

**Executive Director  
(Maternity Cover)  
*Recruitment Pack***



THEATRE THAT MAKES A NOISE





## About us

We are a Hull-based company creating gig theatre that brings people together for a good night out with big ideas. We tell untold stories which capture the electrifying moment when the beat drops, mixing original live music with bold new writing. Our events are live and loud, making sense of the modern world.

We are committed to breaking down barriers and ensuring that theatre is affordable and accessible for all. We will set fire to your expectations of what a night at the theatre can be.

Reverb, our artist development programme is our commitment to ensuring that artists in Hull are given top-class development opportunities across disciplines without needing to leave the city.

We are an associate company of Paines Plough and an Arts Council England national portfolio organisation, supported by Absolutely Cultured and Hull City Council.





## What's happening now?

Middle Child joined Arts Council England's National Portfolio in April 2018.

This decision allows us to be bolder and more ambitious than ever before as we continue to build on the first six years of our existence.

We are now able to put into action our long-term strategy of setting fire to expectations of what a night at the theatre can be.

We are making the most of the confidence shown in us by the Arts Council to become a stronger, more resilient and diverse organisation who are truly integrated into our local community.

# **Executive Director (Maternity Cover)**

## **Job Description**

**Responsible to:** Artistic Director

**Responsible for:** General and Production Manager; Audience Development Manager; Finance Assistant; any work placements as required.

**Reports to:** Artistic Director / CEO and the Board of Directors

In collaboration with the Artistic Director, the Executive Director (Maternity Cover) will:

- provide strong, inspirational and high-profile leadership to enable Middle Child to achieve its artistic and strategic objectives;
- ensure Middle Child's future within a changing cultural and commercial environment through strong and innovative fundraising and financial management;
- have responsibility to executively produce the programme, producing productions to the highest standards and provide a positive producing environment;
- ensure the company achieves audience development objectives;
- create a positive working culture and management environment, developing staff to the their potential and creating opportunities throughout the organisation to nurture the next generation of theatre makers and producers.

### **Artistic**

- Contribute to Middle Child's artistic activities and programming through strategic planning and budgeting;
- develop relationships with creative collaborators and partners, including co-producing partners and touring venues.

## **Productions**

- Exec. produce all Middle Child productions;
- oversee all production budgets;
- identify, secure and contract all co-producing and touring venues for productions;
- negotiate deals and contracts for creative teams, performers and production staff;
- oversee all rights negotiation and licencing, including royalty payments;
- oversee all production and technical management, line managing the General and Production Manager;
- oversee all audience development, including box office management, marketing, sales and PR activity, line managing the Audience Development Manager.

## **Artist Development**

- Manage the artist development budget;
- lead workshops where necessary;
- mentor as required;
- seek and develop opportunities to nurture the next generation of theatre makers and producers.

## **Core**

- Develop, identify and recruit the Middle Child Board of Directors, including devising and delivering away days, board meetings and associated documentation;

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# **Job Description (*continued*)**

- develop, identify, recruit and manage all Middle Child core staff, including recruitment, contracting, salary payments, pensions, performance reviews, training, mentoring, hours of work and holiday allocation/bookings;
- write, update and monitor the Middle Child business plan, mission/vision/strategy/values and SMART objectives;
- act as Safeguarding lead for the organisation meeting legal requirements and industry best practice, including developing, managing and maintaining the Safeguarding Children, Young People and Vulnerable Adults Policy and procedures;
- oversee all submissions to HMRC, Companies House, Charity Commission and VAT registration;
- oversee all finance and operations including all annual, production, artist development and marketing budgeting;
- oversee all audience development activity;
- oversee, develop, deliver, monitor and evaluate the Middle Child fundraising strategy including all corporate, trusts and foundations, individual giving and major funders;
- oversee the relationship with the Arts Council England, Absolutely Cultured and City Arts and other major funders as required;
- oversee all evaluation, data capture and management;
- oversee relationship management and tenancy agreement with Goodwin Development Trust;
- oversee all policies and procedures re to Health and Safety, Safeguarding and Protection of Children, Young People and Vulnerable Adults, Equality, Diversity, Harassment, Whistleblowing and Environmental

## **General tasks**

- Oversee the management and upkeep of Darley's;
- act as a passionate and effective advocate for Middle Child and represent the company at key meetings, groups, networks, press nights, opening nights and other company gatherings;
- act in the best interests of Middle Child at all times.





# Person Specification

## Required

- Positive, motivated and a self-starter
- Approachable, supportive and a good listener
- Passion and commitment to creating world class theatre from our home in Hull. Willing to live and work in the city, relocating if required
- Ability to lead a team, valuing the contributions of others whilst providing direction and driving the organisation forward
- Hands-on experience of producing productions and, ideally, of working within a building or small to mid-scale theatre company
- Experience of budgeting at a production and organisational level, ability to read and record accounts and manage financial information
- Demonstrable experience of employing staff, including knowledge of human resource best practice, working with union agreements (i.e. ITC)
- Knowledge of commissioning and contracting a range of industry professionals including writers, creatives and stage management teams
- Proven experience of establishing a good reputation for a project / organisation or similar with media and professional peers
- Proven record of fundraising from a variety of sources
- Used to working with and advocating policies and procedures relating to Health and Safety; Safeguarding and Protection of Children, Young People and Vulnerable Adults; Equality, Diversity, Harassment, Whistleblowing and Environmental
- A strong communicator, able to command respect at many levels, network and communicate the vision of Middle Child to a wide variety of stakeholders



## **Preferable**

- Leadership experience of a theatre building or small to mid-scale theatre company
- Experience of successfully establishing a new production, company or similar
- Understanding of National Portfolio Funding Agreement requirements and reporting
- Experience of producing work commercially and / or internationally

This is a guide to the nature of the work required of the Executive Director. It is not wholly comprehensive and may be reviewed with the post holder from time to time.



## Employment Terms

- 9 month fixed term, full-time maternity cover contract
- Start date June 2019
- 40 hours per week
- Core hours of 10am - 5pm, Monday to Friday; some evening and weekend work will be required
- 4-week probation period
- Salary - £25,000 - £30,000 per annum dependent upon experience
- Place of work: Middle Child's rehearsal building Darley's on the Thornton Estate in Hull

Middle Child supports flexible working and is an Equal Opportunities employer.





## How to Apply

The deadline for applications is **6pm** on **Monday 29 April 2019**.

Please submit a covering letter and up-to-date CV to [office@middlechildtheatre.co.uk](mailto:office@middlechildtheatre.co.uk) to apply for the role.

We value applications from a range of applicants, if you need any assistance or would like an informal conversation before making an application please do get in touch.

Interviews will be held on **Tuesday 7 May** at our office based at Darley's, Porter Street, Hull HU1 2JE.





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[middlechildtheatre.co.uk](http://middlechildtheatre.co.uk)

@middlechildhull



Us Against Whatever  
2019