



ARTISTIC DIRECTOR / CHIEF EXECUTIVE

RECRUITMENT PACK

Contract type: Permanent

Hours: 0.6FTE - 1FTE

Salary: £45,000 (Full time equivalent)

Location: In Burnley with some hybrid working from home

Deadline for Applications: Tuesday 1st October at 10am

Interviews: Stage 1 Interviews will be held Wednesday 9th October 2024

Stage 2 Interviews will be held Wednesday 16th October 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 has stepped 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 joint 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 Interim Artistic Director / Chief Executive please send an email to 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, an sensory room 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.



WHAT PEOPLE SAY ABOUT BYT!

Don't just take our word for it, see what some of our staff, alumni, participants and their parent/carers have to say about Burnley Youth Theatre!

“

I've loved everything about BYT since I started working here 9 years ago. The best thing about BYT is that we all have a 'make it happen' attitude and everyone is super supportive of everyone's ideas.

Laura Simpson
Head of Programmes

”

“

BYT has shaped who I am as a person. The opportunities and experiences here are truly remarkable. I consider it to be a huge part of my upbringing and I will be forever grateful for the years of fun filled productions and life long memories

Tessa Worden
Current Participant

”

“

Our children both love attending their workshops and being a part of productions. My son calls BYT his "happy place" that makes his "heart feel warm". Apparently "you feel like you can do anything when you are here"

Parent/ carer of Current Participant

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“

BYT has shaped my whole career. The work I did in Burnley allowed me to take risks and grow in a safe environment. BYT is everything!

Alumnus - Staff Member

”



LOCATION

With a rich history rooted in its industrial past Burnley is renowned for hardworking, innovative and entrepreneurial people. An “Outdoor Town” with award winning greenspaces and varied cultural programme, Burnley is a vibrant borough with 2.6 million tourists visiting yearly.

Our town proudly hosts a variety of restaurants, cafes, shops and bars, both national brands and independents as well our beloved heritage buildings such as Towneley Hall and Gawthorpe Hall. Of course, we have to give a shout out to our famous football team, Burnley FC and global award-winning The Woodland Spa.

With a large and varied choice of primary and secondary schools, as well as further education facilities such as Burnley College, the town is a great place to live for families. UCLan has committed to increasing its student numbers to 4,000 by 2025, making Burnley a bustling university town.

Burnley is conveniently located on the M65, providing easy access to the M62, M66, M6 and beyond. There are three international airports within an hour’s drive, as well as the Ribble Valley, Hebden Bridge, Manchester, Leeds, Preston, Blackpool, The Lake District and Liverpool being a short drive away. Burnley Youth Theatre is within easy reach of public transport links and cycle routes.



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: 0.6FTE - 1FTE

This is an important role for Burnley Youth Theatre. Our preference is that this is a full time role but are willing to be flexible for the right candidate in order to ensure that anyone who has an interest in applying for the role, is able to. Please state on the application form if you would like to be considered for this role in a part time or full time capacity.

Salary: £45,000 (Full time equivalent)

Responsible to: Chair of Trustees

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

Deadline for Applications: Tuesday 1st October at 10am

Interviews: Stage 1 Interviews will be held Wednesday 9th October 2024

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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
- Lead the growth and development of the organisation in terms of profile, advocacy, networks, governance and capital developments

Strategy and Leadership

- Provide leadership for the organisation - promoting excellence, embedding inclusivity and diversity and extending the organisation's reach, impact and relevance
- Set the vision and key strategic objectives of the organisation, and lead the staff team to deliver
- Provide strategic direction across all artistic programmes (working with the Head of Programmes and Artistic Producer to achieve this)
- Ensure effective business, financial and fundraising planning (working with the Finance Consultant to achieve this)
- Lead on the effective management of the venue / site, operations and HR, (working with the Head of Operations to achieve this)
- 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 make sure 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

JOB DESCRIPTION

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
- Inspire new creative ideas and lead on projects / productions which are ground breaking, risk taking and innovative
- Mentor and support the artistic team to deliver high quality programmes, projects and productions
- Ensure talent development is at the heart of our work to inspire and grow 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

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

JOB DESCRIPTION

Finance and Income Generation

- Lead on the organisation's financial management, working with our Finance Consultant monitor income and expenditure, ensuring budgets and targets are met
- Lead on producing a coherent, realistic and robust fundraising strategy which consolidates current revenue streams and identifies future sources
- Take a lead role in income generation across all income streams and support the staff team to reach their annual income targets
- Develop and write all major strategic funding bids (e.g. Arts Council England) and lead on Trust and Foundation grants including supporting staff to develop their skills in applying for smaller grants
- Maintain healthy and effective relationships with key funders and stakeholders and lead on all relevant reporting and evaluation

Governance and Legal

- Act as Company Secretary, coordinating and servicing the Board of Trustees
- Lead on the Organisation's Annual Report and Charity Commission returns in partnership with the Chair of Trustees, Finance Consultant and external accountant
- 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 named Safeguarding Lead for the organisation

JOB DESCRIPTION

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
- Keep abreast of current developments within the arts, cultural and community and voluntary sectors

General

- Act as Duty Manager for core activities as required and regularly support artistic productions and events
- Attend external training for Continued Professional Development (CPD)
- Have a mandatory DBS check and attend mandatory training including Safeguarding, First Aid 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 evenings and weekends (with notice)
- Undertake other tasks necessary for the effective and efficient operation of the organisation, in the spirit of flexibility and cooperation.



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

Creative / Partnerships

- Extensive experience in the arts / theatre / youth theatre sector
- Experience of directing, producing or project managing theatre / arts projects
- Awareness of current issues, key contacts and networks in the cultural sector
- Experience of working collaboratively with a range of arts, schools and community partnerships
- Knowledge and experience of working with a range of public sector partners
- 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

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
- Experience of reporting to and communicating effectively with key stakeholders
- Experience of monitoring and evaluation and using data and learning to inform decision making

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

Other

- 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

- Governance and servicing a Board of Trustees
- Creating and monitoring key organisational policies or working with external specialists to write policies
- Arts Council England quarterly and annual reporting
- Writing fundraising strategies and plans
- Generating income from venue hire, sponsorship, business, individual and other philanthropic giving
- Venue management including Health and Safety policy and legislation
- Setting direction for marketing, audience development and digital engagement strategies

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/

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

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 1st October at 10am

If you would like an informal discussion with our current Interim Artistic Director / Chief Executive, please contact 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

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.

creatively inspiring children, young people
EST. 1973