

CHEEK BY JOWL – EXECUTIVE DIRECTOR: APPOINTMENT PACK



Thank you for expressing an interest in the post of Executive Director at Cheek by Jowl.

Enclosed you will find:

- A brief introduction to Cheek by Jowl
- Job description and person specification
- Organisational structure
- Summary details of pay and conditions

If you would like to arrange a confidential conversation to discuss the role, please contact our recruitment advisers Shreela Ghosh at shreelawork@gmail.com or Sue Hoyle at suehoyle@mail.com

Your application should comprise:

- your CV (not more than 2 sides of A4).
- names and contact details of two people who can comment on your suitability for the post, at least one of whom should be your current or recent employer. We will not approach your referees until after the first interview
- a cover letter addressed to Richard Philipps (Chair of the Board) c/o Cheek by Jowl. The cover letter should detail why you are interested in the post and how you meet the criteria set out in the personal specification. The cover letter should not be more than 2 sides of A4.
- Cheek by Jowl's Equal Opportunities Form (optional)

Applications to be received by **10am on Monday 8 October 2018**

Please submit by email to: jobs@cheekbyjowl.com

Or to the following address:

Cheek by Jowl
c/o Stage Door, Barbican Centre
Silk Street
London EC2Y 8DS

Please mark your email/envelope 'Executive Director Application'.

First interviews to be held on 1 November 2018. Second interviews to be held on 6 November 2018.

We look forward to receiving your application.

Yours sincerely

Richard Philipps
Chair

EXECUTIVE DIRECTOR

Cheek by Jowl

Cheek by Jowl is an independent creative and producing base in the UK for Declan Donnellan and Nick Ormerod as world class artists working across international theatre cultures. We protect, promote and resource the creative conditions, artistic values and ways of working that enable them to create work of excellence. We celebrate working across cultures and produce work in different languages: to date in English, French and Russian. Cheek by Jowl is a charity and one of Arts Council England's National Portfolio of Regularly Funded organisations.

Cheek by Jowl is committed to equality of opportunity and welcomes applicants from all backgrounds including those currently under represented in the arts.

Overall Purpose and Role

The Executive Director will be an experienced producer. They will work alongside and support the Artistic Directors. Plans for the next 3 to 4 years will include developing and touring our next Russian language production, Beaumont's THE KNIGHT OF THE BURNING PESTLE co-produced with the Pushkin Theatre, Moscow; the continuation and development of touring plans for our Russian language MEASURE FOR MEASURE; touring an Italian language production of THE REVENGER'S TRAGEDY in partnership with Il Piccolo, Milan; exploring possibilities of developing work with a Spanish ensemble and a new English language production.

We are looking for a dynamic individual who can operate confidently in an international market and maximise income opportunities for the company - through touring and co-producing as well as fundraising.

We need an excellent manager who will ensure a strong and efficient administrative base with which to support the Artistic leadership of the company and somebody who has proven ability in working closely and effectively with artists. As important is the capacity to work with a wide range of stakeholders, funders and partners, as key to the realisation of our plans will be the ongoing relationships with, in particular, Arts Council England, the Barbican and the Pushkin Theatre. Cheek by Jowl is in a good state of financial health, and the Executive Director will work to ensure this continues. The Executive Director will also play a role in developing the company's strategic thinking, planning and support.

JOB DESCRIPTION

Responsible to: Cheek by Jowl Chair and Board of Directors
Responsible for: General Manager & PA to the Artistic Directors, Marketing & Outreach Manager, Administrator, Press Consultant and, on a project to project basis, Company Manager, Production and Technical Managers, Marketing/Fundraising Consultant if appropriate.

PRINCIPLE OBJECTIVES

- To work with the Artistic Directors to implement Cheek by Jowl's ongoing plans;
- To plan, deliver and ensure the success of every production and tour ensuring the maximum audience for each piece of work and delivering appropriate participation programmes around each production;
- To ensure excellent relationships with the company's major partners and stakeholders, including but not limited to ACE, Barbican and the Pushkin Theatre;
- To deliver the best possible rehearsal and touring conditions to Cheek by Jowl's Artistic Directors, Associates and Artists;
- To sustain and develop the public profile of Cheek by Jowl both in the UK and internationally and ensure that all outward-facing communication supports that profile;
- To lead, manage and support the Administrative and Company Management teams;
- To maximise income through co-producing and touring as well as fundraising actively seeking new partners and opportunities in conjunction with the Artistic Directors ensuring that the current model and level of artistic activity is sustainable;
- To be responsible for the company's annual budget, quarterly management accounts and day to day financial position, working with the General Manager to ensure excellent and smooth financial management.

KEY RESPONSIBILITIES

Producing

- Work with the Artistic Directors to deliver excellent productions on time, in budget with first class production values;
- Secure and produce the international tours of all productions;
- Work with the Artistic Directors to ensure successful and ongoing relationships with all co-producing and touring partners in the UK and abroad, including the Barbican and to be the lead point of contact, negotiating headline terms and achieving maximum levels of financial support;
- Secure the best possible team for every production, negotiating headline terms with Associates, Artists and their agents as well as Company, Technical and Production and working closely with them throughout the life of a production ensuring clear communication and effective management;
- Work with partner venues to maximise audiences and deliver appropriate and excellent participation and artist development programmes;
- Oversee appropriate PR, digital and audience development strategies that will maintain the company's high level of profile and visibility.

Planning and resources

- Identify, seek and secure resources for the company's activities maximising income opportunities;

- Work to devise and deliver effective and targeted fundraising strategies and to ensure that these activities are complementary to the artistic aims and programme;
- Act as Director of the subsidiary trading company, and identify where it is appropriate to use it for theatre tax relief claims;
- Act as the lead contact with Arts Council England, ensuring all funding obligations are met, and maintaining active dialogue;
- Work with the Artistic Directors to develop strategic thinking and determine the best mechanisms for implementing their artistic ambitions, and reporting to the Board at quarterly meetings;
- Work with the Artistic Directors to monitor, evaluate and adapt as appropriate the company's plans, including programming, production budgeting, levels of international touring, extent of artist development activity;
- Be responsible for financial planning, reporting and control, including assessment and monitoring of financial risk, and alerting the Board to any risks of which they should be aware.

Organisational

- Ensure a strong and efficient team with excellent communication, keeping up to date with and following best practise in personnel management and meeting all the company's obligations as an employer;
- Ensure that appropriate organisational structures are in place to be able to deliver the company's plans;
- Line manage the General Manager and Marketing & Outreach Manager,
- Oversee line management responsibility for the Administrator, and on a project to project basis, Company, Technical and Production Managers with the Artistic Directors
- Manage the work of the Press Consultants, and when required other freelance support;
- Recruit all non-artistic personnel;
- Be responsible for the company's finances and liaise with the company's accountants in the production and presentation of the Company's Accounts;
- Ensure that the Board is provided with sufficient information to fulfil its responsibilities;
- Assist the Chair of the Board as required in recruiting new Board members;
- Act as Company Secretary of both the main company and the trading subsidiary;
- Ensure the company's statutory obligations (including, but not limited to, health and safety, employment and equal opportunities) are being properly delivered through the organisation.

ORGANISATIONAL STRUCTURE

Current Permanent Staff

Artistic Directors	Declan Donnellan and Nick Ormerod
Executive Director	Eleanor Lang
General Manager & PA to the Artistic Directors	Teya Lanzon
Marketing & Outreach Manager	to be appointed
Administrator	Marie Couvert-Castera

Regular Freelance Contractors

UK Press Representative	Kate Morley at Kate Morley PR
P/T Book-Keeper	Katherine de Halpert
Print Design	Ian Vickers at Eureka

Board of Directors

Richard Philipps (Chair)
Clare O'Brien
Beth Byrne
Hugh Nineham
Sameer Pabari
Judith Patrickson
Emma Stenning
Philip Stoltzfus

PERSON SPECIFICATION

Personal Specification	Essential	Desirable
Experience and knowledge		
Experience of producing tours both at a practical, hands on level and at a senior decision-making level, with up to date knowledge of artist and producing contracts, artistic costs and good practice in tour management	X	
Experience of co-producing and commissioning relationships	X	
Proven track record in areas of financial planning, budgeting and financial control	X	
Experience managing staff with knowledge of employment procedures and equal opportunity principles	X	
Experience of attracting resources for artistic activities from funders, private donors		X
Experience of producing internationally and knowledge of the international theatre context		X
Experience of working with a board of directors		X
Experience of managing funding body relationships		X
Knowledge of UK regional theatres' programming and financial context		X
Knowledge of Arts Council policies and priorities		X
Working knowledge of other language, particularly French, Spanish or Russian		X
Skills		
Strong negotiating skills	X	
Good communication skills - within the company as a manager, and externally to wider constituencies, including producing and presenting partners, funders, potential donors and other key stakeholders	X	
Excellent planning, scheduling, prioritisation and coordination skills	X	
Attributes		
Good strategic thinker	X	
Passionate about and committed to realising the Artistic ideals and aims of the company	X	
Self-motivated and able to offer leadership to other members of CBJ team	X	
Ability and confidence to represent the company to potential supporters in the UK and abroad – co-producers, potential donors/funders etc.	X	
Ability and willingness to travel abroad, both to develop relationships with venues and to supervise touring visits	X	

SUMMARY OF PAY AND CONDITIONS

Contract: Full time, permanent

Remuneration: Salary in the region of £45-£50k per annum, commensurate with experience.

Pension: A contributory pension scheme will be made available with company contribution of 5%, once the probation period is complete.

Holiday entitlement: 25 days paid holiday per annum excluding Public Bank Holidays, rising by one day a year to a maximum of 27 days.

Place of work and working hours: CBJ's office is located at the Barbican, Silk Street, London EC2Y 8DS. Cheek by Jowl operates a flexible start/end time policy, with staff working an 8 hour day (with an hour lunch break) Monday – Friday, starting between 9am and 11am each day. There will also be evening and weekend work required when the company is in production, plus international travel.

We guarantee to interview all disabled candidates whose application demonstrates they meet the essential criteria for the post. If you wish to apply under the guaranteed interview scheme, please indicate this in your application

GENERAL DATA PROTECTION REGULATION 2018

The EU General Data Protection Regulation (GDPR) is a set of laws intended to improve data protection for individuals in the EU. Information provided by you as part of your application will be used in the recruitment process.

Any information you provide will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 1 year and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the equal opportunities monitoring form will be used to monitor Cheek by Jowl's equal opportunities practices. This information will be securely stored separately to your personal details. By submitting your completed application, you are giving your consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring, and, if you are the successful candidate, your personnel record.

Cheek by Jowl's full privacy notice can be found on their website, or email info@cheekbyjowl.com to be sent the notice.