

October 2017: CEO (Maternity Cover, part time)



Dear applicant,

Thanks for your interest in joining our Executive Team.

We are looking for someone outstanding to play a vital role in leading Theatre Bristol's development throughout 2018, building on a strong foundation to deliver our ambitious vision.

Theatre Bristol combines collective action to design the future of theatre with open, generous, grassroots support, helping create the conditions to make great art with as wide and diverse a community as possible.

Following a recent round of recruitment we discovered that the remit of the role as previously described was too broad to be delivered by one person over the maternity cover period. We've taken this opportunity to reimagine the role and broken it down into this part time executive position, with support in specific areas including business development to be provided through freelance consultancy role(s).

We particularly encourage applications from people whose backgrounds and experience are underrepresented within the creative industries, including Black, Asian and Minority Ethnic and Deaf and Disabled candidates.

To apply:

- Read the job description
- Find out more about us at theatrebristol.net
- Explore further reading such as [Come and Play](#) (how we work with artists), [Hey Hey We're 10](#) (our first 10 years) and our [2016-2017 Annual Report](#).
- Complete the application form and [online monitoring form](#)

If you would like an informal conversation about the role prior to making an application please contact Sarah Kingswell in the first instance:
sarah@theatrebristol.net

The closing date for applications is **Wednesday 25 October 9am BST**.

We will contact shortlisted candidates by Friday 27 October. Interviews will take place on Wednesday 1 November in Bristol.

We look forward to receiving your application.

Yours faithfully

Mel Scaffold
CEO

'I've been so inspired by this last year. I've loved being part of an organisation that's so empowering and compassionate and run with such energy and integrity, not to mention excellent brainpower. On pretty much every TB day I was excited to be going into work – that's a good hit rate!' Lucinka Eisler, TB Artist Support Associate

Job description

Position: CEO (Maternity Cover)
Reports to: Chair of Board
Manages: Director of Research (DoR); Director of Business Development (DoBD); freelance consultants
Contract: Part time fixed term contract 0.6 FTE (3 days/week) 12 months from January 2018, plus one week of handover in early December 2017
Salary: £34,000 pa (pro rata)
Pension: NEST pension, employer contributions 3% of salary
Location: Theatre Bristol office, The Fire Station, 82-84 York Street, Bristol BS3 4AL
Holiday: 20 days plus Statutory Public Holidays and 5 days over Christmas and New Year pro rata
Probation: 2 months probationary period

About Theatre Bristol

Over the next 10 years we want to see a fundamental shift in how people understand and value the role of art and artists in society, making them central to people's lives and the places they live. To achieve this vision, we need to ensure a wider range of people value, participate in and make a living from brilliant art. This is the context and driver for all our work.

Theatre Bristol designs and tests new ideas that we believe have the potential to make large-scale change, creating new collaborative initiatives inside and outside the sector that build on the trust, value and knowledge generated by our expert support service.

We champion the independent arts sector, the artists, producers and micro organisations on whom our creative ecology depends, and give them collective agency and representation. We provide bespoke, targeted support that demonstrates our care and fierce commitment to artists and their work.

We are well-renowned for our artist support, expertise, and role in creating Bristol's reputation for world-class theatre and its strong independent theatre scene.

We are committed to increasing our reach and relevance, developing new relationships in other sectors and locations that will help drive forward the future of the arts, and generate exciting opportunities for artists in Bristol and beyond.

Purpose of Job

CEO (Maternity Cover) heads the Executive Team, and is responsible for delivering the vision of Theatre Bristol, ensuring integrity and sustainability.

This role will cover the range of duties currently undertaken by the CEO, and will work with freelance consultant(s) to focus on and deliver our 2018 priorities:

- Organisational sustainability, development and growth in line with our values.
- Working with the Executive Team to transform our key assets of knowledge, relationships and data into greater value for Theatre Bristol and the sector.
- Expanding our reach, relevance and accessibility, connecting more widely across and beyond the sector.

Key Responsibilities

Improve TB's visibility and profile as innovators, providers of a high quality, accessible service and champions of the independent sector:

- To lead and advocate for TB as widely as possible, leading by example in an open and generous way.
- To manage and support the DoR to design, analyse and promote TB's research and learning.

Ensure TB's resilience:

- To develop, sustain and grow Theatre Bristol in a value-led way, ensuring the organisation is effective and resilient through support from business development consultant(s).
- To develop, review, monitor and report against the Business Plan and related development strategies, and communicate these clearly to stakeholders

Increase TB's openness, accessibility and relevance to a wider range of people:

- To deliver TB's communications strategy in line with our vision and values, raising the organisations profile as a leader in artist and sector development, and improving our accessibility
- To ensure TB's artist support service is run with integrity and is useful and relevant to more people
- To ensure TB's openness and accessibility in all aspects of its governance and delivery

Generate more opportunities for artists and connect them with people's daily lives through new collaborations and partnerships:

- To design and implement collective action research with a wide range of cultural partners to address current issues and opportunities
- To build strong cross-sectoral partnerships that help connect art and people in exciting ways

- To develop opportunities promote to artists as experts and leaders e.g. TB Agents
- To stay current and connected to relevant sector developments and interesting thinking locally, nationally and internationally.

Other:

- To ensure good internal communication across team and Board that enables everyone to fulfil their responsibilities.
- To organise and take part in individual and team professional development, ensuring the staff team is cohesive and capable.

You should be:

- A leader who inspires and integrates well into a team
- Open minded, inquisitive and flexible
- Good at spotting opportunities, being entrepreneurial, negotiating and developing successful partnerships and initiatives that meet multiple needs
- An excellent advocate for the organisation
- Committed to inclusion, equality and the celebration of difference
- Passionate about arts and culture, and the role of the independent sector

Experience and skills

- Senior management, including management of people, finance and complex systems and situations
- Leadership within an organisation during a period of change
- Development and implementation of organisational strategies, including communication and finance
- Successful initiation and management of complex partnerships across different sectors
- Excellent communication skills including an ability to advocate, influence and achieve consensus with a diverse range of partners

The successful candidate will be expected to undertake other duties and ongoing responsibilities of the CEO as required. Some evening and weekend working will be integral to the role.

Other information

‘Theatre Bristol have been a valued partner and critical friend to MAYK since before MAYK was even born. They help us reflect on our work in new ways, and have an immeasurable impact on the cultural landscape of the city in ways that are often invisible, but always vital. The trust they’ve earned from artists and organisations means that they play a crucial role in helping us all make the sector the best it can be.’ Matthew Austin, Co-Director, MAYK

Theatre Bristol's ethos statements guide who we are and how we work. They help us stay trusted and respected:

- When you share knowledge, everyone gets better.
- Be personal. It takes time, but it makes for the best relationships.
- It is essential to hold a space for uncertainty and for imagining alternative possibilities.
- Be honest about subjectivity: subjectivity is valuable because it leads you to what you care most about.
- We must cultivate a diverse pool of decision-makers so that there is more than one subjectivity at play.
- Good ideas come from unexpected places.
- Be alive to inspiration.
- The artists own the work.
- Art makes the world a better place.
- Be committed to the long term – on behalf of ourselves and those we work with.

The Application Form

Please note we only accept applications using a Theatre Bristol application form, please do not attach testimonials or CVs. The preferred format to receive applications is by email. Please insert **YOUR NAME: CEO MATERNITY COVER** as the subject.

Please make sure you have fully completed the application form, including the equal opportunities monitoring form which can be accessed [via this link](#).

Please email your completed applications to recruitment@theatrebristol.net.

The closing date for receipt of completed applications is Wednesday 25 October 2017, 9am BST. We regret that applications received after that time cannot be considered.

If you have any difficulties completing the form, if you require it in a different format, please contact miriam@theatrebristol.net.