

Executive Director

Job Pack

June 2016

welcome to the show...





Executive Director

Job Pack

Thank you...

...for your interest in the position of Executive Director with us. This is an exciting time for the company – financially stable with healthy reserves and a small, high performing team developing and delivering a fantastic range of projects. If what follows interests and excites you, we'd love to receive an application from you.

Following is, we hope, all the information you might need at this time:

- Job Description
- Person Specification
- Position Overview
- a page on Unlimited's values and history.

For more information on the company as well as current and past projects, please visit our website www.unlimited.org.uk

If you have any questions not answered here or on the site, please feel free to email me j@unlimited.org.uk - I'm happy to arrange a telephone call if you'd prefer.

We're inviting you to apply for this post by submitting your CV and a covering letter.

Please use the covering letter to demonstrate how your experience and skills match the requirements of the position, with reference to the Job Description and Person Specification. The closing date for applications is **6pm on Wednesday 6th July 2016**.

If shortlisted, we will contact you by 5pm Friday 8th July with an invitation to meet us for interview at the West Yorkshire Playhouse in Leeds on Thursday 14th July.

Please submit your application preferably by email to j@unlimited.org.uk or by post addressed to me at: Unlimited Theatre, West Yorkshire Playhouse, Quarry Hill, Leeds LS2 7UP.

If possible, we'd prefer to receive any digital documents/attachments as PDF files.

We're looking forward to hearing from you.

With best wishes,

JON SPOONER, Creative Director



JOB DESCRIPTION

Job Title:	Executive Director
Reports to:	Creative Director & Board of Directors
Part of:	Senior Management Team, along with Creative Director and Executive Producer
Line management of:	Operations Manager Bookkeeper Freelance staff, as required
Job Purpose:	To lead on organisational, strategic and financial planning. To oversee and manage the smooth running of the organisation. To oversee the delivery of all artistic projects and productions, in collaboration with the Creative Director and Executive Producer.

Three days a week, 24 hours.

Based at Unlimited's offices in Leeds (currently the West Yorkshire Playhouse)

MAIN RESPONSIBILITIES

ORGANISATIONAL STRATEGY AND MANAGEMENT

- Strategic planning and development: responsible for the overall running of the organisation, drawing up and implementing short, medium and long term strategic plans, Business Plan and Income Generation Strategy in collaboration with the Creative Director and Executive Producer and supported by the Board in order to achieve the company's artistic ambitions and goals.
- Organisation Operation: responsible for ensuring information is shared effectively, team is happy and that time is managed well by team members – includes organising and leading regular Management Meetings.
- Relationship management: representing the company and building relationships within the arts sector and creative industries more widely. Particular responsibility for maintaining and developing relationships with Arts Council England Relationship Manager and other ACE Senior Management locally and nationally, filing all ACE project reports, annual submission and annual review.
- Ensuring all stakeholders and funding partners are communicated with effectively and regularly and that all end of year and/or project paperwork, submissions and reports are completed in good time.
- Responsible and accountable for the smooth running of the office and general administration functions.
- Responsible for organising quarterly Board Meetings.
- External Communication: responsible for production and distribution of public "Annual Report".
- Responsible for servicing the board providing relevant board papers with the support of the Operations Manager.



FINANCIAL MANAGEMENT AND REPORTING

- Financial planning: responsible and accountable for setting and monitoring annual and 'core' budgets, plus creation and implementation of Income Generation Strategy. Responsibility for running and reporting on *production* budgets lies primarily with the Executive Producer.
- Financial operation: responsible and accountable for cashflow, management reports, annual accounts and supervision of the Bookkeeper.
- Fundraising: responsible and accountable for fundraising from a range of sources, against targets set in Income Generation Strategy. Responsibility for fundraising shared with the Executive Producer.
- Financial reporting: responsible for all financial reporting to the Board, ACE, funders and other stakeholders. This includes the production, in consultation with the Bookkeeper, of monthly / quarterly management accounts.
- Responsible and accountable for ensuring all legal requirements and deadlines for submission and filing are met with Companies House, the Charity Commission, HMRC (e.g. VAT, NI, PAYE) and all other necessary bodies.

HUMAN RESOURCES

- Line management: responsible for Operations Manager, Bookkeeper and other freelancers as necessary - managing workloads, ensuring objectives are met and staff are well supported.
- Recruitment where necessary.
- Contracting: accountable and responsible for issuing all employment contracts, services contracts, and any others required including responsibility for IP and royalty arrangements. Responsibility shared with the Executive Producer.
- Recruitment and management of interns and placement students.

PROJECT MANAGEMENT

- Production: when in production, working with the Executive Producer and Creative Director to ensure projects run smoothly and that all members of the team have a clear understanding of their roles and responsibilities and the resources available.
- Evaluation: in advance of projects, responsible for setting the strategy / method statement for gathering and 360 feedback, ensuring feedback on all project work is gathered and analysed - in collaboration with the Executive Producer and Creative Director and with the support of the Administrator.
- Compiling reports and statistics where necessary and ensuring all evaluation reports are submitted, particularly where funders require feedback and project reports.

To recap...

YOU WILL BE ACCOUNTABLE FOR THE FOLLOWING AREAS:

- Financial Planning and Operation
- Fundraising
- Fulfilment of company legal requirements
- Contracting
- Recruitment and management of interns and placement students.



YOU WILL BE RESPONSIBLE FOR THE FOLLOWING AREAS:

- Strategic planning and development
- Organisation Operation
- Relationship management & stakeholder relationships
- Annual Report (public)
- Financial reporting
- Project Management (shared with EP and CD)
- Evaluation
- Line management of the Administrator and Bookkeeper.

YOU WILL SUPPORT THE FOLLOWING AREAS:

- Producing: creative relationships and the production process.
- Touring: tour booking, management and logistics.

PERSON SPECIFICATION

You have...

...a deep experience and understanding of:

- the financial operation and management of arts/creative organisations
- strategic planning and development of creative organisations
- fundraising and funding policy in the arts sector at local and national level

You are...

- a completer/finisher with a meticulous eye for detail
- an excellent communicator

You enjoy...

- working with artists and “making a difference”
- meeting new people and creating new opportunities
- working effectively and efficiently and in an ever evolving environment
- a challenge and finding creative solutions to unexpected ‘problems’
- working in sincere collaboration with your colleagues

You also ideally...

- have experience of producing new work by artists
- are well connected to other arts professionals working at a senior/exec level
- have experience of working with local authorities and city councils
- are connected to senior professionals in other sectors e.g. science/broadcast



POSITION OVERVIEW

You will work in close partnership with our Artistic Director (Jon Spooner) and Executive Producer (Ric Watts) to co-lead the company through an exciting time of new projects and ongoing growth. Based at our office in Leeds (currently at the West Yorkshire Playhouse) you will lead on organisational, strategic and financial planning and line manage our Operations Manager (Alison McIntyre) and Bookkeeper (Alex Smith).

You will also work closely with our Producer Christie Hill (who is line managed by Ric) and have regular contact with Chris and Clare who, with Jon, are the founding artists at the heart of the company as well as the Board of Directors.

The current staff and management team consists of:

- Board (voluntary)
- Artistic Director (full time)
- Co-Directors and founding members (project specific, 10 wks per year)
- Executive Producer (2 days a week – normally Tuesday and Thursday)
- Producer (3 days a week – normally Tues, Weds, Thurs)
- Operations Manager (normally Tuesday and Thursday)
- Bookkeeper (1 day a fortnight – normally Thursday)
- Other freelance and contractual staff join the team as required (Creative Team, Production and Stage Management, cast, Press and Marketing reps etc)

As you can see from the above, all part time staff work Tues-Thurs and this is an important (and very successful) part of our operating structure to ensure regular and consistent contact and communications. While there is always flexibility for staff, we would expect to maintain this structure with the Exec Director normally working Tuesday, Wednesday and Thursday of most weeks.

Induction will take place on commencing the role and training provided where needed.

While the company is based in Leeds, our work is also with partners across the UK and sometimes overseas. While there may be weeks when the Artistic Director and Producer are in the office much less or not at all because of the development, production or touring schedule, you will always have contact with and support from all members of the team who are used to working remotely.

Position information:

Salary:	from £30-36,000 per annum (pro rata) dependent on experience
Contract:	Permanent (subject to probationary period)
Hours:	Part time – 24 hours per week. Lunch and other breaks are not included in the hours of work.
Pension:	Company managed Stakeholder Pension scheme of which the Company's contribution shall not exceed 3%.
Holidays:	32 days per annum pro rata including public/statutory holidays.
Notice Period:	12 weeks



UNLIMITED THEATRE

Unlimited is a Company Limited by Guarantee and a Registered Charity. We are currently an Arts Council of England National Portfolio Organisation with funding secured through to March 2018.

We have successfully secured Arts Council NPO and core funding since 2003 and will be submitting a further NPO application for 2018/19 - 2021/22 in the autumn of this year.

OUR VISION

- To create inspiring new stories and world changing experiences.
- To share our stories across many platforms with people throughout the UK and internationally.

OUR VALUES

- Empathy, generosity and collaboration in partnerships
- Rigour, curiosity and optimism in process
- Innovation, adventure and brilliance in presentation

Our core values underpin everything we do, including our approach to 'back office' functions and administration. We strive to take an ethical approach to all aspects of our work and start and finish with thought, love, care and attention for what we do and the people with whom we work.

OUR CHARITABLE OBJECTIVES

We are committed to evolving new ideas and pushing non-mainstream voices centre stage. We produce and tour our work in ways that always consider how we can reach the most diverse range of people possible. Our aims are underpinned with a programme of education and outreach work that widens participation while empowering and developing the creative potential of those who participate.

BACKGROUND

Founded in 1997, Unlimited is a company of artists and producers based in Leeds UK making and telling inspirational stories for live performance in public spaces – theatres, festivals, galleries, museums, the streets of your city, on the internet and for broadcast.

We specialise in collaborating with scientists and telling stories inspired by leading edge developments by researchers at the forefront of their fields.

“Unlimited have been pioneers in combining theatre and science, fearlessly going where few other companies have gone before in exploring the metaphysical and everyday impact of scientific advances on our lives” The Guardian

While much of our work with scientists is for an adult audience, we have a dedicated strand for children delivered through the **Unlimited Space Agency** (UNSA). UNSA's patron is the British astronaut Tim Peake and our partners in our mission to “inspire the next generation of poet-scientists and space explorers” include the Science Museum, the Royal Observatory, the Met Office, the British Science Association and the European Space Agency.



“The Unlimited Space Agency is great. Their approach to inspiring children about science is rigorous, fun and it works! I’m proud to serve with them on their mission to inspire the next generation of scientists and space explorers.” Tim Peake, astronaut

UNSA creates interactive adventures for children to inspire them in science and has won **a series of prestigious prizes** for its work including a National Charity Award, the Sir Arthur Clarke Award for Space Education & Outreach, the WISE Champion Award for inspiring young women and girls in STEM subjects and the global **“Best Mission Concept” from NASA**.

Beyond our work with scientists, we also create touring shows inspired by our obsessions – our most recent shows have been about **money, death** and **flying bears**. We are currently making a new one about the search for eternal youth and developing a large scale outdoor performance for the streets of Leeds city centre all about love.

While Unlimited is led by a core creative team of artists and producers, the shows are always co-created in collaboration with an expanding pool of associate artists, scientists, technologists and permanent support staff. Whenever possible we aim to create the shows *with* as well as *for* our audiences.

We regularly work in partnership with some of the UK’s most exciting theatres (e.g. the Royal Exchange in Manchester, Northern Stage in Newcastle, The Bush in London), science organisations (e.g. The Science Museum group, The Met Office, UK Space Agency) and festivals (e.g. Latitude, Norwich & Norfolk). Upcoming projects will also see us collaborate with other brilliant independent companies including Rash Dash and Slung Low.

We tour extensively in the UK and have presented work at international festivals and venues in the Republic of Ireland, Germany, Zimbabwe, The Philippines, Papua New Guinea, Ukraine, Singapore, South Africa, and the USA.

Welcome to the shows. We hope you can join us...