



# Executive Director / Joint CEO Recruitment Pack

THEATRE  
**Hullabaloo**



# Introduction

The Trustees of Theatre Hullabaloo are looking to appoint an exceptional individual to the new role of Executive Director and joint CEO. In co-leadership with the Artistic Producer/joint CEO, the Executive Director will take the organisation on to the next stage of its development, building on Theatre Hullabaloo's established reputation and creating more opportunities to champion the role of creativity in childhood and to reach more children and families with our work.



# Chair's Welcome

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



Theatre Hullabaloo is one of the UK's leading children's arts organisations. We produce, promote and programme world-class theatre and Creative Play programmes 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 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 an Executive Director/joint CEO with the Artistic Producer, to co-lead the organisation over the coming years.

The Executive Director/joint CEO will have 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 board, will play a major part in the development of the company's continued 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 Monday 26 January 2026 at 09:00.

If you would like an informal conversation to discuss the role prior to application, please contact Theatre Hullabaloo's office by emailing [info@theatrehullabaloo.org.uk](mailto:info@theatrehullabaloo.org.uk) or phoning 01325 405680 to arrange a conversation. We look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'KL Case'.

Laura Case  
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 programme and commission new work for audiences from birth to 16 years for our 107-seat theatre space and design Creative Play installations for our second space where parents and babies engage and play together in response to artist-designed playscape environments.

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)



# About The Hullabaloo

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 160,000 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.

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

- Audience member



# Our Vision



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



## Our Strategic Aims



To develop the national and international profile of The Hullabaloo, our purpose-built theatre for children and families.



To increase engagement with local communities, ensuring The Hullabaloo is meaningful to children, families and schools locally and regionally.



To increase audiences across the portfolio of Theatre Hullabaloo's work.



To develop a leadership role in creativity for early years and influence national policy in this area.

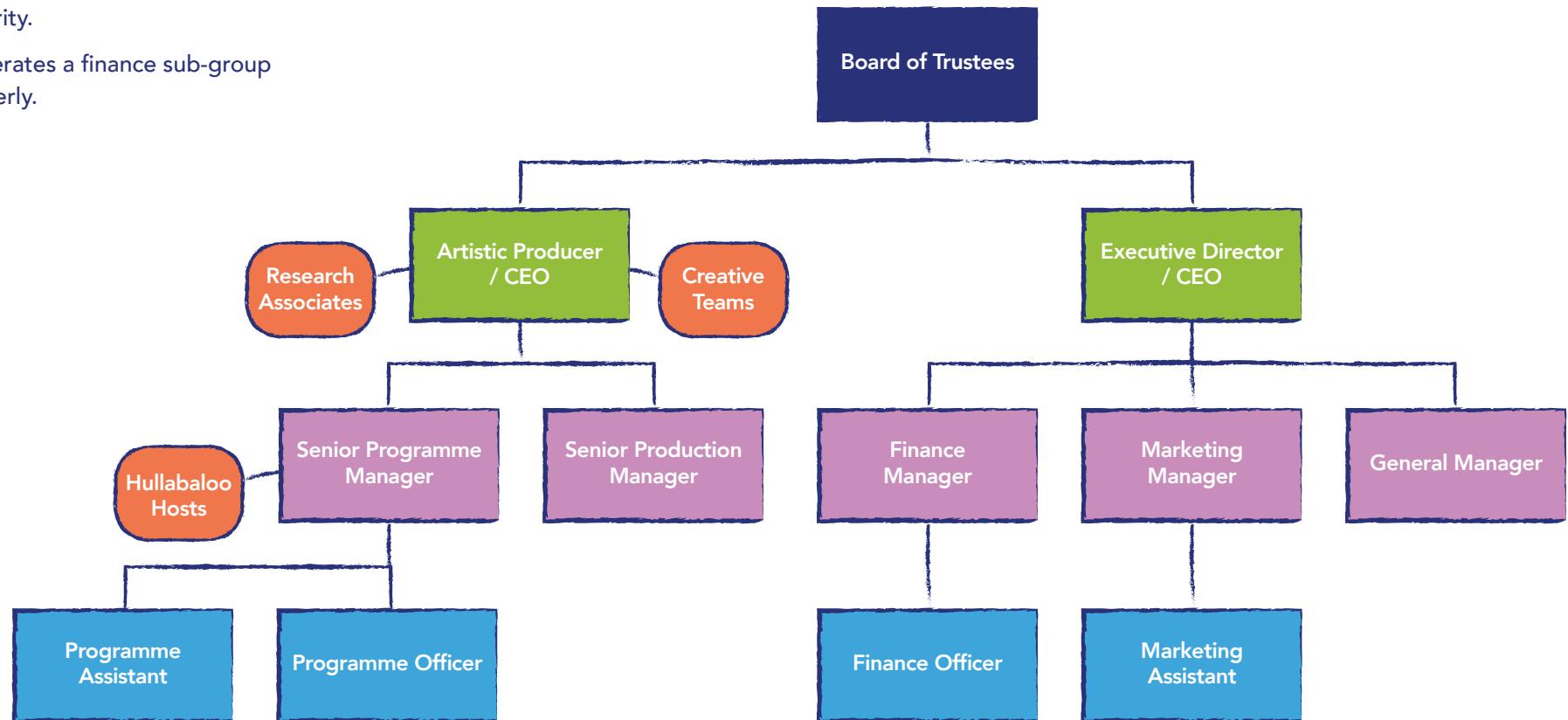
# Structure & Governance

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 is governed by a board of trustees which meets four times a year to administer the charity.

The board also operates a finance sub-group which meets quarterly.

Indicative company structure:



# Funding & Finance

**In the year to 31 March 2025, turnover was £954,000.**

Income came from a range of project funders and partners such as Tees Valley Combined Authority, Trusts and Foundations, corporate supporters and from our primary funder, Arts Council England.

Income was also derived through ticket sales from performances throughout the year. Although subsidised by Arts Council England and other funding, the company does need to make a charge for its activities in the main theatre.

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.



# About Darlington & Tees Valley

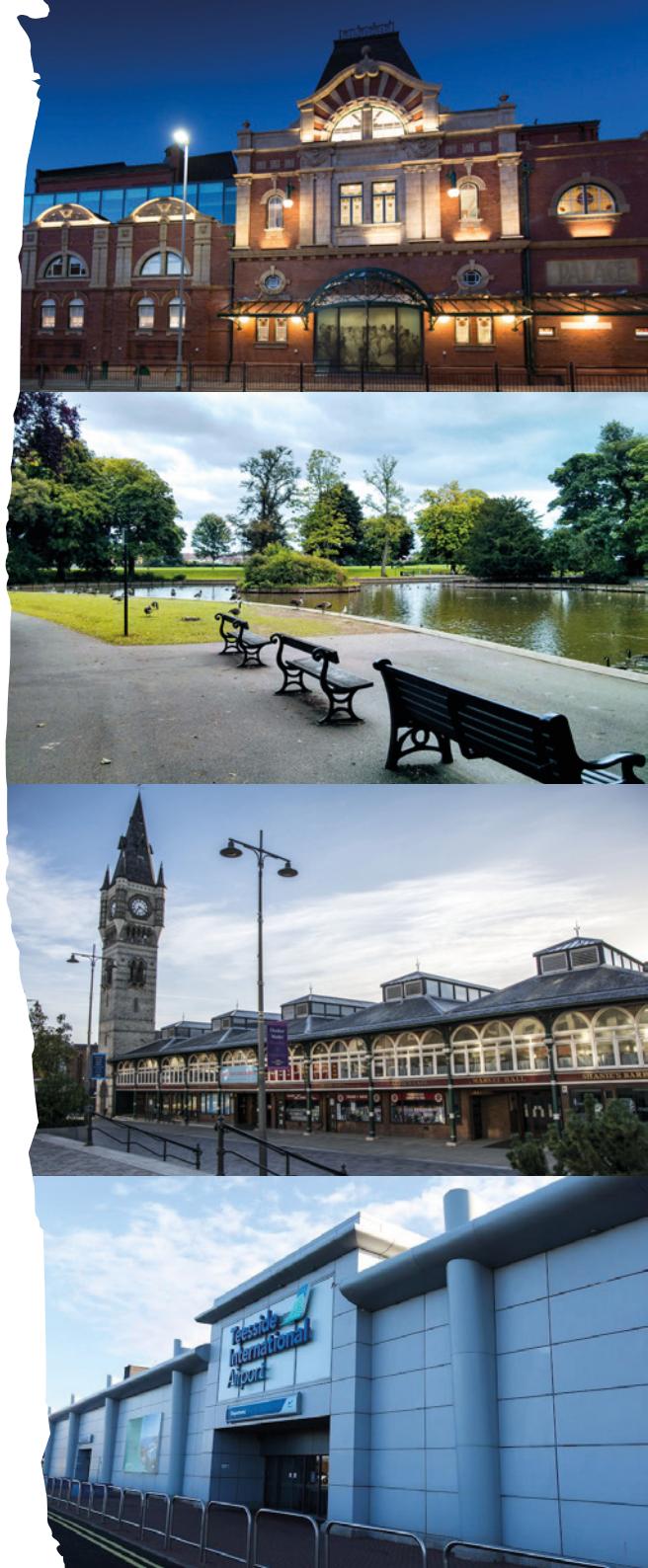
Theatre Hullabaloo is adjacent to Darlington Hippodrome, located on Borough Road, only a 5-minute walk to Darlington station, with direct links to Newcastle (35 mins), York (40 mins), Leeds (55 mins) and many other destinations. Teesside Airport serves a growing number of destinations including Aberdeen, 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, Whessoe Engineering, Cummins Emissions Solutions, Cleveland Bridge, Students Loan Company, Capita and Nobia AB. Well over £500 million of public and private sector investment has been attracted into Darlington over recent 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

<b>Title</b>	Executive Director / joint CEO
<b>Salary</b>	£52,500 per annum
<b>Hours</b>	40 hours per week
<b>Contract type</b>	Full time, permanent (proposals for four days will be considered)
<b>Annual leave</b>	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 will be joint CEO with the Artistic Producer Miranda Thain and together they will form the senior leadership team. The post will report directly to the board and will work collaboratively with the Artistic Producer.

The role will be based in Darlington and there is a requirement to support the staff team with an appropriate level of presence in the building.

The job specification sets out the key areas of sole and shared responsibility with the Artistic Producer and the role plays a major part in the development of the company's strategy and submission for core funding from Arts Council England beyond the current funding agreement ending March 2028.



# Role Profile

## Executive Director

- Works in a collaborative manner, at all levels within the organisation
- Champions an inclusive culture within the team
- Is a problem solver
- Is an excellent communicator
- Shows initiative and the ability to work autonomously
- Represents the company with passion for its vision and values
- Has excellent financial acumen

## Main purpose of the job

Work jointly with the Artistic Producer to lead Theatre Hullabaloo and successfully develop relationships with our stakeholders.

Working with Artistic Producer to develop and implement a sustainable business model and strategic plan, the Executive Director will have lead responsibility/accountability for the financial health of the company, good governance, HR and operations. The Executive Director will lead on fundraising and fundraising strategy, work closely with the Theatre Hullabaloo team to ensure excellent financial management and reporting, and, in co-leadership have joint responsibility for the strategic planning of the company's programme and delivery model.

## Position in the organisational structure

The post-holder shall:

- Co-lead the organisation with the Artistic Producer



# Duties & Key Responsibilities

## Strategic

- With the Artistic Producer, create and implement strategy for long-term organisational sustainability, health and resilience.
- Take the strategic lead for certain key projects or programmes, building and maintaining partnerships and engaging stakeholders.
- With the Artistic Producer, ensure any required relationships and reporting to the Arts Council England, Tees Valley Combined Authority, Darlington Borough Council and other key funders are maintained.
- Lead on the day-to-day management of staff, working collaboratively with the Artistic Producer to ensure there is an appropriate management structure in place to enable the organisation to deliver the strategic plan, with appropriately delegated responsibilities staffed by suitably experienced employees.
- Lead on fundraising and fundraising strategy and look to diversify income streams, setting fundraising targets that are realistic and scheduled in alignment with the artistic plan.
- Develop a corporate engagement strategy to engage local and regional business partners
- With the Artistic Producer, build and maintain external strategic relationships with key stakeholders, partners and potential supporters.

## Team Leadership

- Ensure that staff at all levels in the organisation are effectively managed and supported and that policies and procedures are maintained to ensure inclusive, consistent and fair treatment of all staff.
- Line-manage some of the core staff including conducting appraisals, performance reviews and regular 1-2-1s.
- With the Artistic Producer, create a supportive environment where diverse talent can thrive, and everyone can give of their best.
- Ensure company policies are monitored appropriately and where reviews of policies for Board approval are necessary ensure they are undertaken in timely fashion.
- Manage recruitment of staff and trustees, including creation of job packs, providing necessary budgets for the advertisements placed and general timelines with Marketing team.

# Duties & Key Responsibilities (2)

## Finance

- Lead on financial planning and maintaining an overview of Theatre Hullabaloo's financial position and projections.
- With the support of the Finance Manager, manage annual budget and financial monitoring support for major programmes and projects.
- Be responsible in conjunction with the Artistic Producer and budget holders for monitoring company budgets.
- With the support of the Finance Manager, work on the management accounts and overall management of the finance function and provide ad-hoc support to the Artistic Producer and budget holders.

## Operations

- Support all matters related to the building, including contract renewal, payments and rent reviews.
- Explore potential commercial opportunities through the use of the building with the aim of maximising income generation.
- Oversee risk management, maintaining the risk register and being aware of dynamic changes to our exposure to risk.
- Operate as the Designated Safeguarding Officer for Theatre Hullabaloo and have oversight of safeguarding policies and procedures.

## Income Generation

- With the Marketing Manager, lead and formulate a clear development strategy and oversee their work in delivering it.
- With the Artistic Producer, oversee income generation targets for core programmes.
- With the Artistic Producer, maintain positive relationships with major funders including Arts Council England and Darlington Borough Council.

## Governance

- Work collaboratively with the Artistic Producer and Finance Manager on compiling relevant board papers, attending relevant board and sub-committee meetings.
- Ensure compliance with all laws and regulations, including reporting to Companies House and the Charity Commission.
- Advise the Chair and Board on governance matters.

## Communications & Advocacy

- With the Artistic Producer, be a public advocate for Theatre Hullabaloo, and develop and maintain relationships with key stakeholders across local regional and national partnerships.

# Duties & Key Responsibilities (3)

## General duties applicable to all Theatre Hullabaloo contracted staff

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All Theatre Hullabaloo staff are expected to:

- Undertake all activities in compliance with Theatre Hullabaloo's policies and procedures with reference to equality and health and safety.
- Promote the activities, products and values of Theatre Hullabaloo.

## Personal Attributes

- A commitment to working collaboratively
- A commitment to delivering against organisational vision and values
- An open, inclusive leadership style
- A strategic thinker, able to reach decisions informed by multiple views and operational complexities
- An effective communicator internally and externally
- Able to manage competing priorities and to work flexibly in a fast-paced working environment



# Person Specification

## Experience (essential)

Demonstrable experience (minimum 4 years) in a similar senior role leading/co-leading and developing a company, with some experience developing a charity, ideally in the cultural sector

A track record of inspiring leadership and management, including successfully developing diverse teams and building communities of interest

A thorough understanding of good charity governance, legislation and policies in the charity sector and of working with a Board of Trustees

Strong strategic financial management skills with an understanding of compliance and charitable reporting

Experience of budgeting, budget management, financial reporting and audit processes

Experience of human resources management, including recruitment and performance management

Experience of working within a public building, ideally an arts or cultural venue

Experience of income generation strategies across a range of income streams

## Experience (desirable)

Experience of working within the arts or creative industries

Working knowledge of the national arts infrastructure

Experience of delivering impact with a small team

Knowledge of company and property law

Productive and wide range of contacts in the theatre/performing arts sector

Experience of working within an NPO or similar publicly funded organisation

Experience of communications and income generation

Experience of work for children and young people

# Application process

Please complete the 'Application for Employment' form and upload your application form (word doc/pdf) within this, both can be found on the 'Join the team' section of the website.

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 global majority, those who identify as LGBTQIA+, or are d/Deaf or disabled.

Please note that CVs will not be accepted.

**Application deadline:** 26 January 2026 at 09:00

**First interview date:** Thursday 5 February 2026

**Second interviews:** Friday 13 February 2026

If you would like an informal conversation to discuss the role prior to application, please contact Theatre Hullabaloo's office by emailing [info@theatrehullabaloo.org.uk](mailto:info@theatrehullabaloo.org.uk) or phoning 01325 405680 to arrange a conversation.

We look forward to receiving your application.



# Recruitment Statement

**We recognise the positive values of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.**

Our jobs are open to all, and we particularly welcome applications from the global majority, people with a disability, those who are d/Deaf or disabled and those that identify as LGBTQIA+, as they are currently underrepresented at Theatre Hullabaloo. We will interview all applicants who are ethnically underrepresented, or have a disability, who identify this in their application and who meet the essential criteria for this role.

Theatre Hullabaloo recognises that there might be more applicants identifying as ethnically diverse and/or as D/deaf or disabled that meet the essential criteria than there are available interview slots. In that event we will interview those that score the highest when assessed against the desirable criteria.

## 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.



# Find out more

You can find out more about Theatre Hullabaloo by visiting [theatrehullabaloo.org.uk](http://theatrehullabaloo.org.uk)

**Facebook:** @TheatreHullabaloo / @HullabalooHome

**BlueSky:** @theatrehullabaloo.bsky.social

**Instagram:** @TheatreHullabaloo

