

THEATRE

Hullabaloo



EXECUTIVE DIRECTOR RECRUITMENT PACK

SPRING 2020

CHAIR'S WELCOME

Thank you for your interest in the role of Executive Director at Theatre Hullabaloo.

Theatre Hullabaloo is one of the UK's leading children's arts organisations. We make, produce, promote and programme world-class theatre for young audiences. In December 2017, we opened The Hullabaloo, a purpose-designed venue for children and families in Darlington, which is where we are based.

Theatre Hullabaloo is a small team fired with passion and commitment to impact the lives of our local audiences and also to contribute to national and international conversations about the role of the arts and creativity in children's lives. We are a friendly and inclusive organisation who work hard to support and meet the varying needs of people who work with us to ensure we employ the best people to do the job and that they represent the communities we serve. We are now looking for a dynamic, resourceful and ambitious Executive Director to help shape our next chapter.

The Executive Director is a senior management position at Theatre Hullabaloo with responsibility for overseeing financial management, business development (fundraising, relationship cultivation) organisational legal/contractual matters, building/theatre/premises management, organisational performance and marketing/public relations activity. The Executive Director, reporting to the CEO/Artistic Producer, will play a major part in the development of the company's mission and strategy as appropriate for a registered charity and a company limited by guarantee.

This application pack gives you an overview of Theatre Hullabaloo, the Job Description and Person Specification and details of how you can apply. Please note that the deadline for applications is 3rd April 2020.

If you would like to discuss the role prior to application, please contact Theatre Hullabaloo's office on 01325 405680 so that a phone call with Miranda Thain, CEO/Artistic Producer, can be arranged. We look forward to receiving your application.

Sharon Paterson

Chair of Board of Trustees

ABOUT THEATRE HULLABALOO

Theatre Hullabaloo believes that creativity should be part of everyone's childhood. We are a pioneering organisation that makes, tours and promotes theatre for children and young people because we believe that they are the most important audience of all. Established as Cleveland Independent Theatre Company, a general regional touring theatre company in 1979, the organisation became a specialist young people's company in 1994 (CTC Theatre) and was then reimagined as Theatre Hullabaloo in 2009.

Theatre Hullabaloo is a National Portfolio Organisation (NPO) of Arts Council England, a registered charity and one of the leading specialist children's theatre organisations in the UK. We make and commission new work for audiences from birth to 16 years which tours regionally, nationally and internationally to a mixture of theatres, venues, schools, nurseries and community settings. We also deliver a busy artist and sector development programme, believing that our audiences deserve work made by the most brilliant of artists and we work with a range of partners and stakeholders to produce research into the value of creativity in the lives of children which impacts on national policy in this area.

*'If this was weekly, I
would bring my
child every week!'*

*- Audience
member (Lullabub)*



THE HULLABALOO



'I feel lucky that we have such an exciting arts facility so close to home as my daughter grows up'

- Audience member

In December 2017, Theatre Hullabaloo realised the dream of opening a purpose-built venue for children and families in Darlington. The Hullabaloo presents a year-round programme of world-class performances, free creative play installations, family-focussed activities, and participatory work with particular emphasis on early years creativity.

The venue has already welcomed over 50,000 children and their grown-ups through its doors to see wonderful theatre specially made for them, engage them in magical play installations and much more. The venue was named 'Best Family Venue 2019' in the national Fantastic for Families awards.

OUR VISION

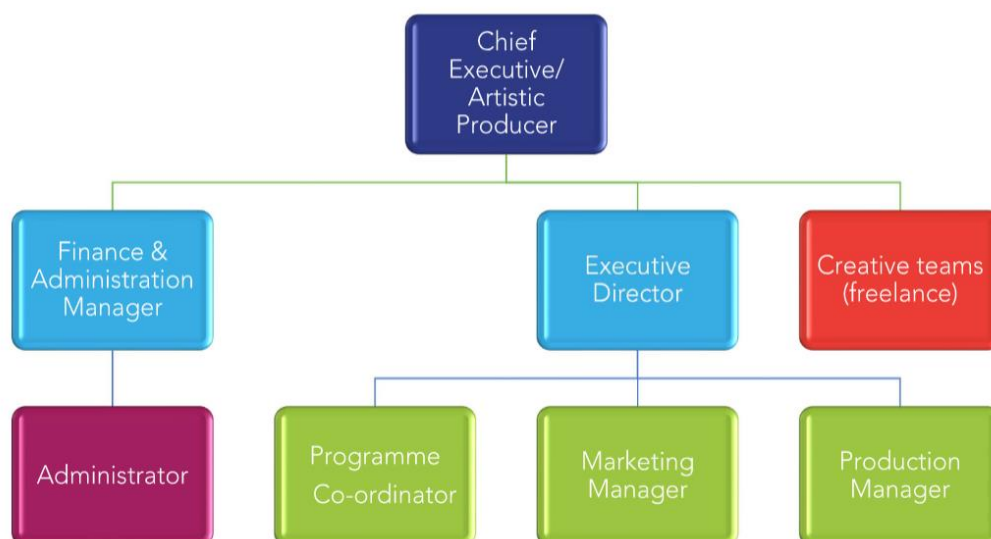
Theatre Hullabaloo is a pioneering organisation that believes that creativity should be part of everybody's childhood.

Our Strategic Aims

- 1) To develop the national & international profile of The Hullabaloo, our purpose-built theatre for children and families
- 2) To increase engagement with local communities, ensuring The Hullabaloo is meaningful to children, families and schools locally and regionally.
- 3) To increase audiences across the portfolio of Theatre Hullabaloo's work
- 4) To develop a leadership role in creativity for early years and influence national policy in this area
- 5) To diversify income streams thereby increasing organisational resilience

STRUCTURE & GOVERNANCE

Theatre Hullabaloo is the trading name of Cleveland Independent Theatre Company Ltd and is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. Theatre Hullabaloo currently has a staff team of seven and an array of freelancers that make up the wider creative and project teams.



Theatre Hullabaloo is governed by a board of seven trustees which meets five times a year to administer the charity. The board also operates a finance sub-group which meets quarterly and other subgroups in areas of personnel, income generation and education and learning.

FUNDING & FINANCE

In the year to 31st March 2019, turnover was £452,163. Income came from a range of project funders and partners such as Darlington Borough Council, Creative Darlington, Durham County Council, Teesside University, Esmée Fairbairn Foundation, Gillian Dickinson Trust, Darlington Building Society, Tees Valley Combined Authority, National Lottery Heritage Fund, John Thaw Foundation, Victoria Wood Foundation, our corporate supporters, volunteers and private donors and from our primary funder, Arts Council England.

Income was also derived through ticket sales from performances throughout the year. Although heavily subsidised by Arts Council England and other funding, the company does need to make a charge for its activities to schools, venues and public audiences. Schools and arts venues pay a very small proportion of the actual cost of a performance and, in the case of schools, this money generally comes from an allocated enrichment budget. In line with our equalities policy, the organisation champions the right of all young people to access to high quality theatre experiences as a vital part of childhood. We therefore pioneer an integrated travel and ticket subsidy for schools and nurseries in order not to discriminate against smaller rural schools with limited access to affordable transport or cultural opportunities. We continue to offer low ticket pricing for the public with discounts offered for small and large groups and combined ticket discounts.

DARLINGTON & THE TEES VALLEY

Theatre Hullabaloo is adjacent to Darlington Hippodrome, located on Borough Road, only a 5-minute walk to Darlington station, with direct links to Newcastle (35 mins), York (40 mins), Leeds (55 mins) and many other destinations. Teesside Airport serves a growing number of destinations including Aberdeen, Amsterdam, Dublin, London City Airport and Southampton.

Darlington is situated in the Tees Valley, within easy reach of spectacular coastline and countryside, and only an hour's drive from the Lake District. Darlington, recently rated 11th out of 25 best places in the UK to work by the worldwide recruitment website Glassdoor, is an ambitious place with a

diverse and resilient economy grown out of a tradition of technological and entrepreneurial innovation. It enjoys **excellent transport links, highly qualified local workforce, high achieving schools, good quality residential areas, low** rent and property prices and an excellent **quality of life**.

Leading companies based in Darlington include **Amec Foster Wheeler, Whesoe Engineering, Cummins Emissions Solutions, Cleveland Bridge, Students Loan Company, Capita and Nobia AB**. Over £500 million of public and private sector investment has been attracted into Darlington over the last 5 years, **delivering a wide range of transport, infrastructure and physical regeneration schemes designed to boost the economy**.

Darlington is also home to the **University of Teesside**, the recipient of the Queen's Anniversary Prize for Higher and Further Education 2013 for outstanding work in the field of enterprise and business engagement.

THE ROLE

Title:	Executive Director
Salary:	£35,000 per annum
Hours:	40 hours per week
Contract type:	Full time, permanent
Annual leave:	27 days per annum plus bank holidays

We are proud to be a family friendly employer and operate a flexible working policy.

OVERVIEW

The Executive Director is part of the Senior Management team at Theatre Hullabaloo, alongside the Chief Executive/Artistic Producer and the Finance and Administration Manager. The post reports directly to the Chief Executive but will be expected to work and liaise closely with the Board of Trustees independently as well as in partnership with the CEO.

This is a senior position at Theatre Hullabaloo with management responsibility for finance, development (relationships with corporate partners, trusts, foundations, and other donors)

organisational legal/contractual matters, building/theatre/premises management, office systems and marketing/public relations activity.

The Executive Director, as Deputy to the CEO/Artistic Producer, will play a major part in the development of the company's mission and strategy as appropriate for a registered charity and a company limited by guarantee.

The following areas are within the remit of the Executive Director:

- Develop and implement systems for monitoring and improving organisational performance, working with the Board of Trustees to ensure agreed objectives are delivered
- Coordination of long-range and annual financial and delivery planning in collaboration with the CEO/Artistic Producer and the Board of Trustees to increase organisational resilience
- Management of the Darlington Borough Council operational partnership for The Hullabaloo
- Overseeing financial sustainability, including oversight of budget setting, financial reporting and forecasting, cash flow management, expenditures review and approval (delivered by the Finance and Administration Manager)
- Developing and directing operational plans for administrative operations, ensuring good internal communication and liaison
- Providing leadership for and actively participating in fundraising activities, donor development, grant seeking and grant reporting
- Engaging in stakeholder relationships and partnership development (with an emphasis on regional multi-agency relationships)
- Ensuring the organisation implements strong audience development and engagement, marketing and brand development, working with the Marketing Manager
- Internal communication and leadership
- Be accountable for the implementation of all statutory and non-statutory policies and procedures to ensure Theatre Hullabaloo meets its responsibilities to funders, stakeholders and audiences (e.g. access, inclusion, environmental monitoring etc)

KEY RESPONSIBILITIES

Strategic Development

- In conjunction with the CEO/Artistic Producer and the Board, contribute to the development and delivery of Theatre Hullabaloo's business plan, including implementation of the strategic plan and regular review in light of its artistic goals, financial objectives, industry trends, the market environment, and performance of the organisation
- Working to identify, secure and promote the partnerships and collaborations that will enhance the future development of Theatre Hullabaloo
- Developing and cultivating relationships with key stakeholders to support the organisation's mission
- Cultivating new revenue funding relationships with corporate partners and trusts and foundations
- Advising the Board on new opportunities for the organisation
- Advocating for the organisation, its work and the role of theatre for young audiences more broadly

Fundraising, Marketing & Audience Development

- Cultivating new revenue funding relationships with corporate partners, donors and trusts and foundations
- Maintaining relationships with funders, partners and stakeholders and meeting reporting requirements linked to these.
- Writing and developing the income generation strategy
- Monitoring and development of individual giving schemes
- Development of new funding relationships with trusts and foundations
- Representation of the organisation within regional grant delivery bodies and associated fora
- Maximising and diversifying commercial income streams
- Overseeing the audience development, marketing and communications strategies and plans, working closely with the Marketing Manager
- Overseeing the community engagement strategy for Theatre Hullabaloo and its portfolio of work, ensuring that audience and community development initiatives reflect and strengthen the organisations strands of work, including learning and participation
- Working with the team to ensure that box office and income targets are met across the organisation's portfolio of work

Operational & Team Leadership

- Line managing some of the core staff team (see organisational chart above), including conducting appraisals and performance reviews and regular 1-1s
- Liaising with Darlington Hippodrome and ensuring that the operational management of The Hullabaloo is smooth and in line with Theatre Hullabaloo's vision
- Ensuring the organisation meets and exceeds its commitment to reduction in environmental impact
- Ensuring all policies, procedures and recruitment plans are fit for purpose, ensure fair treatment of staff and are regularly updated
- Overseeing responsibility for Health and Safety by ensuring that procedures are in place to provide for health, safety and welfare affairs to be adequately assigned, resourced and researched and to ensure that accountability is understood and accepted at all appropriate levels.
- With the CEO/Artistic Producer, oversees the smooth running of the organisation, the updating of policies and procedures and financial management including budget setting, payments, financial reporting and compliance.
- Act as Data Controller and be responsible for data management and statutory compliance across the organisation

Financial Planning and Management

The Executive Director is responsible for the broader financial management of the company, alongside the CEO/Artistic Producer. They will work closely with the Finance and Administration Manager to:

- Prepare annual budgets for the organisation and its programme of work (agreeing them with the CEO/AP)
- Prepare and revise budgets to support the business plan (agreeing them with the CEO/AP)
- Monitor and report against financial risk to the Board on a regular basis
Report regularly to the Board, ensuring that all statutory responsibilities are met on all matters relating to the Company's charitable and corporate status.
- All other duties as reasonably requested by the Chair of the Board of Trustees.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Demonstrable capacity to lead, manage, motivate and inspire the team at Theatre Hullabaloo	A commitment to and passion for theatre for young audiences
Strong budgeting and financial management skills	Experience, at a senior level, of managing venue-based organisations
Excellent interpersonal leadership, presentational and communication (both written and oral) skills	Experience of working within a National Portfolio Organisation or similar
Ability to create and manage a wide range of strategic partnerships	Experience of Health and Safety responsibility for an organisation
Demonstrable ability to generate significant income from a range of sources – fundraising, earned income, commercial opportunities, commissioning	An understanding of the North East cultural infrastructure
Strong project management skills and experience	At least 3 years' experience of a management/leadership position in the arts/charity sectors
Thorough understanding of the legal and statutory responsibilities of a small charity	Experience of managing lease and contractual partnership agreements
Experience in developing structures to manage and monitor organisational performance	Understand the requirements of Arts Council England and its National Portfolio Organisations
The ability to act as an ambassador and advocate for the organisation and the sector at a high level	
A thorough understanding of the funding landscape	
Experience in managing or working with Local Authority relationships	

APPLICATION PROCESS

Please complete the Application Form and Equal Opportunities Monitoring Form that accompanies this application pack and send these to info@theatrehullabaloo.org.uk before the deadline detailed below. We want to help applicants to **fully represent what they can offer the organisation**, so if you feel our application form isn't the best format for you, please contact us so that we can give you access to what you need to apply or attend for an interview.

Theatre Hullabaloo is an Equal Opportunities Employer and recognises the importance and advantages of diverse workplaces and communities. We particularly welcome applications from people of colour, those who identify as LGBTQI+, or are d/Deaf or disabled.

Please note that CVs will not be accepted.

Application deadline: 3rd April 2020

Interview date: w/c 20th April 2020

If you would like an informal conversation about the role, please contact the office either by emailing info@theatrehullabaloo.org.uk or phoning 01325 405680 to arrange a conversation with Miranda Thain, CEO/Artistic Producer.

PRIVACY NOTICE

Theatre Hullabaloo will collect and maintain some personal information about you throughout the recruitment and selection process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The full applicant privacy policy is on our website alongside the application pack.



The Hullabaloo, Borough Road,
Darlington DL1 1 SG
01325 405680
info@theatrehullabaloo.org.uk
www.theatrehullabaloo.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Theatre Hullabaloo is a trading name of Cleveland Independent Theatre Company
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