Executive Director & Joint CEO (Maternity Cover)

Job Description

Camden People’s Theatre is recruiting for maternity cover for our Executive Director position for 12 months. As joint CEO with the Artistic Director, the Executive Director provides a key role in the organisation and leads a team including the General Manager, Community Engagement Manager and Marketing and Audience Development Officer. The Executive Director (Maternity Cover) will provide strong leadership, taking responsibility for the management and efficient running of CPT. The Executive Director (maternity cover) shares responsibility with the Artistic Director for developing and delivering the strategic vision of the organisation during this time.

Key focus during this time:

* Overseeing the reopening of the building post capital works and supporting the team and our artists to continue to navigate the Covid-19 pandemic
* Maintaining and building excellent relationships with our funders and stakeholders
* Leading on key fundraising ambitions including our next NPO application to Arts Council England
* Lead on the financial management of the organisation

We welcome and encourage applications from individuals without formal education and/or who identify as:

-       D/deaf and/or disabled

-       Neurodiverse

-       Working-class, benefit class, criminal class and/or underclass

-       Global majority\* and/or migrant

-       LGBTQ+

\*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage

**You do not need to have done this job before.** We are looking for someone who is passionate about CPT’s commitment to supporting early-career artists and our community, experienced at managing company finances and a confident fundraiser who can step into this role at a transformational moment for the organisation.

Camden People’s Theatre can cover costs of travel to interview where necessary.

**How to Apply**

This document contains the job description and person specification for the role of Executive Director (Maternity Cover) at Camden People’s Theatre. Please review these carefully and your completed application form along with your Equal Opportunities monitoring form to kaya@cptheatre.co.uk by **5pm Monday 8th March**.

**We can also accept video applications, please send your video via** [**WeTransfer**](mailto:WeTransfer) **or a Dropbox link to** [**kaya@cptheatre.co.uk**](mailto:kaya@cptheatre.co.uk)

**If you would like to submit your application in any other format please email** [**kaya@cptheatre.co.uk**](mailto:kaya@cptheatre.co.uk) **to discuss this further.**

Deadline for applications:  
Interviews will take place w/c 15th March

Responsible to: the chair of the board

Responsible for: Marketing and Audience Development Officer, Community Engagement Manager.

**About CPT**

Founded 26 years ago, CPT is one of Britain’s most influential studio theatres. Our mission is to champion different ways of thinking about the world by supporting emerging artists making adventurous theatre – particularly about issues that matter to people now. Our work is rooted in the communities of Camden and London. Through it, we celebrate the bold, the spirited and the unconventional. In a normal year, we programme 200+ productions and deliver community projects that reach over 17,000 people. By presenting a diverse range of voices on our stage, our work speaks to an audience reflective of the community we serve.

Our focus is on developing the next generation of inspiring theatre-makers, and we deliver a wide-ranging programme of activity dedicated to this, including a series of big-hitting festivals themed around current social or cultural issues – e.g. feminism, the housing crisis, gender fluidity. CPT has contributed significantly to UK theatre, working with (and in many cases, helping launch the careers of) groundbreaking artists such as Fevered Sleep, Nouveau Riche, Ridiculusmus, Shunt, Milk Presents and Scottee.

Our annual Starting Blocks scheme supports five early-career artists over a ten-week period to develop a new project. We also support twelve artists from marginalised backgrounds annually with £750 seed commissions, rehearsal space and mentoring. Our Home Run commissioning scheme – designed to effect step-change in emerging artists’ profile and professional development – supports artists to produce new work, then gives that work a prominent London platform.

We also have a rich history of working closely with our local community on innovative performance projects. In 2019 we secured long-term investment to transform our community engagement programme and introduce a Community Engagement Manager to the team for the first time. The depth and breadth of community projects we deliver has grown exponentially, reaching 3,000+ participants in the last 18 months. Our engagement strategy is rooted in the principle of co-creation, which has led to extraordinary projects engaging residents across the borough – e.g. a new beatbox dance show with 35 young people living on the Regent’s Park estate.

CPT joined Arts Council England as an NPO in 2016 and the organisation has grown exponentially since. Our response to the Covid-19 pandemic has focused on supporting artists and securing the future of the organisation. We secured emergency funding from a wide range of sources, including funds to launch our largest ever round of commissions to support 19 artists to develop new work during this challenging time. A key element of our recovery strategy is the successful delivery of our capital development project between Dec 2020 and Apr 2021, for which we have secured 100% of the funding required. Work has already started on-site.

The new CPT will be more inclusive, provide a better experience for artists, audiences and our community, and better reflect the quality of the work presented on our stages. This is a hugely exciting time to join the company as we launch our re-opening season and re-imagine the organisation post-Covid-19.

**Job Description**

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

* + - * + 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 and in the context of high production values
        + ensure CPT remains financially viable and compliant with all relevant legislation & regulation including Charity and Organisation law, employment law and the Equalities Act
        + sustain strong partnerships with producers, venues, practitioners, organisations
        + 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 and artists to enable productive collaboration, team building, high levels of performance and individual development, maintaining excellent team morale

**Specific duties and responsibilities as Executive Director**

**Fundraising**

* lead and deliver CPT’s fundraising strategy - researching and writing funding applications
* monitor, prepare reports for and evaluate successful funding applications
* be the main point of contact for, manage and enhance existing funding relationships, particularly with Arts Council England
* manage communication with individual donors
* ensure a robust monitoring of audience and artist data/feedback

**Focus for maternity cover period:** NPO application for core funding from Arts Council England; secure funding for continuation of Camden Youth Theatre and CPT’s engagement strategy from 2022 onwards; evaluation of current grant applications; respond to opportunities for emergency funding where appropriate; build and maintain excellent relationships with our funders.

**Programme delivery**

* support the Artistic Director in programming and delivering curated seasons of work
* support the development of in-house productions, directed by the Artistic Director
* in partnership with the Artistic Director, lead the delivery of strategic initiatives including e.g. Camden Youth Theatre, STAMP & Cultural Camden
* maintain an overview of the Artistic Director and General Manager’s work regarding individual contracts with artists and companies
* support the AD in creating and delivering the artistic vision of the organisation
* work with AD to ensure programme complies with CPT’s ethical, diversity and safeguarding standards

**Focus for maternity cover period:** strategies with CPT’s Artistic Director on CPT’s ongoing response to Covid-19 in relation to programming; support the development of a new in-house production.

**Audience development & Marketing**

* Oversee CPT’s marketing & audience development strategy and work with the GM and Marketing & audience development officer to deliver it
* lead CPT’s PR, Media & Stakeholder strategy
* ensure external communications (eg website, e-bulletins) are high-quality

**Focus for maternity cover period:** Support GM and Marketing & Audience development officer to transition and adapt Covid/capital comms strategy to support in-person performances

**Operations**

* act as lead contact for Camden Council regarding any requirements relating to CPT’s lease
* lead on any snagging and signing off of CPT’s capital development works supported by the Project Manager and Architect
* update and monitor CPT’s key policy documents including health and safety, equal opportunities, grievance procedures, diversity action plan and environmental action plan
* ensure CPT’s public and employers’ liability policies and insurance are up-to-date
* take responsibility for health and safety within the building
* ensure the smooth operational running of CPT including financial management and systems, IT solutions and office management, and building management
* ensure data protection legislation is observed

**Focus for maternity cover period:** work with GM, Tech & FOH managers to implement new operations strategies for the new building; support on snagging and operational / maintenance requirements of CPT’s new building equipment

**Finance**

* ensure financial targets are met and propose new targets for the next financial year
* ensure financial systems are robust and properly backed up
* draft and manage annual / quarterly management accounts for board approval
* manage CPT’s cashflow
* manage CPT’s General Manager & oversee payroll requirements, the accounts and bookkeeping of the organisation including quarterly VAT returns
* liaise with CPT’s accountants to prepare and review end-of-year accounts for CPT and complying with legal requirements for Companies House and the Charities Commission
* maintain up-to-date knowledge of tax and VAT issues to ensure compliance

**Focus for maternity cover period:** ensure robust management of CPT’s finances, including reforecasting and adapting to the changing environment in relation to Covid-19; to support the GM and bookkeeper to manage CPT’s day to day finances; to develop 5-year budget forecast for the organisation to be used in CPT’s NPO bid.

**Personnel**

* oversee CPT personnel issues including expenses, pensions and holiday entitlement
* manage CPT’s administrative and freelance personnel, internship programme and

placement opportunities

* ensure the working environment at CPT is conducive to a happy, productive staff team
* maintain up-to-date knowledge of employment law to ensure compliance
* deputise for the Artistic Director as necessary in periods of absence
* prepare papers for and attend Board meetings

**Focus for maternity cover period:** To line-manage and support the CPT team to do their work to the best of their ability and to continue to adapt to the changing environment.

## Skills and Experience

**Essential**

* minimum three years working at a senior/strategic level
* an appreciation of CPT’s work and good knowledge of the wider theatre landscape the ability to advocate for CPT and represent it confidently in a range of industry and wider contexts
* 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
* a proactive attitude to promoting diversity and inclusion across the sector

## Desirable

* familiarity with the contemporary theatre sector in which CPT operates
* a successful track record in meeting 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
* The ability to manage and motivate staff
* Experience of using Spektrix 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. We are operating a flexible work from home model, but staff will be expected to work regularly from the theatre when the building reopens.

**Contract**

Fixed term, up to 12 months

**Salary**£40,000 per annum. CPT operates a childcare voucher scheme.

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