



Outside Edge Theatre Company

JOB TITLE: ARTISTIC DIRECTOR / CHIEF EXECUTIVE OFFICER

RESPONSIBLE TO: The Board of Trustees, Outside Edge Theatre Company

RESPONSIBLE FOR: All OETC staff and freelance workers

RESPONSIBILITIES:

ARTISTIC DIRECTION

- To provide strong and inspirational leadership to enable OETC to achieve its artistic objectives within the Organisation's vision and mission statements.
- To develop, oversee and deliver, hands-on, a diverse, well planned and high-quality programme of workshops and public performances in line with OETC's vision and mission statements.
- To build and maintain positive relationships with local authorities and Arts Council England in the planning and delivery of strategies for the development of the arts that are capable of achieving significant impacts at a regional level.
- Oversee selection of all performers, creative personnel and technicians in conjunction with General Manager / Creative Producer.
- Provide or coordinate delivery of training for existing and new workshop leaders as necessary.
- Ensure the Organisation sets and maintains the highest possible standards in all its theatrical and creative work with an eye to maintaining and enhancing quality, excitement, artistic innovation and the development of talent.
- To build and maintain effective collaborations, partnerships and relationships with funders, Patrons and the public in order to further OETC's mission.
- To ensure that contractual agreements and obligations are in place and that they adequately protect the interests of the company.
- To provide training for existing and new workshop leaders as necessary.

BUSINESS DEVELOPMENT

- Ensure that a long-term strategy, reviewed and approved by the Board, is in place to guide OETC in achieving its objectives.
- To develop the widest possible engagement in OETC's work and to champion the Organisation's ability to deliver programs in a cost-effective manner.
- To lead the implementation of OETC's fundraising and marketing strategies, diversifying sources of income and achieving relevant funding targets.
- To build and maintain effective strategic collaborations, including productive relationships with Commissioners, Councillors and other key stakeholders as well as other funders, in order to support the business objectives of OETC and help it achieve its vision.



- To negotiate the terms of grants and other funding agreements.
- To build and maintain a prominent and positive public profile for OETC, including representation of the Organisation at external events and in the media.

ORGANISATIONAL MANAGEMENT

- To maintain a positive, open and responsive working environment conducive to the on-going workshops, the development of new work and the attainment of high standards of artistic endeavour.
- Working with the Board, to have overall responsibility for the management of the finances and resources of the company.
- To develop the company's organisational business model and to prepare, recommend and manage annual budgets, business plans and requisite reporting processes.
- To line manage staff as specified in the line management structure, leading an effective team of freelance staff and volunteers to deliver the company's mission and the operation of its day to day activities.
- To have overall responsibility for administering all contractual relationships entered into by the company, and for all relevant matters of legal compliance and governance.
- To have overall responsibility for implementing organisational and human resources policies and procedures, regularly reviewing them to ensure safe-guarding, legal compliance, best practice and systems for implementation.
- To attend and report at meetings of the Board of Trustees; to advise and assist the Board on all matters relevant to the discharge of its responsibilities, including through the timely preparation of documents and maintenance of regular communications with members of the Board.
- To have overall responsibility for health and safety matters, covering employees, volunteers, members of the public and any other persons who may participate in or be affected by the activities of the company.

OTHER

This position is based in OETC's offices in Munster Road, Fulham. Office hours are 9 – 6, Monday - Friday. We are looking for flexibility in working hours as the AD / CEO is expected to deliver and / or oversee the delivery of workshops and to attend networking and campaign events outside of office hours and be the face of the organisation.

Salary Range: £33,000 – 37,000 p.a. This is a full-time position with a start date in April / May. The contract will initially be for 18 months, to be renewed thereafter at the request of the Board and the concurrence of the candidate. Holiday is statutory.

This list of responsibilities is not exhaustive and may be reviewed from time to time by the Trustees. The appointee may be required to perform duties outside of this as operationally required and at the discretion of the Board.

Artistic Director/Chief Executive - Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Senior-level organisational and people leadership • Artistic programming and commissioning • Financial management • Grant application writing • Public and media relations • BA Degree or equivalent in industry experience • Experience working in the arts and / or charity sectors 	<ul style="list-style-type: none"> • Experience at chief executive or artistic director level • Creative shaping of arts agendas • Business development experience • Confidence in working with local authorities
Skills/abilities	<ul style="list-style-type: none"> • Ability to lead a small, diverse and dynamic team • Ability to inspire, motivate and achieve results through others • Proactive strategic thinker • Financial management skills and business acumen • Ability to lead fundraising initiatives • Ability to act as a public spokesperson for OETC and an advocate for its mission • Ability to broker the development of productive partnerships with organisations and individuals, as required • Excellent written, oral and public communication skills 	<ul style="list-style-type: none"> • Influential networking • Sensitivity in understanding and dealing with artists / audiences / participants issues related to recovery
Knowledge	<ul style="list-style-type: none"> • Understanding of the artistic context for work developed and provided by OETC • Understanding of recovery and the challenges associated with it • Knowledge of marketing and audience development 	<ul style="list-style-type: none"> • Familiarity with education and community work • Familiarity with legal and financial regulation of charities and company law issues • Understanding of the particular needs and challenges of recovery
Qualities	<ul style="list-style-type: none"> • A supportive and empowering management style • Enthusiasm, fairness, patience and diplomacy • Commitment to the values, ideals and 	

	<p>objectives of OETC</p> <ul style="list-style-type: none">• Commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts	
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