has an annual turnover of approximately £1.9m. Our income streams derive from rental fees from visiting productions, box office income from productions we produce in-house, fundraised income from trusts, businesses and individuals; and other earned income which includes commercial hires, Park Pizza and front of house sales. Our most recent set of accounts can be found here.

There are two subsidiary companies in existence: Park Theatre Cafe Bar Ltd (company number 09492315) and Park Theatre Productions Ltd (company number 09358327). Park Theatre Cafe Bar Ltd was incorporated on 16 March 2015 in order to manage the cafe bar operations, now branded and trading as Park Pizza. Park Theatre Productions Ltd was incorporated on 17 December 2014 in order to facilitate more commercial productions and to manage the greater risk associated with producing.



The Role: Executive Director

Term: Full time, 45 hours p/week.

Salary: Up to £60k

Holidays: 28 days per annum including bank holidays

Working hours/days: Generally 5 days per week plus some evenings. You may be expected to work additional hours & weekends. The Board may offer a Time Off in Lieu policy at its discretion. There is an opportunity for flexible working, where some days can be spent working from home.

Responsible to: Artistic Director/CEO

Line management: Development Director, Finance Director, General Manager, Community Engagement Manager. The Executive Director will also work closely with the Producer/Programmer on producing

in-house work and the programming of both spaces.

Purpose of role: To lead on business planning, finance, operations, management and Board support, and work in collaboration with the Artistic Director/CEO on areas of programming, producing, fundraising, and statutory compliance, in order to create the conditions for Park Theatre's ongoing success and future stability; deputising for the CEO as required.





Principal Responsibilities:

1. Senior Leadership (with the Artistic Director)

- To collaborate with the Artistic Director on writing and implement Park Theatre's Business Plan, ensuring that it delivers the theatre's charitable mission, is artistically ambitious, is based upon a financially sustainable business model, manages risk and builds the theatre's position towards being one of the UK's leading producing venues.
- To communicate the Business Plan and the model and policies which underpin it to Park Theatre staff and external stakeholders, including producers, donors, the press and the local community.
- To put in place appropriate funding strategies, systems and controls, staffing structures and policies to deliver the Plan, and to monitor progress and achievement and report to the Board.
- To support the professional development of the Park Theatre team, including staff, volunteers and – where appropriate - freelancers.
- To give consistent, visible, supportive and inspiring leadership to Park Theatre's staff, volunteers and supporters.
- To represent Park Theatre externally, promoting its interests and advocating for it in the local community and to the wider artistic, theatre and business audiences.

2. Programming and Producing

- To take responsibility for agreeing the financial and operational terms of all Park Theatre contracts with visiting producers, ensuring adherence to those contracts and agreeing end of show settlements, including royalties from tour or transfer.
- To contract with co-producing partners, and with commercial producers for tours and transfers of in-house shows.
- To ensure productions are delivered on budget, and that future life arrangements are appropriate and agreed with co-producers.
- To work with the Community Engagement Manager to fulfil the Theatre's educational and outreach objectives.



With the Artistic Director

- To work with the Artistic Director and Producer/Programmer to discuss a wide range of plays and projects, incorporating views from viewing/reading teams and relevant staff members and with a view to Park Theatre's external reputation.
- To build and maintain good relationships with producers and potential producers, resolving differences sympathetically so as to cement Park Theatre's reputation as a welcoming venue.
- To support the Artistic Director in maximising the commercial opportunities of Park Theatre's artistic work in the West End, on tour, internationally and on film and emerging digital technologies.

3. Fundraising, Finance & Legal

- To work closely with the Artistic Director in all financial matters affecting the charity and any subsidiary companies.
- To manage the Finance Director in producing timely and accurate audited accounts, maintaining a good working relationship with the charity's auditors and ensuring the charity's compliance with all accounting and audit requirements, and leading on the production of the Annual Report.
- To work with the Development Director to ensure that progress against the annual income target is accurately and regularly monitored.

With the Artistic Director

- To oversee the financial well-being of the charity, ensuring that prudent budgets are set, monitored and met; effective cost control and cash flow review mechanisms are in place; and that timely and accurate financial reports are made to the Board.
- To ensure that the charity meets its statutory and regulatory obligations, including the filing of returns.



- To ensure that the theatre is aware of and fulfils any contractual or moral obligations arising from acceptance of public or private funding.
- To take the lead on all legal matters relating to the building, the obligations and running of the charity and of its subsidiary companies, drawing on external advice where appropriate.

4. Operations & Management

- To appoint, manage and develop all direct reports in line with Park Theatre's goals and ethos.
- To support the General Manager in managing Park Theatre's team of Duty Managers and volunteers, ensuring that a warm and welcoming atmosphere is created for all Park Theatre visitors.
- To ensure staff, artists and contractors are recruited, contracted, managed and remunerated in adherence with Park Theatre's employment policies, and to keep those policies up to date.
- To maintain, update and circulate the staff handbook and other Theatre policy documents, and ensure those policies are monitored and adhered to.
- To be the first point of contact with the theatre's landlord for resolving any issues arising in relation to the lease and to the landlord's responsibilities towards the theatre and vice versa.

With the Artistic Director

- To maintain, role model and continually assess a positive and inclusive working culture that supports and embeds Park Theatre's values across all of its operations.
- To oversee the operations of Park Theatre, ensuring the smooth and effective delivery of commercial activities, including ticket sales, catering & bars, hires & events and merchandising.
- To maximise the opportunities for income generation from the Cafe Bar, consistent with the ethos and objectives of the charity.
- To keep the building looking at its best, operating smoothly and cost efficiently, meeting its licence regulations and meeting health and safety requirements.



5. Board Matters (with the Artistic Director)

- Working with the Chair of Trustees, to arrange Board meetings, prepare agendas, ensure production of Board papers and attendance of relevant staff, and preparation of Board minutes.
- To attend all Board meetings and to report on matters relating to the Executive Director's lead areas of responsibility.
- To provide sufficient information on an ongoing basis as needed to enable the Board to take well-informed decisions about all matters for which the Executive Director is directly responsible.
- To keep the Board aware of all operational, financial, regulatory or legal matters which it should consider.
- To attend timely and effective meetings of relevant Board committees and subsidiary companies, including the Finance Committee, Park Theatre Cafe Bar Ltd and Park Theatre Productions Ltd.
- To support and manage the Administrator in their administrative support to the Board, including their scheduling and minuting Board and committee meetings.

This job description is a guide to the nature of the work required of the Executive Director. It is not intended to be wholly comprehensive or restrictive and may be reviewed with the post holder and the Board as required.





Person Specification

These are the criteria which we will use to assess applications – if you can address each area in your cover letter that is very helpful. If you are unsure whether you meet all of the essential criteria we encourage you to submit your application and let us decide.

Essential

- Significant professional managerial experience in a cultural organisation.
- Experience of setting and monitoring budgets at an organisation level, including ensuring delivery of financial targets across different cost centres and income streams.
- Experience of establishing a good reputation for a project or organisation in the eyes of peers, the public and the media.
- An understanding of charity finance and governance, including working with a Board of Trustees.
- At ease with tackling legal, contractual and regulatory matters, with the ability to seek and take professional advice when appropriate.
- Ability to line manage others in a fast paced environment.
- A track record of maintaining a productive and supportive workplace with diverse groups of people.
- Experience of responding to the needs of a wide range of demanding external stakeholders while maintaining positive and professional relationships.

- A critical and strategic thinker, able to predict and consider diverse perspectives and options before making decisions. .
- Excellent negotiation and communication skills.
- An understanding of Park Theatre's position within the UK theatre sector.
- A commitment to the vision and objectives of the charity.

Desirable

- Some producing experience.
- Senior leadership experience within a performing arts company or venue.
- Some experience of overseeing creative learning or community engagement work.
- Some understanding or experience in managing volunteers.



Application Procedure

Applications should be made by submitting a letter explaining in no more than two sides of A4 what attracts you to the position and evidence of your ability to fulfil the role and meet the person specification. Please also submit a C.V. and a complete an Equal Opportunities Monitoring Form by visiting <https://cutt.ly/Lki5oDV>.

Park Theatre operates a Positive Action policy to aid in our endeavour to diversity our workforce. Any disabled candidates or candidates who identify as ethnically diverse who meet the essential criteria listed in the person specification will be guaranteed a first round interview. If you feel that this applies to you, please include the following sentence at the end of your application letter: I would like my application to be considered under Park Theatre's Positive Action policy.

Accessibility & adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour

to be as accommodating as possible. If you would like to discuss any specific requirements, please get in touch with rebecca@bamerecruitment.com

Application should be submitted using the following link: www.bamecareers.com/jobs/1402925-executive-director-park-theatre

Alternatively address your application to Rebecca Davy and email it to rebecca@bamerecruitment.com by **Friday 19th November at 23.59pm** Interviews will be conducted in the weeks of **6th and 13th December**.

By submitting an application to us, you confirm the following:

- The information you provide is correct at the point of submission;
- You give your consent for Park Theatre to hold and process your data and information;
- You give your consent for Park Theatre keep your application details on file for up to 2 years, after which point they will be destroyed.



PARK

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