



# ARTISTIC DIRECTOR / CHIEF EXECUTIVE

## RECRUITMENT PACK

**Contract type:** Permanent

**Hours:** 36 hours 15 minutes (full time)

**Salary:** £37,000 - £43,000 (dependant on experience)

**Benefits:** 25 days annual leave package plus bank holidays and day off for your birthday, staff training and development, access to wellbeing and counselling services, staff socials and complimentary theatre tickets

**Deadline for Applications:** Tuesday 7th May 2024 at 10am

**Interviews:** Stage 1 Interviews will be held Wednesday 15th May 2024

Stage 2 Interviews will be held Wednesday 22nd May 2024



Supported using public funding by

**ARTS COUNCIL  
ENGLAND**

# HELLO!

This is an exciting time for us as the organisation has renewed its Arts Council NPO status with increased investment, celebrated its 50th Anniversary, completed a major capital programme and our current Artistic Director / Chief Executive Karen Metcalfe is stepping down after 15 years at Burnley Youth Theatre, leaving us with a superb legacy and solid reputation.

The next Artistic Director / Chief Executive of Burnley Youth Theatre will be an outstanding and talented individual who will build on this legacy and lead our organisation with passion, intention and dedication to new levels of achievement and create a fantastic new chapter in our history.

We are offering this exciting role as the key leadership position for Burnley Youth Theatre which combines management and operational leadership of our organisation alongside leading on our artistic vision, programming and engagement. We are flexible about the degree to which your skills and experience reflect these dual requirements and will provide support in any areas that you may need more development in.

You will be a dynamic, inspirational and creative leader who has vision and is well networked, with a proven track record and credibility in your field, so that we can maintain our position as a leading organisation in work with children, young people and families at the heart of our local community.

You will have the courage and originality to lead our organisation into the future in your own distinctive way, together with the necessary business, finance and HR experience along with entrepreneurial acumen, whilst remaining true to our vision, values and our history.

The difference we make to people's lives is at the core of our values and mission and as such you will have an excellent and deep understanding and commitment to inclusivity, engagement and diversity and be able to embed this across all our programmes and activities. We want to reach more people to participate in our work, including digitally. You will ensure that we are focussed on these impacts and outcomes, coupled with maintaining artistic excellence, and that we can share these experiences, and what we have learnt with others.

We are looking for someone who can build on our success but also bring fresh ideas, incremental growth and reflection and be responsive and flexible to the changing cultural and funding environment and future opportunities.

As Artistic Director / Chief Executive, you will foster an inclusive leadership style across our staff team and Board, setting out our vision and business planning, and have an unsurpassed ability to prioritise, harness the full impact of our staff and resources, and ensure our future resilience.

We welcome your interest in this role. If you would like an informal discussion with our current Artistic Director / Chief Executive please send an email to [recruitment@burnleyyouththeatre.org](mailto:recruitment@burnleyyouththeatre.org) to request a phone call.

Good luck with your application.

Anthony Preston  
Chair of Trustees

# WHO WE ARE

We are a purpose built youth theatre set within beautiful woodland. We produce and programme pioneering work with, by and for children, young people and their families, enriching the lives of individuals and our community.

Burnley Youth Theatre was established in 1973. Over the past 50 years, the organisation has grown from a small local voluntary organisation to a nationally well-respected charity and we continue to go from strength to strength.

We operate from two purpose-built venues, our main Burnley Youth Theatre venue (built in 2005) and the Moira Preston building (built in 2014). Our facilities include a 158-seat theatre, two studio spaces, a heritage trail, an outdoor classroom and an outdoor performance space.

We are a part of the Arts Council England National Portfolio and receive regular funding from them alongside support from funders such as The Eric and Margaret Kinder Charitable Trust, The Henry Smith Charity, The Garfield Weston Foundation and Burnley Borough Council. We are fortunate to have these regular sources of funding alongside the regular donations that we receive from our participants, their families and our local community.

“ Burnley Youth Theatre is an inclusive, supportive and fantastic organisation to work for. Throughout my time working on the team, senior management supported my growth and gave me opportunities for continued professional development. ”

**Ollie Daley**  
Past Employee



# VISION, MISSION & VALUES

We are passionate about the arts and working with children and young people and our vision, mission and values underpin all of the work that we do.

Our Vision is that all children and young people will access high quality arts and culture.

Our Mission is to creatively inspire and challenge young people to take their next steps.

Our Values are contained within the following value statements:

- We provide multiple opportunities and points of access for children and young people to high quality arts and cultural activity through participation, through education, as young artists and as audience members for professional theatre.
- We open up possibilities for young people and families across the performing and other arts, and act as a gateway to the wider cultural sector.
- We enable children and young people to become independent creative thinkers who will show us where we need to go next.



# OUR CORE PROGRAMME

We deliver our work across five strands of activity. As a member of our small team you will have opportunities to engage with all areas of this work while fulfilling the duties of your role.

## Youth Theatre

We deliver youth theatre activities for ages 0 – 18. This includes over 20 weekly youth theatre sessions and 6 youth theatre productions each year. As well as drama-based workshops we deliver specialist weekly sessions such as Connect (for young people with disabilities) and Creative Families. We also deliver Arts Award and have a Youth Board who represent the children and young people who are involved with the organisation.

## Creative Education

We deliver a creative education offer in local primary, secondary and special schools. This can range from a one-off workshop based on a specific topic to a full term of weekly sessions which complement and support the national curriculum. We support schools to deliver the Arts Award and to achieve Arts Mark status.



# OUR CORE PROGRAMME

## Outreach

We deliver issue-based work with children, young people and families in community settings through our outreach programme. This is often project based and engages communities through film, drama, dance, art or music. We work in partnership with key agencies to deliver this work; previous partners include the police, sexual health team, health service and young carers. Past work has focused on issues such as knife crime, sexual health, extremism, forced marriage and alcohol misuse.

## Professional Theatre

Our venue is a receiving house for professional touring theatre with a focus on theatre for children, young people and families.

The Professional Theatre programme has seen established theatre companies such as Little Angel, Shakespeare's Globe and The Royal Exchange bring work to our space and has established us as a family friendly venue offering a diverse programme of work.

## Talent Development

We offer a variety of training opportunities for emerging artists and practitioners. This ranges from volunteer placements to paid traineeships. We are passionate about enabling young people aged 11 - 25 to begin and develop a career in the arts with a range of opportunities available. We have two young companies FirstByte Theatre (ages 14-18) and ByteBack Theatre (ages 18-25) who create professional standard work which performs regionally and at the Edinburgh Fringe Festival.



# EQUALITY, DIVERSITY & INCLUSION

Equality, diversity and inclusion principles are at the core of Burnley Youth Theatre and our work. We are committed to creating a culture in which equality, diversity and inclusion is celebrated and that people from all backgrounds are welcomed into the organisation as participants, volunteers, freelancers and staff members.

We have an equality, diversity and inclusion policy and action plan which is regularly reviewed and updated by the board of trustees to monitor our progress on making Burnley Youth Theatre accessible for all.

Through this recruitment process we actively welcome applicants who have a lived experience of being marginalised. We are committed to inclusive working practices and understand that there are many barriers that people face when considering an opportunity like this.

If you are interested in this role but feel there are things that may prevent you from getting involved, please get in touch.

If you are offered the position we will carry out a full induction programme to support embedding you into the role and organisation and we will work with you to meet any access requirements you need to be confident in your work.



# ARTISTIC DIRECTOR / CHIEF EXECUTIVE

Contract type: Permanent

Hours: 36 hours 15 minutes (full time)

Salary: £37,000 - £43,000 (dependant on experience)

Responsible to: Chair of Trustees

Responsible for: Head of Programmes, Artistic Producer and Head of Operations

Deadline for Applications: Tuesday 7th May 2024 at 10am

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# JOB DESCRIPTION

## **Job Purpose**

This is a dual role of both Artistic Director and Chief Executive, and we are ideally seeking a balance of complementary experience and skills in both areas. The purpose of the role is to provide inspirational leadership, vision and commitment to a highly regarded and significant arts organisation. The role will:

- Lead the artistic vision and ensure the artistic output is strategic, ambitious, creative and inclusive
- Drive the business of the organisation ensuring business planning and financial strategies are diverse, robust and resilient
- Oversee operational functions to ensure HR, venue management and policy is of the highest standard
- Lead the growth and development of the organisation in terms of profile, advocacy, networks, governance and capital developments

## **Strategy and Leadership**

- Provide leadership and inspiration for the organisation and clearly set out and champion the vision for the organisation both internally and externally
- Promote excellence and set standards of expectation, embed inclusivity and diversity and extend the organisation's reach, impact and relevance
- Uphold and champion the mission, values, ethics and working practices of the organisation
- Lead the staff team to deliver the vision and key strategic objectives of the organisation as laid out in the Business Plan, Audience Development Plan, Environmental Action Plan, Equality Action Plan and Fundraising Strategy
- Provide strategic direction across all artistic programmes including Youth Theatre, Creative Education, Outreach, Professional Theatre and Talent Development
- Ensure effective business, financial and fundraising planning, setting priorities, strategies and tactics and aligning staff and resources effectively to ensure we operate within our resources and remain resilient

# JOB DESCRIPTION

- Advocate, maintain and develop effective relationships and communication with all stakeholders including funders, partners, supporters, staff and Trustees
- Keep abreast of developments of relevance, horizon scan, future positioning and associated resource generation opportunities
- Implement organisational change and innovation where needed to ensure the organisation remains flexible, adaptive and resilient to ensure our future sustainability
- Champion our commitment to be a learning organisation, which supports staff, harnesses their talents, and provides opportunities for development and progression

## **Artistic**

Working closely with the Head of Programmes and Artistic Producer you will:

- Lead the artistic vision, ensuring that all staff and artists are aware of this vision and can find their place within it
- Design high quality creative programmes and projects that impact children, young people and families at our venue, in schools and in community settings
- Foster the generation of new ideas and lead on projects / productions which are ground breaking, risk taking and innovative
- Lead, inspire, mentor and support the artistic team to deliver high quality programmes, projects and productions
- Lead a comprehensive talent development strand to ensure young people can become the next generation of artists and arts professionals
- Ensure excellence across all our artistic programmes and activities and ensure there are appropriate mechanisms to monitor, evaluate and interrogate artistic outcomes
- Identify and take forward key artistic collaborations and partnerships and play a lead role locally, regionally, nationally and internationally in artistic and cultural networks and consortiums

# JOB DESCRIPTION

## **Organisational Management**

- Develop, implement and annually review the organisation's business plan, strategies and action plans, across the areas of audience development, equality and diversity, environmental and fundraising
- Lead and deliver Burnley Youth Theatre's Evaluation Framework, interrogating data and using evaluation to underpin learning and future decision making
- Line manage the Head of Programmes, Artistic Producer and Head of Operations
- Ensure effective communication with all staff, trustees and stakeholders including the coordination and leadership of associated meetings and agendas

## **Finance and Income Generation**

- Lead on the organisation's financial management, working with our Finance Consultant to produce regular management accounts, budgets and cashflows to present to the Board of Trustees
- Ensure financial records are kept and submitted to the relevant external agencies including HMRC, Companies House and Charity Commission and are archived for the necessary amount of time
- Lead on producing a coherent, realistic and robust fundraising strategy which consolidates current revenue streams and identifies future sources
- Lead on all restricted and unrestricted fundraising including government funding, grants from trusts and foundations, partnership commissioning, business sponsorship, philanthropic giving and community fundraising and support staff members to contribute to this
- Lead on all income generation streams including workshop fees, ticket sales and venue hire and support staff members to contribute to this
- Develop and write all major strategic funding bids (e.g. Arts Council England) and support staff to develop their skills in project funding and commissions
- Lead on all relevant reporting and evaluation for major funders
- Maintain healthy and effective relationships with key funders and stakeholders and seek out opportunities for new funding

# JOB DESCRIPTION

## **Governance and Legal**

- Act as Company Secretary, coordinating and servicing the Board of Trustees and keeping abreast of up to date legislation and best practice
- Lead on the Organisation's Annual Report and Charity Commission returns in partnership with the Chair of Trustees, Finance Consultant and external accountant
- Coordinate the Youth Board and enable them to represent all youth theatre members and support their meaningful input into management and Board decisions where appropriate
- Ensure all policies are updated on an annual basis and adhere to current legislation and best practice and that we abide by legal requirements including insurance, licensing and HMRC
- Be accountable for policy, staff training and reporting in relation to the safeguarding of children and vulnerable adults and be the Designated Safeguarding Lead for the organisation

## **Operations**

Working closely with the Head of Operations, you will oversee:

- Coordination and upkeep of the premises and building and health and safety
- Operational policies including HR, Health and Safety and GDPR
- Contracts and procurement with regards to the building, staff and freelance artists
- IT and administrative systems
- Completion of licences for performances /events staff, artist and volunteer recruitment and management

## **Partnerships, Advocacy and Communications**

- Act as an effective advocate for the organisation both internally and externally
- Develop and embed models of best practice; positioning BYT as an organisation of local, regional and national significance
- Secure and develop new collaborative relationships with a wide range of stakeholders and partners within the arts and cultural sector and beyond to raise the organisation's profile and develop our credibility and presence in a local, national and international areas and networks
- Keep abreast of current developments within the arts, cultural and community and voluntary sectors and feed this back into the organisation and its future planning

# JOB DESCRIPTION

## General

- Promote a positive and collaborative working environment and ensure all staff are working within our ethos
- Lead regular staff meetings, board meetings, staff training and team building events
- Support artistic productions and events; having a presence in the venue with participants, companies and audiences
- Attend external training for Continued Professional Development (CPD)
- Have a mandatory DBS check and attend mandatory training including Safeguarding, First Aid and Disability Inclusion and adhere to Burnley Youth Theatre's policies and procedures at all times
- Undergo a Staff Development Review with the Chair of Trustees over a 12 month period
- Deliver a Staff Development Review with all line managed staff over a 12 month period
- Be willing to work flexible hours including frequent evenings and weekends
- There may be other tasks required that are related to the effective and efficient operation of projects related to this post. The post holder will be expected to adopt a flexible and cooperative approach in these circumstances



# PERSON SPECIFICATION

## ESSENTIAL SKILLS AND EXPERIENCE

### Leadership

- Demonstrable experience of being an inspiring and effective leader
- A proven track record of successfully leading a small organisation or leading a department / project with similar outputs and impact
- Experience of strategic leadership including creating and delivering business plans and/or other key organisational plans
- Experience in and commitment to key policy areas including Equality, Diversity and Inclusion and Environmental
- Experience of acting as a chief spokesperson and of advocating and championing an organisation / project at a high level
- Ability to set direction for marketing, audience development and digital engagement strategies

### Creative / Partnerships

- Capable of creating and leading an artistic programme of activities
- Up to date knowledge and understanding of the arts sector including awareness of current issues and ability to bring new contacts and networks to the organisation
- Experience of working collaboratively and fostering a wide range of partnerships both within the arts and cultural sector and within education / community / voluntary sector
- Knowledge and experience of working with a range of public sector partners including local authorities, and contributing to social and economic agendas

### Finance and Funding

- Experience of income generation from a variety of sources including trusts and foundations
- Experience of setting and managing substantial budgets and delivering organisational / project goals and outcomes within a set budget
- Experience of reporting to and communicating effectively with key stakeholders including funders, partners and trustees
- Experience of monitoring and evaluation and using data and learning to inform decision making for artistic, social or economic outcomes

# PERSON SPECIFICATION

## HR

- Experience of leading teams, inclusive decision making and dealing with challenge and change
- Experience of staff and artist management including overseeing key appointments, coaching and mentoring and performance management
- Experience of working with people from diverse backgrounds
- Knowledge and understanding of safeguarding children, young people and vulnerable adults including current legislation and best practice
- Knowledge and understanding of the diversity of the underrepresented communities we work with and the challenges / barriers they face and how to lead programmes which reflect their needs

## General

- High level administrative / copywriting skills in order to prepare reports, board papers and press releases
- Exemplary written, verbal and digital communication skills
- Willingness to undertake an Enhanced DBS Check
- Flexibility to work evenings and weekends as required

## DESIRABLE

- Experience of working in a senior position in a venue based organisation
- Experience of venue management including Health and Safety policy and legislation
- Experience in Arts Council England quarterly and annual reporting
- Background in theatre / drama / youth theatre and awareness of current issues, key contacts and key networks
- Experience of directing, producing or project managing theatre / arts projects
- Experience of programming professional theatre into indoor and outdoor theatre spaces
- Knowledge of technical aspects of theatre and event management
- Experience of governance and servicing a Board of Trustees
- Experience of writing fundraising strategies and plans

# HOW TO APPLY

If you would like to be considered for the role, please complete the application form found on our website:

[burnleyyouththeatre.org/about-us/jobs-and-opportunities/](https://burnleyyouththeatre.org/about-us/jobs-and-opportunities/)

Please send the completed form in PDF format along with a covering email to:

[recruitment@burnleyyouththeatre.org](mailto:recruitment@burnleyyouththeatre.org)

We are happy to receive the above information in a format that suits you, be that written, audio or visual.

The closing date for applications is Tuesday 7th May 2024 at 10am

If you would like an informal discussion with our current Artistic Director / Chief Executive, please contact [recruitment@burnleyyouththeatre.org](mailto:recruitment@burnleyyouththeatre.org) to request a phone call.

For access, support or any other information with regards to this opportunity please call 01282 427767 or email [recruitment@burnleyyouththeatre.org](mailto:recruitment@burnleyyouththeatre.org)

When you have applied we will send you our equal opportunities monitoring form for you to complete. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

