

## **CHIEF EXECUTIVE RECRUITMENT PACK**

### **TEXT VERSION**

**JULY 2018**

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#### **Thank you for your interest in this position**

After more than 10 years in post, Chief Executive, Martin Sutherland will be leaving Northamptonshire Arts Management Trust (NAMT) in September 2018 to join the UK City of Culture team in Coventry, as Executive Director and Chief Executive. We are now seeking an exceptional individual to provide inspirational and entrepreneurial leadership for Royal & Derngate, The Core at Corby Cube and the Errol Flynn Filmhouse; to ensure that artistic excellence, innovation, financial resilience and equality of opportunity underpin our plans; and to continue to build our regional and national profile. You will lead a committed team who are proud to have built an organisation together, where award-winning in house productions and brilliant creative learning projects sit alongside a busy programme of the best touring shows in the country; where an independent arthouse cinema welcomes thousands of people every year to an expanding cultural quarter; and where festivals and artist development activities inspire local audiences to engage with the arts on their doorstep. Our current business plans see us build on all of this, while responding to a complex local, economic, social and political environment. We seek to be an inclusive organisation and promote equality of opportunity, but recognise that we and the wider arts sector need to take action to ensure that our workforce is representative of the communities we serve. Therefore, we actively encourage applications from under-represented groups, including Black, Asian and Minority Ethnic individuals and those who consider themselves to be disabled.

Best wishes,

Steve Edmonds Chair, Royal & Derngate and Gary Tait Chair, The Core at Corby Cube

On behalf of Northamptonshire Arts Management Trust

## **Royal & Derngate**

Royal & Derngate comprises a 1,200-seat multi-purpose auditorium that presents a mixed programme of touring shows and artists all year round (Derngate); a 450-seat Victorian playhouse that hosts our award winning Made In Northampton series of in-house produced theatre productions (Royal); and a 100-capacity studio that doubles as both a workshop space for children and young people, and an ad hoc small scale performance space (Underground Studio). In June 2013 we opened an 88 seat independent cinema, operating full time adjacent to Derngate, the Errol Flynn Filmhouse. Such was its success, that we opened a second screen in 2017. This year has been our busiest ever. By inspiring leading artists to work in Northampton, training a new generation of theatre makers and nurturing the creativity of young people, we are committed to providing opportunities for all of our communities to participate in the creative life of their theatre and remove all barriers to attendance. We are proud to partner with local schools and universities; to deliver outreach work in mental health settings; and to curate regular programmes including LGBTQ screenings in our cinema and access performances across our live work. Looking ahead, Royal & Derngate will continue to grow as we realise ambitious plans to commission an epic play cycle, pioneer musicals, boost arts in education, foster international partnerships, produce digitally, increase touring and capitalise on our cinema's success. As we evolve, we will continue to build a financially sustainable, resilient organisation led by a team that never loses sight of its responsibility as custodians of public subsidy, as influencers in our growing town, as champions of diversity and as guardians of our much loved cultural asset.

"It truly is a stunning gem in the heart of Northampton" The Guardian on the Errol Flynn Filmhouse

"I can think of few arts complexes that induce such a rush of excitement on arrival" Daily Telegraph

"Royal & Derngate has a reputation for adventurous commissioning which few British theatres can match" BBC News

**OUR VISION** We aim to enhance the quality of life of everyone in Northamptonshire by broadening access to excellent arts, creative learning and entertainment.

## **The Core at Corby Cube**

The Core at Corby Cube opened in 2010, having been developed by the team at Royal & Derngate. Our 445 seat multi-purpose auditorium presents a mixed programme of touring shows all year round (The Theatre), and the venue also has an 80 seat studio (The Lab) that prioritises our work for children and young people, and a workshop space (The Base) mainly used for our creative projects activity. While predominantly being an organisation that presents live performance, we are also involved in activity that supports the professional development of artists.

We are also curating 'Grow', a series of three large-scale outdoor arts festivals, in partnership with Made in Corby, the first of which is in July this year. The Core has successfully reached a wide-range of Corby's communities since opening, welcoming over 230,000 audience members and 120,000 participants to take part in, share and create brilliant theatre, live entertainment and creative learning activities. This success story is rooted in a theatre which has its home in a working town hall. Uniquely in the country, we share our space with a council chamber, a library, a one-stop shop, the registrar and the Citizens' Advice Bureau. Through the doors of our building comes all of civic and community life, and the theatre is firmly placed at the very heart of it. Our vision is to fully embrace this opportunity to be central to our society - to be a civic theatre in the most engaging, entertaining and relevant way possible; to help the theatre and our town flourish; and to reflect our community back to itself. We embrace the need to empower more young people and diversify our workforce and audience, to develop exciting artists and produce festivals.

"There is so much sound thinking behind The Core in architectural, theatrical and social terms. Just ask anyone who lives in Corby" The Stage

"There are few better examples of the belief that the arts can help to regenerate urban centres than the opening of The Core at Corby Cube, a multi-use cultural centre in the Northamptonshire town of Corby" Financial Times

**OUR VISION** We fully embrace the opportunity to be the pride of the local community, to be a civic theatre that encourages participation in the arts in the most engaging, entertaining and relevant way.

## THE ROLE

**Job Title:** Chief Executive

**Responsible to:** Trustees of Northamptonshire Arts Management Trust

**About Northamptonshire Arts Management Trust (NAMT):** Employed by NAMT, the Chief Executive is the CEO for both Royal & Derngate and The Core at Corby Cube, working in close partnership with colleagues and Trustees to lead ambitious teams in both of our venues. NAMT provides programming, marketing, sales, fundraising, HR, IT, finance, chief executive and company secretary services to both Royal & Derngate and The Core at Corby Cube. Collectively we employ 250 people, are supported by 204 trained volunteers and have a combined turnover of £11.6million.

**Job Purpose:** To provide inspirational and entrepreneurial leadership, ensuring that artistic excellence, innovation, financial resilience and equality of opportunity underpin the charities' plans while continuing to build a regional and national profile.

### **Responsible for:**

Artistic Director (Royal & Derngate)

Director (The Core)

Executive Assistant (NAMT)

Finance Manager (NAMT)

HR & Administration Manager (NAMT)

Management Accountant (NAMT)

Marketing & Sales Director (NAMT)

Operations Director (Royal & Derngate)

Programming & Customer Experience Director (NAMT)

Trusts and Foundations Officer (Royal & Derngate)

A new Executive/Administrative Director role will also be in place from 2019/20

### **Principal Responsibilities:**

#### **Strategic planning and delivery:**

- Develop and deliver strategic plans that supports the Vision and Aims of NAMT, Royal & Derngate and The Core at Corby Cube, ensuring buy-in from all team members, Trustees and stakeholders
- Ensure the effectiveness of all shared services provided by NAMT

#### **Team development:**

- Create a positive, values-led working environment
- Support and develop team members, ensuring that the organisational structure is able to support the delivery of plans
- Carry out progress reviews and ensure that objectives and key outputs are cascaded throughout the departments
- Take executive responsibility for ensuring that the organisation has effective internal communications structures
- Ensure that the diversity of our communities is represented on our stages, in our workforce and as audience members and participants

**Working with stakeholders:**

- Build and maintain effective relationships with Trustees, strategic partners and stakeholders including Arts Council England, Northampton Borough Council and Corby Borough Council, local businesses and cultural organisations
- Develop and lead relationships with public and private sector funders, and Trusts and Foundations in Northamptonshire and across the UK
- Oversee all monitoring and evaluation activity, ensuring that the needs of funders and external partners are met

**Producing and Programming:**

- In partnership with the Artistic Director (Royal & Derngate), develop an ambitious programme of Made in Northampton productions and creative learning activity that increases and broadens audience and participant involvement
- Collaborate with the Programming & Customer Experience Director (NAMT), The Director (The Core) and the wider programming team to increase the commercial and artistic value of the presented programme – ensuring that even more audience members engage with a wide range of high-quality visiting productions and films

**Financial leadership:**

- Provide financial and budgetary leadership throughout the organisation, overseeing the financial management and developing strategies to ensure that income is maximised and costs controlled for NAMT, Royal & Derngate and The Core at Corby Cube
- Adhere at all times to the procedures laid down in Financial Regulations
- Set and deliver agreed financial income targets to ensure that there is a strong cash-flow position at all times

**Commercial:**

- Develop and nurture the commercial capability of NAMT, Royal & Derngate and The Core at Corby Cube
- Collaborate with senior colleagues to ensure that the venues are managed effectively and efficiently, to prioritise customer experience in order to maximise related profits

**Sustainable growth:**

- Explore and lead opportunities for expanding Royal & Derngate's cinema operations
- Identify capital investment needs and funding opportunities to enable ongoing delivery of excellent customer service, focussing on access and sustaining high-quality production activity

**Building profile:**

- Develop new creative and strategic partnerships and networks and participate in local and regional forums to ensure that Royal & Derngate and The Core at Corby Cube continue to be recognised for their contribution to the wellbeing and prosperity of the area
- Advocate for, and promote NAMT, Royal & Derngate and The Core at Corby Cube, representing and communicating their aims to key opinion-formers and decisionmakers
- Act as a spokesperson for NAMT, Royal & Derngate and The Core at Corby Cube and develop good, productive relations with the press and other media
- Collaborate with the Marketing & Sales Director to develop and maintain brand standards as related to NAMT, Royal & Derngate and The Core at Corby Cube

**Governance and risk management:**

- Ensure that all legal and statutory requirements are met including the preparation of Annual Report and Financial Statements and compliance with Health & Safety regulations
- Ensure good governance and maintain compliance with all relevant legislation
- Act as Company Secretary to the Boards and their finance sub-committees
- Lead, develop and monitor the systems of risk management
- Undergo relevant training and development required by the NAMT Board
- Carry out any other tasks that will, from time to time be allocated by the Board of Trustees on an ad hoc or continuing basis

## **PERSON SPECIFICATION**

### **Essential**

#### **Experience**

- Substantial experience as a senior leader of a large team and significant budgets in the cultural or creative industries sector
- A proven track record of successfully leading and developing a team, with experience of implementing change and expansion
- Setting strategy and implementing business plans
- Establishing and managing strategic partnerships and in networking at the highest political levels
- Making a compelling case for support to public funding bodies such as Arts Council England and local authorities
- Balancing creative risk and ambition with sound financial management
- Live entertainment programming and deal negotiation

#### **Knowledge**

- Understanding of the national arts and cultural scene, including producing and presenting theatre
- A range of contacts and networks within the cultural sector
- Knowledge of UK funding systems
- A good understanding of marketing and audience development, in relation to campaigns, branding and partnership/sponsorship Skills/Abilities/Attributes
- Ambitious
- Enthusiastic, energetic, committed
- Innovative and a creative thinker
- Strong leadership skills
- Collaborative – with the ability to bring out the best in a team
- Committed to equality and diversity
- Effective networker and influencer
- Tactful and diplomatic
- Resilient, with the ability to cope with pressure and high expectations

### **Desirable**

#### **Experience**

- Venue management
- Theatre producing including drama and musical theatre
- Film programming
- Delivering value for money shared services
- Leading consortia

**Knowledge**

- A good knowledge of artists and producers working in the arts sector both regionally and nationally
- An interest in cultural and education policy
- Knowledge of the regional theatre context
- Company/Charity law and accountancy Skills/Abilities/Attributes
- Keen interest in and empathy with creative community engagement

## **TERMS OF APPOINTMENT**

**Job Title:** Chief Executive

**Salary:** Salary commensurate with importance of job

**Hours of Work:** Minimum of 37 hours per week, 5 out of 7 days. Some evening and weekend work will be required

**Work Location:** Royal & Derngate, Guildhall Road, Northampton NN1 1DP and The Core at Corby Cube, George Street, Corby NN17 1QG

A modest relocation package is available.

**Holidays:** Holiday year April – March 31 days per annum (including 8 days statutory holiday) - pro-rata in 1st year 2 additional days after 3 years continuous service 3 additional days after 5 years continuous service

**Notice Period:** Six months (once completed probationary period) Subject to Satisfactory Pre-employment Health Questionnaire Satisfactory References Probationary period – 6 months Compliance with the Immigration, Asylum and Nationality Act 2006 Pension Scheme Auto-Enrolment into NOW Pensions Scheme after three months service. Minimum 2% Employer Contribution, Minimum 3 % Employee contribution

[www.royalallderngate.co.uk](http://www.royalallderngate.co.uk) [www.thecorecorby.com](http://www.thecorecorby.com) [www.errolflynnfilmhouse.com](http://www.errolflynnfilmhouse.com)

## **HOW TO APPLY**

The Board of Trustees are working with recruitment consultant, Heather Newill, Director AEM International Ltd.

To discuss this opportunity, please contact Heather Newill on [hnewill@aeminternational.co.uk](mailto:hnewill@aeminternational.co.uk) or 01728 660026

To apply for the role, please send a CV and covering letter (no more than 3 sides of A4), stating why you think you are suitable for the job, to Heather Newill, Director AEM International, on [hnewill@aeminternational.co.uk](mailto:hnewill@aeminternational.co.uk) (preferable), or to 10 Church Street, Framlingham, Suffolk. IP13 9BH. Please include the Equal Opportunities form, which can be downloaded from the AEM International or Northamptonshire Arts Management Trust sites.