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**Executive Director Job Description**

Camden People’s Theatre is recruiting for an outstanding Executive Director to join the team. The Executive Director will operate as joint CEO with the Artistic Director. The ED's principal responsibility is the management and efficient running of CPT. They also share responsibility with the Artistic Director for developing and delivering CPT's strategic vision.

CPT seeks actively to encourage applications from those with less visibility in the arts.  We specifically welcome applications from those identifying as female, those from LGTBQI+ communities, people with disabilities and those from Black, Asian and Minority Ethnic backgrounds.

Camden People’s Theatre can cover costs of travel to interview where necessary. If required, we also hope to be able to offer short-term practical support, should the successful candidate be moving to London from elsewhere in the UK. We welcome international applications.

**How to Apply**

This document contains the job description and person specification for the role of Executive Director at Camden People’s Theatre. Please review these carefully and complete the application form, then return it to james@cptheatre.co.uk by **10am on Monday 15 January**. Please send your application form as a PDF or word document. We are unable to accept late applications or CVs.

First round interviews are due to take place on Monday 22 January.

**Mission**

Camden People’s Theatre’s mission is to support young and emerging artists making inventive new theatre about the issues that matter right now. By doing so, we champion different ways of thinking about and living in the world. Our work is rooted in the communities of Camden, and London more widely, and through it we celebrate the bold, the spirited and the unconventional. By presenting a diverse range of voices and perspectives on our stage, our work speaks to a diverse audience.

**Background**

CPT has been making theatre in Camden for 23 years, contributing significantly to UK theatre through its work with extraordinary, progressive artists. We have an excellent reputation for our work supporting emerging artists in the field of unconventional performance [“Such a crucial part of the theatre ecology*.* Developing audiences *&* artists, bothimportant*”* – Lyn Gardner, *The Guardian*], and for attracting a consistently young audience (70% aged 35 or under in 15/16). Since 1997, CPT has programmed the annual Sprint festival, London’s best established season of new and unusual theatre, and since 2013 Calm Down Dear, the UK’s first and only festival of innovative feminist theatre.

The only London theatre to newly gain NPO status in 2015-18, CPT has secured continued Arts Council NPO funding for 2018-22. In 2016 we were nominated as The Stage’s Fringe Theatre of the Year, and in Best Artistic Director category at the Off West End Awards. In 2015/16 audiences grew by 66%, financial turnover increased by 70% on the previous year, and CPT’s profile as London’s leading theatre for contemporary work by emerging artists developed significantly. CPT is an industry thought leader, with regular coverage in national, industry and specialist media.

The Executive Director is:

Responsible to: Chair of the board
Responsible for line management of: General Manager

**Main duties and responsibilities as joint CEO with the Artistic Director**

* Develop & deliver the organisation’s business plan & strategic vision
* Ensure the smooth running of all CPT operations and report regularly to the board
* Ensure that all companies and artists are able to operate in a creative working environment with high production values
* Ensure CPT remains financially viable and compliant with all relevant legislation & regulation
* Form new partnerships to further the mission and artistic policy of CPT
* Represent, advocate & negotiate on behalf of CPT with funders, arts organisations, Camden Council, artists, companies and other stakeholders in the wider community
* Lead and work with all staff, volunteers and artists to enable high levels of performance and individual development, maintaining excellent team morale
* Lead and deliver CPT’s fundraising strategy & be the main point of contact for funding relationships, particularly with Arts Council England
* Support the Artistic Director in creating and delivering the artistic vision of the organisation, both for curated seasons of work and strategic initiatives
* Lead CPT’s marketing & audience development strategy and work with the GM to deliver it
* Manage CPT's tenancy with Camden Council with the aim of securing a long term lease
* Liaise with CPT’s external accountants in the preparation of end-of-year statutory accounts and ensure compliance with all legal requirements
* Financial management and reporting
* Oversee all HR functions and recruitment reflecting the organisation’s Creative Case for Diversity
* Organise events in collaboration with the Artistic Director as necessary
* Prepare papers for and attend Board meetings, and undertake any other tasks as reasonably requested by the Board

## Skills and Experience

**Essential**

* minimum five years’ experience in theatre, including at least one year's involvement in senior-level strategic decision-making
* experience of strategic planning and implementation
* fundraising experience
* finance management experience
* knowledge of marketing and communications in the performing arts
* experience of effective line-management
* high-level inter-personal and written communications skills
* numeracy skills
* the capacity to work fast under pressure
* the ability to self-motivate and prioritise within a complex workload
* familiarity with the contemporary theatre sector in which CPT operates
* the ability to advocate for CPT and represent it confidently in a range of industry and wider contexts
* a proactive attitude to promoting diversity and inclusion across the sector

## Desirable

* an appreciation and knowledge of of CPT’s work
* a successful track record in meeting challenging financial targets
* experience in charity and business management
* experience in operations/building management
* knowledge of good employment practice
* familiarity with statutory compliance and organisation law
* fluency in digital media
* Experience of using Spektrix, DotMailer and Quickbooks

**Hours**10am – 6pm Monday to Friday but evening and weekend work may be required.
Camden People’s Theatre operates a Time Off In Lieu system.

**Base**Camden People’s Theatre, 58-60 Hampstead Road, London, NW1 2PY.

**Salary**£35,000-£38,000 per annum, dependent on experience. CPT operates a childcare voucher scheme.

**Holiday**25 days per year plus bank holidays.