



TOBACCO
FACTORY
THEATRES

ARTISTIC DIRECTOR
& CEO
RECRUITMENT PACK

2022

WHO WE ARE



— “ —
**IT'S A PIECE
OF PARADISE**

Miriam Margolyes

— ” —

Tobacco Factory Theatres is a much-loved independent theatre and arts charity, founded 20 years ago and located in a re-purposed factory.

Our vision is to build an inclusive creative community rooted in our home in South Bristol. Through inspirational theatre we take people on creative adventures, nurture talent and provide life-changing opportunities.

WHO WE ARE

We present in-house productions and touring shows to up to 70,000 people each year, and we support and commission new work by independent artists. We are proud to offer creative learning and participation opportunities to 3,000 local people each year, with 200 children and adults attending courses at the theatre every week.

We work alongside inspirational resident artists and facilitators, who help shape our plans and programmes, and a community of 250 Artist Members who participate in regular meet-ups and events.

Over the next decade, we want to build on our achievements of the last 20 years:

- developing our reputation as a world-class centre for new work
- growing impact, relevance, accessibility & quality across all we do
- collaborating to build a vibrant & inclusive cultural scene for Bristol & the South West
- improving representation & working culture within the theatre industry
- consolidating a business model that supports our artistic and charitable ambitions

— “ —
**I'VE NOT BEEN ABLE TO STOP SPEAKING
ABOUT THE WONDERFUL WORK I'VE DONE AND
WILL DO AFTER BEING WITH TFT.**

— ” —
Young Producer

OUR HISTORY



For the most part of the twentieth century, almost half of the working population of Southville, Bedminster and Ashton worked for Imperial Tobacco in huge red brick factory buildings, which originally stretched all the way down Raleigh Rd. By the mid-late 1980s, however, all were empty and decommissioned, and in the 1990s the majority were flattened. Unemployment in the area soared.

The building which houses Tobacco Factory Theatres today was purchased in 1993 by local architect George Ferguson, with a radical plan to redevelop the building for community and creative use. In 1998 a theatre space of sorts was created on the first floor and local company Show of Strength presented its first performance, A Journey to Bristol.

In 2000, the first ever Shakespeare at the Tobacco Factory production took place. It was a roaring success, and the company went on to present Shakespeare to a loyal following for the next twenty years.

Tobacco Factory Theatres was constituted as a charity in 2002, and the first fully programmed season was launched that September. The theatre became a renowned venue for eclectic and high quality programmes of comedy, dance, opera and theatre, including hugely inventive and ambitious Christmas productions. These in-house shows - such as Cinderella: A Fairytale and 101 Dalmatians, co-produced with Travelling Light - attracted national acclaim and provided a platform for local artists such as Benji Bower, Sally Cookson and Adam Peck.

OUR HISTORY

By 2011, Tobacco Factory Theatres had expanded its staff and remit, initiating training and participation schemes for artists and young people. The same year, the theatre became an Arts Council England National Portfolio Organisation.

Mike Tweddle (Artistic Director) and Lauren Scholey (Executive Director) took joint leadership of the theatre in 2016, with David Dewhurst becoming Executive Director in 2019. Over the last six years, the theatre has created twenty in-house productions and co-productions, many of which have toured nationally and internationally. Recent co-producing partners included Cambridge Junction, English Touring Theatre, Myrtle Theatre Company, New International Encounter, Orange Tree Theatre, Pins and Needles Productions, Travelling Light and Wiltshire Creative.

— “ —
**AN ACCOMPLISHED PRODUCTION OF WHAT REMAINS A
COMPELLING PLAY... RE-ESTABLISHES TOBACCO FACTORY
THEATRES AS A REGIONAL PRODUCING THEATRE OF
NATIONAL IMPORTANCE.**

— ” —
Stagetalk Magazine on A View from the Bridge

Meanwhile, through its growing Get Involved programme the theatre has cemented a vision for life-long creative learning, with participatory programmes for people of all ages, and professional productions with community engagement at their heart.

Between 2017-18, the building underwent major redevelopment, resulting in a second state-of-the-art theatre space - The Spielman Theatre - and upgraded facilities across the floor. This was made possible by a £1.5m fundraising campaign, focused on offering creative opportunities to all.

Over the last two years, the staff team have given everything to secure the organisation's survival through the pandemic. At the same time the theatre has supported local freelance artists to recover their practice and livelihood - through a range of grants, commissions and training opportunities. The team has also taken learning from the crisis, thinking in new and courageous ways about the theatre's future.



OUR TEAM

We are a friendly, dedicated and collaborative team, some of whom have worked at TFT for many years. We have been operating as a reduced staff structure since the pandemic, but we are now growing back quickly - with four new colleagues joining over the last three months.

We work in an open-plan office, where we hot-desk to make sure everyone has a chance to connect across the week. We often work in the theatre bar and meeting room as well.

Most team members work part-time hours (3-4 days per week) and flexible working is supported when needed.

The staff are divided across three sub-teams:

- Arts Team - including engagement, producing, curating, artist development. Overseen by the Artistic Director & CEO.
- Operations Team - including commercial, finance, HR, FOH, technical and operations. Overseen by the Executive Director.
- Sales Team - including fundraising, marketing, communications and sponsorship. Overseen by the Communications and Fundraising Director.

— “ —

It really is an inspiring and fun place to work. There is a positive energy in the building that's infectious to be around, and a collaborative approach that everybody contributes their unique vision to. It's an honour to be part of such a brilliant and supportive team.

” —

Staff Member



— “ —

The people are the best thing about the theatre, from the staff team to everyone that visits, whether a theatre company or a child doing a workshop. We look after each other and are always welcoming to new people.

” —

Staff Member

— “ —

The building feels relaxed, buzzing, generous and flexible, and the same atmosphere is reflected in the wonderful team. I love the spirit of openness and acceptance that people have here, the way we share responsibility for the direction of travel. It's been great to see how anyone can propose an exciting new idea, and the rest of the team supports and encourages it.

” —

Staff Member





OUR MISSION

Our mission is to provide a welcoming home for creative adventures and human connection, to offer incredible theatre and opportunities to learn and exchange ideas.

We have identified the following core aims for the theatre going forward:

- Bring joy, adventure, fulfilment and connection to people through excellent art
- Be led by, take inspiration from, and serve a diverse community
- Be a welcoming hub where local residents and artists feel belonging and connection
- Be a world-class centre for developing new work and the careers of South West artists
- Offer innovative and impactful creative learning to people of all ages and stages
- Provide a healthy, joyful, developmental, inclusive workplace and culture
- Pursue and model positive change within our industry, including improved access into the profession for underrepresented communities and people
- Operate a financially sustainable model through diverse income streams, strategic partnerships and a team-wide entrepreneurial spirit
- Progress towards carbon neutrality, and cement our reputation for best practice in environmental sustainability.

OUR MISSION

Our Artistic Plan is at the core of our strategy to achieve these aims. This plan is articulated across four key themes:

Inclusive programming

We want to curate a programme representing a more diverse range of identities, experiences, tastes, disciplines and approaches.

Artistic development for all

We want people to be able to get involved in our theatre and learn new skills, regardless of their age, ability or experience level.

A factory for new ideas

We aim to be a world-class centre for presenting, producing and supporting original work.

Shaping a new theatre industry

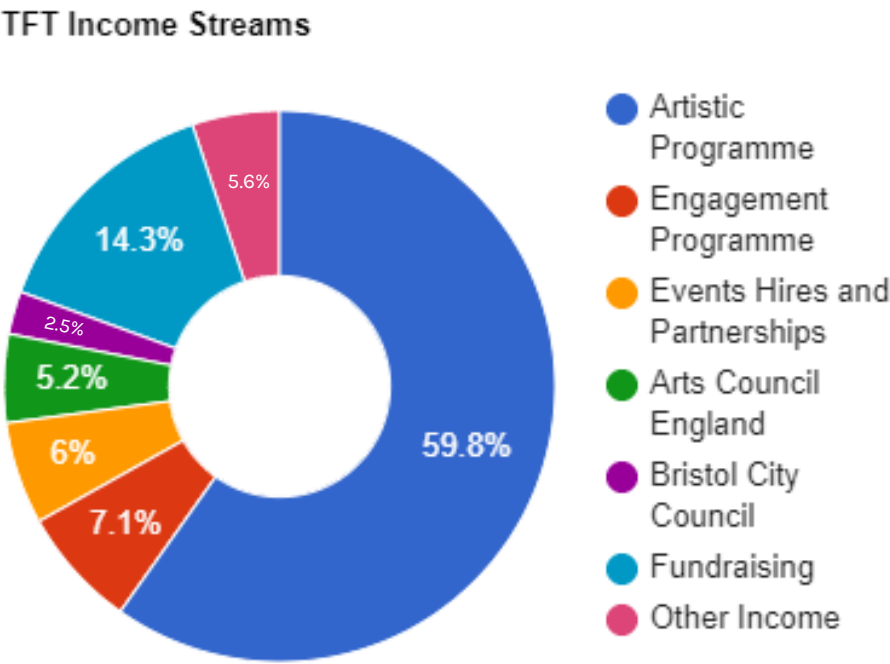
We will offer professional development pathways that improve access into our industry for underrepresented artists.

“
REHEARSING AND PERFORMING
TOGETHER HAS DEVELOPED A
WONDERFUL COMMUNITY GROUP
THAT IS LEADING TO LASTING
FRIENDSHIPS

”
Factory Singer

OUR FINANCIAL MODEL

Our annual income target in 2022/23 is £1,193,000. This is earned across the following income streams:



Whilst we are grateful to be an Arts Council England National Portfolio Organisation, our current annual subsidy of £60,458 covers only 5% of our costs. We are thus dependent on generating a sizeable surplus through our programmes and activities, and on raising significant additional funding.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE

Artistic Director and CEO

RESPONSIBLE TO:

Board of Trustees

RESPONSIBLE FOR:

Arts Team, Communications and Fundraising Director



SCOPE

As Artistic Director and CEO of Tobacco Factory Theatres you will:

- provide inspirational leadership to our evolving organisation
- develop and deliver our ambitious artistic strategy
- oversee the creation and curation of world-class performance and creative learning programmes
- build the profile of the organisation locally and nationally
- collaborate on the creation and delivery of an ambitious commercial strategy
- motivate and empower our growing community of staff, freelancers, volunteers, audience members and donors

Working closely with the Board of Trustees, the Executive Director and across the team, you will lead and grow the organisation's long-term resilience, impact, profile and relevance. You will embody a culture of collaboration and kindness, through which Tobacco Factory Theatres' ambition can be fulfilled.

MAIN DUTIES AND RESPONSIBILITIES

ARTISTIC

- Oversee the delivery of a world class programme of productions, co-productions, commissions, visiting shows and engagement projects
- Develop new co-producing partners and tour networks for in-house productions
- Lead on financial and contractual negotiations with co-producing and tour partners
- Oversee the recruitment and management of freelance directors and producers and the casting of actors for in-house productions
- Oversee budgets and financial deals for productions and visiting shows, and deliver against box office targets
- Spearhead the growth of our talent development and artist collaboration programmes
- Collaborate with the Programming and Engagement Manager to envision impactful creative learning programmes for people of all ages and backgrounds
- Collaborate with the Programming and Engagement Manager to embed a cohesive, joined-up relationship between producing, curating and engagement
- Collaborate with the Executive Director to oversee the development of our partnerships with Bristol School of Acting and other FE/HE bodies, focusing on the growth of new courses, programmes and income streams

STRATEGIC

- Lead on the strategic business development of the organisation, ensuring the long-term resilience and viability of Tobacco Factory Theatres
- Collaborate with the Executive Director to develop and deliver the commercial strategy, including diverse new income streams through corporate events and partnerships
- Work closely with the Fundraising and Communications Director on an audience development strategy
- Work closely with the Communications and Fundraising Director and Executive Director to develop and deliver a fundraising, memberships and donations strategy
- Collaborate with the fundraising team to articulate vision and plans for stakeholders, and contribute to major funding applications
- Lead a culture of continuous innovation and aspiration with regard to creativity, sustainability, impact, diversity, inclusion, equity and access
- Alongside the Executive Director, lead an effective and cohesive team, promoting best practice and sustaining an environment where individuals can develop and flourish
- Act as an inspirational figure head for Tobacco Factory Theatres nationally, regionally and locally – building relationships with local and national leaders, professionals, public sector bodies and private sector businesses

GOVERNANCE AND STRATEGIC RELATIONS

- Ensure good practice on matters of governance
- Build an effective working relationship with the Chair of the Board of Trustees
- Work with Trustees to develop and optimise the Board in the discharge of its duties
- Supported by the Executive Director, lead in maintaining effective relations with funding partners including Bristol City Council and Arts Council England
- Work with the Communications and Fundraising Director to maintain good productive relations with the press and other media



PERSON SPECIFICATION

- An affinity for the mission and work of Tobacco Factory Theatres, and a passion for delivering its future success
- Significant experience of organisational leadership, within a theatre company or venue
- A strong track record of planning and delivering theatrical productions, overseeing creative teams, and managing acting companies
- Experience of curating programmes featuring a diverse range of styles, disciplines, perspectives and approaches
- Experience of designing and delivering talent development, creative learning and community engagement programmes
- Extensive budget management experience
- A strong understanding of fundraising, marketing and communications
- Excellent verbal and written communication skills
- A wholehearted belief in diversity, inclusion, equity and belonging, and a commitment to embedding these values across our programmes and team
- Excellent people management and organisational skills
- The ability to inspire and empower stakeholders, colleagues and collaborators
- The ability to form and nurture effective relationships and partnerships
- An entrepreneurial and innovative flair
- A commitment to living and working in Bristol, and developing your understanding of the city and wider region

INCLUSION AND DIVERSITY

The unforgettable experiences we offer are built on the values of curiosity, kindness, collaboration and inclusion. We want everyone who attends Tobacco Factory Theatres to feel equally welcome, respected and valued.

To achieve this, we are working to ensure that our programme and spaces are accessible and relevant to all. We are thus committed to embodying and championing diversity and inclusion across our audiences, beneficiaries, staff and board.

We strongly welcome applications from people whose identities or backgrounds are under-represented in the arts industry. If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'Person Specification'.

TERMS

TITLE OF POST:

Artistic Director and CEO

SALARY:

£52,000 p.a.

START DATE:

September 2022

CONTRACT:

Permanent contract, subject to a probationary period of six months

NOTICE:

During probationary period: one month. Thereafter: six months

HOLIDAY ENTITLEMENT:

30 days per year inclusive of bank holidays

HOURS:

Full time (40 hours per week)

APPLICATION PROCESS

Please send us your CV and either:

1) A maximum of 600 written words telling us about:

- Who you are
- Your experience of organisational and artistic leadership
- Why this role appeals and why you're the right choice

OR

2) A video or audio file of up to 3 minutes long with the smallest file size possible (Private YouTube link is preferable – see the How To guide here) covering the same points as above. Please also send us a completed Equal Opportunities Monitoring Form.

Please send these materials to recruitment@tobaccofactorytheatres.com by 9am on Tue 7 June 2022, with the following subject line: Artistic Director & CEO recruitment.

First round interviews will take place on Friday 17 June

Second round interviews will take place on Wednesday 22 June.

The role will be appointed by the end of June.



— “ —
**ONE OF THE BEST
EXPERIENCES OF
MY LIFE**

— ” —
Young Theatre Maker Participant

TOBACCOFACTORYTHEATRES.COM

THANK YOU.

WE LOOK FORWARD TO
MEETING YOU.

Production Shot from Beautiful Thing, 2018
Photo Credit: Mark Dawson