*‘This quirky oasis of a theatre is a charming hidden gem in South London.’*

*Everything Theatre*

Dear Applicant,

Thank you for your interest in this important role at the Blue Elephant Theatre, well described by *Everything Theatre* as a ‘charming hidden gem’ providing an oasis of creativity and imagination at the heart of Camberwell. Please see below some images of our recent and current work.

The Executive and Co-Artistic Director role has wide-ranging responsibilities in this small but exciting organisation: everyone who works at the Blue Elephant has an impact and makes a contribution to its future, but especially the holder of this post. For more information about this see the note from the current holder of the post at the end of the job description.

Despite the temporary nature of the post the Trustees aim to support the successful applicant to make this role their own and assist them in making their own contribution.

We hope this appeals to you and we look forward to reading your application.

Best wishes,

Chris Lawrence,

Chair of Trustees

**Blue Elephant Theatre Job Description:**

**Executive & Co-Artistic Director**

Opened in 1999, the Blue Elephant Theatre is a vibrant arts venue that aims to widen access to creative opportunities. We have vibrant and engaging professional and participation departments and aim to link up both as often and meaningfully as possible. BET became an NPO in April 2018 and has been supported by Southwark Council since it opened. Our work with young people has received significant funding from BBC Children in Need for over a decade, supporting young people in the local community to increase their self-confidence, self-belief and social skills. We support emerging and independent artists as they create and present new work, offering creative, marketing and fundraising support as well as in kind rehearsal space and box office splits. We programme work across art forms but particularly theatre, dance and comedy and have a focus on developing shows for young people.

**Executive & Co-Artistic Director (Maternity Cover)**

**Nature of the post**

This is a vital role within the organisation, with responsibility for day to day management and strategic leadership of the theatre, in collaboration with the Participation & Co-Artistic Director.

**Contract**: One year full time fixed term contract from March 2022 to March 2023

**Salary:** £31,200 gross

**Hours:** 37.5 hours p.w.

**Holiday:** 28 days p.a. (including public and bank holidays)

**Reporting to**: Board of Trustees

**First Round Interviews: Tuesday February 15th** – during daytime hours. These interviews will be held via Zoom

**Second Round Interviews: Friday February 18th –** between 10am and 4pm. These interviews will be held in person at Blue Elephant Theatre.

**Closing date for applications: Feb 10th at midday**

**Duties and Responsibilities**

The Executive & Co-Artistic Director is responsible for ensuring the following takes place:

* The artistic programming of the venue and supporting the artists we work with
* The day to day effective management of the theatre, including ensuring compliance with health & safety requirements
* HR management and line-management of staff members including General Manager, Deputy Theatre Manager, Duty Managers, Technicians, interns and volunteers
* Compliance with all legal duties and obligations under our memorandum as a company and charity
* The financial and administrative operations of the theatre, including setting the annual budget & reporting to trustees
* Fundraising and reporting for core, production, project and capital costs
* Building and maintaining relationships with stakeholders & industry & community contacts
* Marketing and PR activities of the venue

**Venue Management & Health & Safety**

While much of the day to day procedures of Venue Management are delegated to the General Manager, the Executive & Co-Artistic Director is responsible for overseeing that the work is done and managing capital projects and plans. This includes:

* Liaising with theatre users
* Acting as Key holder and ensuring that arrangements are in place to open up and lock up for all users of the space
* Line-managing technicians to ensure smooth running of get-ins and get-outs of the theatre and gallery
* Ensuring that health and fire safety procedures are adhered to at all times and risk assessments are carried out
* Ensuring all licences and insurance are valid and regular maintenance is up to date e.g. entertainment licence, emergency lighting and fire alarm
* Ensuring the theatre is stocked with necessities

**Finance**

* Overall management of the theatre’s finances, including day to day management (petty cash, paying invoices, reconciliations etc) and strategic management
* Creating the annual budget, cashflow documents and management accounts and other reports for trustees and funders
* Working with BET’s accountants to produce the annual accounts and annual report
* Supporting the management of project budgets
* Managing specific budgets, as well as the overall budget for the theatre
* Administering payroll and liaising with payroll company (unless payroll is taken in house)

**Personnel & HR**

* Supervising/line-managing front of house, facilities and building staff, technicians, General Manager, Deputy Theatre Manager, volunteers and interns
* Ensuring all staff members have up to date contracts, induction on starting roles, required training, pension paperwork etc
* Active involvement in the recruitment of personnel, ensuring opportunities are shared widely and made as accessible as possible
* Ensuring rotas for volunteers and front-of-house staff are organised
* Actively promoting equal opportunities throughout the theatre
* Provide pastoral support for staff members

### Programming

* Leading on programming new productions at BET, working with the Participation Director to choose and support shows which meet our ethos and priorities
* Working to identify, build and maintain relationships with artists, particularly those based in Southwark and from under-represented backgrounds
* Ensuring the theatre is in use whenever possible
* Ensuring that an ethos of inclusion is in place to coordinate the needs of all departments with regards to space use, eg companies being aware that large sets are impossible as the space has other users
* Attending shows and works-in-progress at BET and other venues

### Producing & Supporting Artists

* Being the initial principle point of contact between in-coming companies and the theatre ensuring smooth and continuing relationships
* Delegating work relating to incoming companies to other staff members as much as possible
* Being Lead Producer on in house work from scratch nights to rehearsed readings to in house productions. This will include in house show *Give Me the Sun*.
* Supporting co-productions with marketing, press, fundraising and HR advice
* In collaboration with the Participation Director, ensuring high artistic quality is maintained
* Ensuring our Artist Network continues to run, sharing opportunities with artists and running events to support them

**Funding**

* Leading on ensuring BET meets all the conditions and requirements of our NPO funding from Arts Council England
* Dependent on start date, contributing to BET’s application to remain part of Arts Council England’s National Portfolio Organisations from 2023
* In collaboration with the Participation Director, developing and maintaining relationship with appropriate funding organisations and submit relevant fund applications
* Ensuring funding offers are accepted in a timely manner, that conditions of funding are met and reports are submitted on time
* Managing our project grant from Arts Council England

**Communications**

* Ensuring that the theatre programme is publicised adequately and appropriately, digitally and in print
* Ensuring that the website is up to date and accurate and refreshed as and when necessary. The postholder will potentially lead on project-managing the development of a new website.
* Overseeing all PR work and/or liaising with external press officers and companies
* Fostering and encourage the building of local audiences

**Misc**

* Supporting the strategic development of Blue Elephant Theatre at an exciting time as it expands capacity and output after multiple lockdowns
* Managing projects as they arise, whether that be capital works or a commissioned project etc
* Overall responsibility for data management and protection within the organisation
* Being Designated Premises Supervisor for the venue
* Deputising for the Designated Safeguarding Lead
* Supporting the artistic output of BET as appropriate – this may include running monthly Writers’ Groups and writing or directing our family Christmas show
* Taking box office bookings over the phone and in person and updating box office systems
* Supporting the implementation of BET’s Accessibility Action Plan
* Undertaking any other duties which need to happen
* Undertaking front of shifts when necessary
* Supporting the implementation of BET’s Business plan (including Equality Action Plan & Environmental Action Plan), including its aim to be a safe space which supports the expression of creativity. This safe space is:
* Somewhere artists can try new ideas, techniques and approaches, cushioned by BET’s support mechanisms.
* Somewhere local communities, particularly young people, feel safe to express themselves creatively and explore issues troubling them or that arise in their lives. At times, it is a safe space from troubles in their lives and BET staff take safeguarding young people and vulnerable adults extremely seriously.
* Somewhere inequality, discrimination and bullying is neither tolerated nor ignored. BET aims to set a standard for what it means to be a friendly, collaborative workplace which values employees, artists and other workers within BET alike.
* Somewhere audiences feel is “for them” regardless of their background and previous familiarity with the arts.

The Executive & Co-Artistic Director has a responsibility to maintain and support this safe space. BET is committed to ensuring all employees find BET a safe space to work within and will give any grievances or concerns due attention.

The above list is not exhaustive and reasonable duties may be added to it.

**Person Specification**

**Essential:**

* Can demonstrate strong experience working in an arts role(s) with similar responsibilities (three years minimum). You do not necessarily need to have experience in all areas outlined above.
* Demonstrable interest in/ support of participatory arts
* Strong track record in fundraising, including Arts Councils project grants, applications to trusts and foundations and securing capital funding
* Excellent interpersonal and communication skills, including verbal and written.
* Excellent numeracy skills and experience of financial management
* A desire to champion diversity in the arts and active commitment to make the arts accessible to all
* Strong administration and IT skills
* Some knowledge or experience of responsibility for health & safety practices and/or premises management
* Experience of working with emerging and/or independent artists
* Ability to multi-task and meet numerous conflicting deadlines

**Desirable:**

* First aid training within the last three years
* Experience of reporting as an Arts Council NPO
* Knowledge of best practice and protocols around safeguarding.
* Premises Licence Holder
* Knowledge of technical theatre

It would be useful to know if an applicant has had a DBS check or first aid training in the last three years but these are not essential for securing the role, provided you are willing to undergo a DBS check, first aid training and premises licence holder training once appointed.

**Working days are typically Mondays to Fridays from 10am to 6.30pm with an unpaid lunch break. Weekend and particularly evening work happens frequently. Overtime is not paid but the post-holder is expected to take Time Off in Lieu as far as is possible.**

The Blue Elephant Theatre welcomes applications from all sections of the community regardless of race, colour, ethnic or national origins, marital status, sex, sexual orientation, disability or religious beliefs.

Blue Elephant Theatre is committed to widening access to the arts and when recruiting we reserve the right to guarantee interviews to applicants referred by partner organisations provided they meet the essential criteria and complete an application form.

Please note BET's theatre space is wheelchair accessible but our office upstairs is not. We do not want this to deter potential applicants as we would seek to work together to find a practical working solution should the person appointed be a wheelchair user.

A note from Niamh (current Executive & Co-Artistic Director):

*Thanks for considering this role! Blue Elephant Theatre is a very special place with a wonderful team working there. It’s also such a joy to have strong relationships with so many people locally from parents of our young people to TRA members and people who run other charities and organisations. I think that the ideal person for this role will be a people person who enjoys supporting others to reach their potential and sees the arts in a holistic context. Excellent written communication skills are really important as the role involves so many funding applications and writing and editing copy. I started out in this role as maternity cover so we have a good idea of what worked well then and what we want to improve for this handover – above all, we are not looking for someone to be a substitute me! The role has also changed and developed enormously since then and would benefit from someone with better boundaries and ability to say no more…! That said, there’s sometimes no avoiding that this role is responsible for doing whatever needs to be done in the theatre that nobody else is doing. It can be really tough but it’s also incredibly rewarding and I think it’s about to be a very exciting time with all the new plans we have.*

To apply, please fill out the application form below. Applications should be emailed to recruitment@blueelephanttheatre.co.uk. If you have any questions or would like a more accessible way of applying, please email info[@blueelephanttheatre.co.uk](mailto:niamh@blueelephanttheatre.co.uk) or call 02077010100.



**Executive & Co-Artistic Director (Maternity Cover) Application Form**

**Please complete the form below and send it to** [**recruitment@blueelephanttheatre.co.uk**](mailto:recruitment@blueelephanttheatre.co.uk) **by midday on February 10th.** **Please follow this** [**link**](https://docs.google.com/forms/d/e/1FAIpQLSe9yG5qGT4kXBS9v4lpL7PIOPpoym9buBsUo4l1-uZ2qN60ig/viewform) **to complete a monitoring form which is also requested by February 10th.**

**Name:**

**Address:**

**Phone number:**

**Email address:**

**Have you the right to work in the UK?**

**Education**

Please give details of your formal education, i.e. any schools and college/university you attended (You can also attach a CV instead to give these details)

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| --- | --- | --- | --- |
| Dates | Establishment | Courses/Subjects | Qualification/Grades |
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**Do you have any other relevant training/skills?**

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**Relevant work experience**

Please begin with your current or most recent employment. Please include any volunteering or work experience that you feel is relevant. (You can also attach a CV instead to give these details)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer | Title of Role and Duties | Dates | Part-time/Full-time |
|  |  |  |  |

**Do you need to give notice before beginning this new job?**

**If so, how long is the notice period?**

**Statement:** Please write a statement of up to 1000 words, with reference to the person specification and job description, explaining why you feel you are suited to the position

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Is there anything else you wish us to know about your application? Please also let us know if the interview dates (February 15th on Zoom & February 18th at Blue Elephant Theatre) are difficult for you.

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**Referees**

Please provide names and addresses of two references, one of whom should be your current or most recent employer. Please indicate if references may be taken up prior to a job offer.

|  |  |
| --- | --- |
| **Referee One** | **Referee Two** |
|  |  |
| Can be contacted prior to job offer? Y/N | Can be contacted prior to job offer? Y/N |

Should you be invited to interview do you have any access requirements? If so, please detail:

|  |
| --- |
|  |

Under the Rehabilitation of Offenders Act 1976, are there any convictions which you are required to disclose?

**Declaration**

I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement may result in my application being withdrawn or my appointment being terminated.

Signed: Date: