

## ROYAL EXCHANGE THEATRE



### JOB DESCRIPTION

Job Title: Executive Director

Responsible to: Chairman of the Board

### Introduction to the Royal Exchange Theatre

The Royal Exchange Theatre sits at the heart of Manchester's culturally dynamic city centre. We are one of the largest and most compelling producing theatre companies in the UK commissioning, creating, and developing original and ambitious theatre in our two permanent theatre spaces - a 750 seat in-the-round space and a 90-seat flexible studio space – as well as throughout the building, across the city and beyond. We have additional space in the Northern Quarter area of the city, Swan Street, which houses our Production Workshop where we design and build all our theatre sets. As well as the workshop, Swan Street also contains another rehearsal/studio space and the theatre's vast Costume Hire Department housing thousands of its on-stage costumes

From our iconic theatre-in-the-round, over the last forty years we have established a national reputation for bringing the world's most powerful stories to life by creating high quality drama and innovative participation programmes, resulting in multiple awards and a reputation for fostering new writing with over 125 world premieres. We welcome over 200,000 theatre-goers each year to our unique spaces with an estimated further 250,000 people visiting the building to listen to, watch and take part in other events and activities.

### Job Context

The RET Board is seeking an inspirational and experienced arts executive to work alongside Artistic Director, Sarah Frankcom, in a joint leadership role and make a major contribution to the future success of the theatre. Holding responsibility for the successful day-to-day running of the theatre and for creating an environment in which artistic excellence can flourish, the Executive Director will oversee the organisation's strategic business planning and implementation, sound financial management, maintaining and developing its stakeholder relations and partnerships, and maximizing its sources of income generation. They are supported by the Director of Finance and Administration and an experienced senior management team. The company employs/contracts the services of up to 500 people over the course of a

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year. Of these 150 are in permanent positions, and another c350 are either employed on short terms contracts across each year as actors, stage management, creatives, technicians etc or their services are contracted.

The successful candidate will be an experienced leader in the arts or creative industries with a track record of working successfully with creative people, financial acumen, strategic planning, operational management and excellent collaborative and interpersonal skills.

### **Job summary**

The Executive Director is appointed by the Board and leads the organisation jointly with the Artistic Director, both reporting to the Board.

The Executive Director is responsible for the successful development and implementation of the Royal Exchange Theatre's Business Plan and Arts Council England's NPO agreement, as well as for the strategic management of all resources: human, financial, administrative and physical. In partnership with the Artistic Director, the Executive Director implements the delivery and evolution of RET's artistic vision, and together the two roles hold responsibility for ensuring the long-term sustainability of the organisation.

The Executive Director is directly responsible for the senior management team: Director of Finance and Administration, Senior Producer, Head of Production, Director of Operations, Director of Development, Director of Marketing and Communications, and Director of Engagement.

## **DUTIES AND RESPONSIBILITIES**

### **Leadership, Planning and Governance**

- In conjunction with the Artistic Director and the Board, set the strategic direction for the theatre.
- Report to the Board on all operational, financial and strategic matters.
- Provide leadership, management and motivation for the RET Senior Management Team, advising them of their roles and responsibilities, providing regular guidance, managing their performance and supporting them in achieving their objectives.



- Drive the process of developing and reviewing the theatre's Business Plan and NPO to ensure their successful implementation and evaluation.
- Develop and maintain an effective strategy for internal communications and oversee the theatre's external communications strategy.
- Lead on the development and implementation of the theatre's capital planning.
- Take overall responsibility for ensuring key policies and processes are in place, and support senior staff to develop strategy and good practice in the areas of Equality and Diversity, Training and Talent Development, Audience Development, Visitor Experience and Environmental Sustainability.
- Liaise with the Chair of the Board regarding the role and development of the Board and its working groups.

### Strategic Relationships

- Promote and maintain the strategic interests of RET in its relationships with external stakeholders and partners.
- Lead on the theatre's relationship with Manchester City Council and AGMA and be an advocate for RET's role in Manchester's Cultural Strategy.
- Lead on RET's relationship with ACE and be the first point of contact with the ACE Relationship Manager.
- Lead the theatre's relationships with new and existing stakeholders at city, regional and national levels, creating appropriate external partnerships to scope and support new initiatives.
- With the Artistic Director, develop and sustain relationships with other cultural and educational organisations, regionally and nationally.
- Represent RET at Greater Manchester Theatres' Consortium Executive meetings, with regional theatre colleagues around the UK, UK Theatres, and other professional alliances and organisations.



## Finance and Business Development

- Take the lead, in close collaboration with the Finance Director, in ensuring the prudent and effective management of RET's financial operation and the theatre's financial viability and resilience.
- In collaboration with the Directors of Marketing and Communications, Operations, Development and Finance, oversee and maximise all commercial opportunities for RET.
- In association with the Development Director, develop and oversee short-, medium- and long-term fundraising strategies to maximise income generation.
- Identify and maximise opportunities for building partnerships with the widest possible range of funding bodies including, for example, work with Clinical Commissioning Groups, European Union, Housing Associations, Trusts and Foundations and other ACE funding streams.

## Artistic Programme

- Work alongside the Artistic Director and Programming Team to create and deliver an ambitious and distinctive programme that brings to life the theatre's artistic vision and ensures a strong artistic identity and reputation for RET at city, regional, national and international level.
- With the Artistic Director and Senior Producer, facilitate excellent working relationships and smooth processes in the transfer and commercial exploitation of the artistic programme.
- Provide strategic leadership of the theatre's developing digital strategy and its outputs, maximising its potential and reach.
- Take an active role in the ongoing strategic development of RET's Creative Strategy.
- Support and co-ordinate the strategy of the Directors of Engagement, Marketing and Communications and Operations, to engage, develop and sustain new and existing audiences and to ensure access, diversity, inclusion and collaboration in all of RET's work with audiences.



## PERSON SPECIFICATION

Our ideal candidate will be a senior manager in the arts, entertainment, creative industries, or wider cultural sector with a track record of working successfully with creative people; experience in strategic and financial business planning and operational management; demonstrable success in generating income; and well-developed interpersonal skills. He or she will have a genuine commitment to providing an environment in which the creative process can flourish, to supporting learning and participation and wider engagement with the theatre, and to forming creative and strategic partnerships. He/she will be passionate about theatre making and continuing to develop the role the Royal Exchange can play in relation to the sector at national and regional level.

The following experience, skills and knowledge are essential:

### Experience

- A proven track record of leading an arts organisation (preferably but not essentially building based) and managing significant budgets
- Experience of strategic and business planning, policy setting and implementation
- Proven experience of successfully growing earned income streams
- Experience of working with creative people
- Experience of producing or creative producing in the performing arts
- Demonstrable experience in initiating, managing and sustaining effective partnerships with a diverse range of organisations and individuals
- Experience of working with local authorities and public funding bodies including developing funding applications
- Experience of leading teams of specialist senior managers
- Experience of working with and reporting to a voluntary Board of Trustees
- Some experience of delivering capital development projects is desirable

### Skills and Qualities

- Excellent leadership skills with the ability to inspire and motivate a team and win the confidence and respect of colleagues and external contacts



- The ability to work collaboratively
- The ability to work with creative individuals and create the right conditions for artistic excellence to flourish
- The ability to balance artistic risk-taking with financial viability and commercial sense
- The ability to develop and grow income streams for the theatre
- Good negotiation and advocacy skills
- The ability to represent the organisation to a broad range of stakeholders locally and nationally
- Excellent communication and presentation skills internally and in the public arena

### **Knowledge**

- Wide range of contacts and networks in the arts and cultural sectors nationally
- Knowledge of arts funding systems and other funding opportunities
- Some knowledge of theatre repertoire is desirable

### **Duties and responsibilities of all members of staff**

- To be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments
- To work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the theatre's Diversity action plan
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy
- To abide by other guidelines, procedures and policies provided by the Company
- To take part in such working groups and committees as might from time to time be required for the fulfillment of departmental or company aims.