

Job Description | Executive Director

Job Title:	Executive Director
Reports to:	Artistic Director and CEO, The Board of Trustees (Chair)
Line Manager for:	Finance Manager, Producer, European Projects Administrator
Works with:	Digital Producer, Boundless Advisory Group, Kate Morley PR
Purpose:	In collaboration with the Artistic Director, to maintain a leadership role within Boundless and to be responsible to the board for finance, policies and management of the company.

Background

Boundless Theatre is a leading organisation producing new work for young adult audiences, (15-25 years old) and curious others, in the UK and across Europe. We are passionate about increasing the quality and profile of relevant new theatre for our audiences and work in partnership to deliver productions, projects and increasingly digital work that aims to inspire, provoke and engage diverse audiences.

Our recent productions of NATIVES by Glenn Waldron and CONFIDENCE by Judy Upton (which played to 98% capacity) as well as the upcoming 2019 UK tour of DRIP by Tom Wells and Matthew Robins (which is at the Bush Theatre in December 2018) have all helped us develop a strong young adult audience. We have a thriving Associates programme and will be co-producing in Europe over the next two years with theatres in Barcelona, Copenhagen and Athens. Our slate of new plays and partnership at the Barbican and an international schools project in London, Toulouse and Brussels complete our upcoming activity.

Responsibilities:

Strategic

- Work alongside the Artistic Director and the Board to develop, articulate and implement Boundless's long-term strategic objectives.
- Evolve Boundless Theatre's business plan with a focus on building strategic partnerships and diversifying income generation.
- Ensure the company remains innovative and relevant to a young adult audience (15-25 year olds) and places its vision of Young People Driving Change at the front of all activity.
- Develop the company's co-producing and touring policy.

- Develop the company's approach to engaging young adults in innovative, accessible and relevant projects, including engaging proactively with the Boundless Advisory Group.
- Promote the company and its artistic work and values to venues, funders, peers and the wider arts community as a member of the senior leadership team.
- Seek innovative opportunities for further exploitation of all areas of the company's work, including digital and commercial transfers.
- Represent the company at meetings and conferences of regional and national bodies.
- To keep up to date with cultural policy developments and developments and latest thinking around engaging and working with/for young adults.
- To deliver efficient and timely project evaluation and financial reports to relevant partners and funding bodies

Producing

- Collaborate with the Artistic Director and Producer in evolving Boundless's artistic policy, suggesting artistic projects and productions where appropriate.
- Plan and ensure appropriate resourcing of all productions nationally and internationally, in London and on tour, establish co-production relationships and negotiate with venues.
- Oversee the general management of all productions in regard to negotiation with and contracting of the creative team, actors and stage-management; managing production budgets and ensuring that productions are well resourced and run.
- Investigate and pursue opportunities for exploitation of Boundless's artistic content into other contexts and forms.
- Collaborate with the Artistic Director and Digital Producer in developing and evolving Boundless's digital strategy.

Finance

- Direct the finance function of Boundless. Create with the Artistic Director the annual budget and create and manage all project budgets across the organisation.
- Report to the Board on all matters relating to Finance, including at Board and Committee meetings and whenever else is deemed appropriate.
- Manage the Finance Manager in the timely and accurate preparation of the monthly management accounts. Cash-flow reports and year end accounts.
- Control expenditure and income within agreed budgets across all departments.
- Manage the company's overall financial affairs within the rules of relevant legislation and current statutory requirements.

Fundraising

- Work with the Artistic Director on the development of a short, mid and long-term fundraising strategy

- Lead on the writing of funding applications and fundraising from trusts and foundations, corporates and individuals. Maintain relationships with existing funders (alongside the Artistic Director).
- Alongside the Artistic Director, maintain regular and positive relation with the Arts Council, leading on NPO applications and regular reporting to them via annual returns as well as through formal and informal communication.

International

- To manage all aspects of the Creative Europe funded project Extended Universe, including partner management, reporting and with the Artistic Director the creative producing of the project.
- To work with the Artistic Director to establish and maintain international relationships for projects and productions and continue the development of the company's international profile.
- To oversee all international projects, including Erasmus + funded project, Boundless Dialogue.

Organisational Administration

- Ensure that all policies relating to Boundless employees are legally compliant and that Boundless fulfils its duties as an employer in regard to its statutory responsibilities. Ensure appropriate compliance for all freelance staff and contractors; and lead on all complaints, grievance and disciplinary procedures with direct involvement as required.
- To be responsible for the company's HR policy and implementation and management of all recruitment processes as and when needed.
- Ensure the cohesive working and collaboration of all creative personnel both with freelance personnel and Boundless staff
- Maintain a strong relationship between Boundless and its Board of Directors.
- Oversee the arrangement of board and committee meetings, prepare board papers and attend meetings for the presentation of financial information, written or verbal reports.
- Support and initiate board recruitment, undertake appropriate inductions of the trustees.
- Maintain a positive flexible and collaborative working culture at Boundless.

Other

- Any other duties of an executive nature as determined from time to time by the Artistic Director and the Board.

Person Specification

Essential:

- An affinity to the mission, vision and work of Boundless Theatre and a passion to play a key role in the organisation's success.
- Experience gained from producing theatre within a company or venue
- A flexible strategic thinker with a vision for how Boundless Theatre can evolve.
- Experience of fundraising
- Knowledge of publically funded arts organisations
- Excellent financial management skills
- Experience of carrying financial responsibility and ensuring the delivery of financial targets
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- A genuine and demonstrable commitment to creating a diverse and representative culture that is driven by young adults who have a powerful voice in all of Boundless's work
- The ability to work collaboratively and form effective partnerships internally and externally
- Ability to take responsibility for decision making when required
- A positive attitude with a high level of self-motivation and ability to work on your initiative
- A commitment and enthusiasm for international work
- An ability to advocate for investment in the charitable work of Boundless Theatre
- An entrepreneurial spirit to maximise exposure of the work and brand.
- The ability to inspire and motivate staff including freelance creative teams and artists
- Persuasive communication skills

Desirable (but not essential) qualities, skills and experience:

- Experience of international co-productions / collaborations
- Productive and wide ranging contacts in the theatre sector
- An understanding of audience development
- An interest in digital opportunities for the arts
- Experience of working with a Board of trustees

Terms and Conditions

Hours	40 hours per week (inclusive of lunch breaks). Additional hours may be required at evenings and weekends for which time off in lieu will be granted
Salary	£35,000
Holidays	25 days per year, plus public holidays After two years' employment the holiday entitlement will be increased by one day per year to a maximum of 30 days per year
Probation	6 Months
Notice Period	3 Months
Contract Type	Permanent