

Dear Applicant

Executive Director (full-time)

Please find following an information pack for the role of **Executive Director** for Tobacco Factory Theatres.

This application pack includes:

- Application Process
- Brief information about Tobacco Factory Theatres
- Job Description
- Terms & Conditions

Further information about Tobacco Factory Theatres, our history, and our latest Annual Report can be found on our website <http://www.tobaccofactorytheatres.com/>. The Business Plan for 2018-2022 is also available on request.

We are an Equal Opportunities Employer and a copy of our policy is available on request.

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact Rusti Fells on theatre@tobaccofactorytheatres.com

Applications by: **5pm Tue 29 May.** We regret that applications received after that time cannot be considered.

Interviews: **Tue 12 June 2018 (and Mon 18 June for 2nd interviews if required)**

Expected Start Date: **Mid September 2018**

Application process: Please send a CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to recruitment@tobaccofactorytheatres.com. In the subject bar please write '**Executive Director**'.

Please also remember to download and complete the Equalities Monitoring Form and return with your application.

"The future of theatre lies in places like this."
Jonathan Miller

—
Patron Mrs Mary Prior CVO MBE JP

Trustees Sarah Smith (Chair), Andrew Allan-Jones, Bertel Martin, Kate McGrath
Mark Panay, Matt Penneycard, John Retallack, Chris Sims, Anna Southall
Company no. 04536120 / Charity no. 1097542



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We look forward to receiving your application and thank you for your interest in Tobacco Factory Theatres.

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TOBACCO FACTORY THEATRES

We are looking for an exceptional individual to join Tobacco Factory Theatres as **Executive Director**.

The Executive Director is responsible for providing strategic and operational leadership of Tobacco Factory Theatres, delivering its mission and ensuring financial stability.

Reporting to the Board of Trustees, the Executive Director has overall responsibility for the business viability of the organisation, working to develop a wide range of income generation strategies in order to create an environment to enable the theatre's creative ambition to flourish.

TOBACCO FACTORY THEATRES

Tobacco Factory Theatres has forged an inspirational path to becoming one of the country's most respected theatres. The diversity of the programme, which includes Shakespeare and classical theatre, new writing and devised plays, shows for families, puppetry, opera, dance and comedy, combined with the astonishing average attendance capacity of 85%, make it one of the well-attended, most loved and popular theatres in the country. The opening of the new Spielman Theatre (end-on, 84 seats) in October 2018 marks the start of the next phase in the life of this unique organisation, which occupies the first floor of one of South Bristol's most iconic factory buildings. Together with the multi-flexible Factory Theatre (300 seats in-the-round, 220 seats end-on), Tobacco Factory Theatres provides a year-round theatre programme for over 140,000 people annually; visiting companies, in-house produced work, our Get Involved programme for people of all ages and support for local artists.

MISSION STATEMENT

We tell astonishing stories in extraordinary ways, in our two contrasting theatres at our iconic South Bristol building. Reflecting the voices of everyone in this city, we offer an exceptional programme of live theatre of a wide range of styles for audiences of all ages and backgrounds to enjoy and take part in.

OVERARCHING PHILOSOPHIES FOR THE PERIOD 2018 – 2022

1. We will tell Everyone's Stories on our stages; a programme of excellent theatre that represents and engages our diverse community, nurtures and supports local artists, and develops Bristol's reputation as a cultural destination.
2. We will broaden our audience reach, to actively engage people living within a stone's throw in South Bristol, who are amongst the country's most disadvantaged, and who do not currently think that theatre is for them.

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3. We will invest in the artists and audiences of the future through high quality projects and programmes for children and young people with a focus on South Bristol.
4. We will operate with our trademark spirit of warmth, welcome, accessibility and flexibility, taking care of everyone we work with and for.
5. We will balance risk taking, innovation and ambition with financial resilience and sustainability in order to underpin growth in income and activity. We are an organisation that adapts and responds quickly to change and opportunity.

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JOB DESCRIPTION

Job Title: Executive Director

Responsible to: Board of Trustees

Responsible for: Director of Operations, Head of Marketing, Finance Manager, Development team

Scope

The Executive Director is responsible for providing strategic and operational leadership of Tobacco Factory Theatres, delivering its mission and ensuring financial stability.

Reporting to the Board of Trustees, she/he has overall responsibility for the business viability of the organisation, working to develop a wide range of income generation strategies in order to create an environment to enable the theatre's creative ambition to flourish.

The Executive Director, in collaboration with the Artistic Director, is responsible to the Board for the development and sustainability of the organisation.

Key Responsibilities

Leadership and Management

- Leads on the strategic business development of the organisation ensuring the long term resilience and viability of Tobacco Factory Theatres
- Develops long term strategic business plans in collaboration with the Artistic Director for approval by the Board
- Pro-actively develops and leads new income generation initiatives
- Leads the annual budget development and setting process
- Advises the Board in collaboration with the Artistic Director on the strategic direction and business development to ensure the ongoing sustainability of the organisation.
- Jointly leads an effective and cohesive senior management group promoting best practice and sustaining an environment where individuals can develop and flourish.
- Jointly represents Tobacco Factory Theatres locally, regionally, nationally, and internationally.
- Works with the Artistic Director on the strategic development and implementation of the organisation's approach to Get Involved and Artist Development as fundamental parts of the business direction
- Provides the annual narrative for year-end Audited Accounts and all major Statutory funders

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- On behalf of the Trustees performs the duties as Company Secretary and ensures compliance with Charity Commission and good practice on matters of governance

Executive Producing

- Together with the Artistic Director explores touring networks and partners for co-producing and presenting opportunities for future productions, develops strategies and networks for commercial exploitation of existing productions, and leads on any financial negotiations
- Leads on all rights negotiations with rights holders
- Leads the deal-making and contracting with all co-producers
- Pro-actively seeks to exploit all in house productions for ongoing profit-making touring opportunities

Development

The Executive Director heads up the Development Team and undertakes direct activity in this area. The Executive Director working alongside the Artistic Director are the figureheads for the organisation's fundraising endeavours. The Executive Director leads meetings with key donors and partners and directly makes the 'ask'.

The Executive Director is responsible for:

- Leading an inspiring revenue fundraising strategy with an annual revenue target of c£400,000, ensuring that opportunities for generating income from available sources are maximised and the annual targets are met
- Overseeing the Development team's work-plans that build and maintain relationships with trusts, foundations, companies and individuals and develop applications and requests for funding at the right time
- Overseeing the donor comms plan and donor stewardship plan, managed on a day to day basis by the Development team
- Developing and writing key funding bids to major trusts, Arts Council England and Bristol City Council
- Managing and developing key major donor relationships

Finance

- Ensures the financial stability and long-term future of the organisation
- Sets and oversees the annual budgeting process
- Sets all average ticket pricing for the programme including leading the analysis of all demand management pricing
- Oversees the preparation of bi-monthly management accounts, cash-flow reports and year end accounts
- Oversees the control of expenditure and income with agreed department budgets

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- Reviews deals made with programmed shows to make sure they meet the overall budget and signs off on all Show Returns
- Reports to the Board on financial matters

Strategic Relations

- In collaboration with the Artistic Director works with the Trustees to develop and optimise the role of the Board in the discharge of its duties
- Works with and continues to build effective relations with funding and other key regional partners including Bristol City Council, Arts Council South West, West of England LEP
- Continues to build and maintain effective relations with new and existing donors
- Works with the Artistic Director to build good productive relations with the press and other media

Communications and Operations

- Manages and supports the Head of Marketing to ensure the organisation's strategies and work-plans for marketing, pricing, communications, branding and audience development are on point
- Manages and supports the Director of Operations to deliver a well-run, efficient organisation that has is legally compliant in all areas, with strong working practices across all areas and is a positive working environment for staff, visiting companies and artists.

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TERMS & CONDITIONS

Executive Director

Hours:	Full time (40 hour week). Commensurate with the role, weekend and evening work will be required
Salary:	From £46,000 per annum, dependent on experience TFAT subscribes to an auto enrolment pension scheme
Contract:	Permanent
Holiday:	30 days inc bank holidays
Employer:	Tobacco Factory Arts Trust
Location of post:	Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF
Responsible to:	Board of Trustees
Trial period:	One month
Notice period:	Three months
Applications by:	5pm Tue 29 May. We regret that applications received after this time cannot be considered.
Interviews:	Tue 12 June 2018 (and Mon 18 June for 2nd interviews if required)
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