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**Executive Producer (maternity cover)  
Recruitment – 2019**

## About ETT

ETT create theatre of outstanding quality, imagination and ambition; work which interrogates and celebrates contemporary England and reflects the diversity of the nation. We have a singular commitment to touring work locally, nationally and internationally; enabling audiences to engage with the world around them.

Led by Artistic Director Richard Twyman, the company works with leading artists to stage an eclectic mix of new and classic work; theatre that is thrilling, popular and engaged in the contemporary world.

We are based in London Waterloo; our premises comprise offices, audition rooms, large rehearsal studios and a costume and props store.

English Touring Theatre is a limited company and a registered charity and receives funding from Arts Council England and is a National Portfolio Organisation.

## Executive Producer

ETT is seeking a dynamic, ambitious, and strategically focused Executive Producer (maternity cover) to work with Artistic Director Richard Twyman to provide clear and consistent leadership for the company.

The Executive Producer (maternity cover) will be responsible for the overall management and administration of the company and productions. Applications are invited from individuals with significant experience in producing at a senior level.

## Company Structure

ETT is led by the Artistic Director who is accountable to the non-executive Board of Directors.

## English Touring Theatre Team

Artistic Director – Richard Twyman

Richard Twyman has been Artistic Director of English Touring Theatre since 2016 and has directed *Othello* (also Shakespeare at the Tobacco Factory/Tobacco Factory Theatres) and Martin Crimp's *Dealing with Clair* at the Orange Tree Theatre for the company. Prior to this he was Associate Director (International) at the Royal Court Theatre between 2013-2016, where his directing work included *Torn*, *Harrogate* (also HighTide and UK tour), *You For Me For You*, *Fireworks*, *The Djinn*s of *Eidgah* and *PIIGS*.

His other theatre credits include Les Liaisons Dangereuses (Tokyo) Henry IV Pt II (RSC), Ditch (Old Vic Tunnels/HighTide), Dr Marigold & Mr Chops (Theatre Royal Bath & UK Tour), Sixty-Six Books (Bush Theatre) and Give Me Your Hand (Irish Rep, New York - nomination for the Drama Desk Award 2012 for Outstanding Unique Theatrical Experience). Between 2003 and 2008 he worked at the Royal Shakespeare Company, where he was Associate Director to Michael Boyd on the multi-award winning Histories Cycle and for which he directed Henry IV Pt II.

Administrator and PA to the Artistic Director – Annabel Winder

Producer – Andrew Hughes

Producer – James Quaife

Stage One Apprentice Producer – Craig Nom Chong

Creative Access Production Assistant - Christina McDougall

Head of Finance (PT) – Candida Ronald

Finance Officer (PT) – Gaya Kathatharan

### **English Touring Theatre Ltd. Board of Directors:**

**Dame Jenny Abramsky DBE**, Chair of Royal Academy of Music and the Royal Ballet

**Dan Bates**, CEO Sheffield Theatres Trust

**Paul Corrigan CBE**, Management Consultant

**Robert Delamere (Chair)** co-founded Digital Theatre and Digital Theatre Plus, Executive Producer of Slam Films

**Floriana Dezou**, Director

**Paapa Essiedu**, Actor

**Michael Hatchwell**, Corporate Lawyer

**Olivia Highland**, Associate Director of Corporate Partnerships, The Old Vic

**Igor**, Production Manager

**Michael McCabe**, West End and Broadway Producer

**Tara Wilkinson**, Executive Producer, Underbelly

**Renuka Venkatraman**, Productions Business Analyst, Really Useful Group

**Greg Williams**, Editor of WIRED

### **English Touring Theatre Patrons:**

Sir Ian McKellen

Stephen Mangan

## The Role

Job Title: **Executive Producer** (maternity cover)

Reporting to: **Artistic Director (CEO)**

Responsible for: **Administration & Finance**

## Main Purposes of the Post

The Executive Producer (maternity cover) will work closely with the Artistic Director to provide clear and consistent leadership for ETT and is responsible to the board for the execution of the programme, policies and management of the company.

## Principal Duties and Responsibilities

### Responsibilities:

#### STRATEGIC

To work alongside the Artistic Director and the Board to develop and implement ETT's long-term strategic objectives.

To evolve ETT's business model, produce strategic and business plans and monitor progress against clearly set objectives.

To develop the company's co-producing and touring policy.

To create and maintain strong relationships with touring venue managers, co-producers, partner theatres and potential institutions partners.

To promote the company and its artistic policies to venues, funders, peers and the wider theatre community.

To seek opportunities for further exploitation of all areas of the company's work, including commercial transfers.

To work with the Artistic Director on applications to Arts Council England and any other funding bodies, and ensure compliance and conditions of grant-aid.

To represent the company at meetings and conferences of regional and national bodies.

## **PRODUCING AND TOURING**

To collaborate with the Artistic Director to evolve ETT's artistic policy.

To plan, schedule and ensure appropriate resourcing of all productions nationally and internationally.

To oversee the negotiations of salaries, fees, rights and royalties with all staff, writers, cast and creative team, within agreed budgets.

To 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.

To oversee the day-to-day general management and the direct support of the productions on tour.

To ensure that all contracts of employment are in accordance with relevant industry contracts.

To maintain effective relationships between ETT and its creative teams, acting companies and artists.

To investigate and pursue opportunities for exploitation of ETT's artistic and intellectual content into other contexts and forms.

To collaborate with the Artistic Director in developing and evolving ETT's digital policy.

To, alongside the Artistic Director, oversee ETT's artist support programme ETT Forge.

## **GENERAL ADMINISTRATION**

To develop, monitor and progress the administrative and financial planning for the company. This includes the annual review and updating of ETT's Business and Financial Plan, all revenue funding applications and associated liaison with major funding bodies.

To ensure that the company operates as a good employer, taking responsibility for its employment procedures, including the professional development and training of its staff.

To ensure and maintain adequate insurances appropriate to the company's needs.

To oversee the continued development and implementation of the company's policies including: Health and Safety, Equality and Inclusion etc.

To ensure that all legal requirements are met in the operation of the main and any subsidiary companies.

## **PREMISES**

To oversee the maintenance, hire and leasing of the company's premises and other ancillary trading activities.

To maintain and safeguard the premises, including ensuring all building regulations are adhered to.

## **FINANCE**

To be responsible for the sound administrative and financial management of the company.

To oversee all financial matters, in particular the preparation of annual and project budgets, and implement financial controls to ensure the meeting of a balanced annual budget.

To oversee the preparation of annual audited accounts.

To oversee the preparation of quarterly management accounts.

## **FUNDING**

To alongside the Artistic Director, maintain regular and positive relations with the Arts Council, leading on NPO applications and regularly reporting to them via the annual returns process as well as through formal and informal communication.

To work with the Artistic Director to ensure that the fundraising strategy can achieve the financial targets set within the Business Plan.

To work with the Artistic Director in the development of fundraising bids.

To ensure that effective monitoring and reporting systems are in place.

## **BOARD OF TRUSTEES**

To oversee the servicing of the Board of Trustees and to ensure accurate and full information for decision-making is provided to the Trustees.

To carry out administrative duties as Company Secretary and ensure that proper minutes are kept of Board meetings.

To keep the Board of Trustees fully informed of the financial affairs of the company.

## PERSONNEL

To oversee all personnel management functions relating to posts line-managed by the Artistic Director and the Executive Producer.

To negotiate and formalise contracts with all members of staff including freelance employees and artistic collaborators.

To oversee staff recruitment.

To maintain and develop the Company's Equal Opportunities and other relevant Policies.

To strategically pursue greater ethnic, class and gender diversity within the organisation and across all ETT's activity.

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

## Person Specification

Below is a list of the experience, skills and attributes that we're looking for but we know that not everyone can meet all of them. If you don't think you have everything on the list but know that you could make a real difference to English Touring Theatre then we encourage you to make an application.

- Experience in senior performing arts management and producing.
- Extensive knowledge and experience of producing, in a variety of settings, and on a variety of scales.
- Experience in, or exposure to, executive leadership of a cultural organisation.
- An enthusiasm for ETT and its objectives.
- A collaborative approach and a desire to work in partnership with the Artistic Director.
- Excellent financial management skills.
- Experience of carrying financial responsibility for an organisation and ensuring the delivery of financial targets.
- Experience of strategic Business Planning, policy setting and implementation for an arts organisation of national importance.
- Experience of devising and managing yearly and production budgets, and of controlling expenditure.
- A demonstrable commitment to equality.
- Experience of supporting the generation of income, for example through involvement with fundraising.
- An understanding of ETT's publicly funded context.
- Strong leadership and interpersonal skills to deal effectively with internal and external relationships.
- Excellent people management and motivational skills and the ability to resolve conflict.

- Fluent communication skills, with the ability to present company objectives internally and externally.
- A track record of developing audiences and marketing.
- Experience of the subsidised or charitable not-for-profit sector
- Awareness of the British touring theatre environment
- Experience of West End producing and/or commercial co-producing
- An understanding of the legal requirements of a charitable organisation
- Experience of working with a Board of voluntary trustees
- Experience of touring work nationally and internationally

### **Terms of Employment**

The Executive Producer (maternity cover) of English Touring Theatre is a full-time, fixed term position for 12 months ideally commencing in July 2019.

The Executive Producer (maternity cover) will be based at ETT's office at 25 Short Street, London SE1 8LJ.

### **Salary**

The Salary is not less than £46k gross p.a. (subject to experience).

### **Hours of Work**

These will vary according to the nature of the workload, but generally will be a minimum of 40 hours per week. The normal office hours are 10.00 am – 6.00 pm Monday to Friday although some unsocial hours will be involved.

The role requires some travel within the UK, although overnight visits are infrequent. Any work in the role that takes you away from our base at 25 Short Street with a cost attached will be covered by ETT i.e. travel, accommodation and per diems on tour.

### **Overtime**

No overtime will be paid.

### **Other Benefits**

**Pension Plan:** The Executive Producer (maternity cover) will be enrolled in ETT auto enrolment pension scheme. ETT will match a contribution of up to 5% of the annual income to the pension plan.

**Travel Card Loan Scheme:** ETT provides an interest free travel loan scheme to which all employees are eligible after successful completion of their probationary period.

### **Holidays**

Employees are entitled to 20 days holiday during each holiday year excluding bank holidays.

### **Notice Period**

Two months during the four month probationary period; thereafter, three months in writing.



## Recruitment Process

Deadline for Applications: **Monday 15<sup>th</sup> April 2019 12 noon**

First interviews: **w/c 22<sup>nd</sup> April 2019**

English Touring Theatre welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

We are part of the [Tonic Theatre](#) Advance Network; a four-year programme of activities, training, provocation and support led by Tonic designed to enhance our organisation's work on increasing opportunities for, and representation of, women over the course of the 2018-2022 National Portfolio cycle.

We also partner with [PIPA](#) (Parents and Carers in Performing Arts), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives.

## How to Apply

Applications should be made by submitting:

- A full CV
- A covering letter outlining your interest in and suitability for the role in line with the candidate brief and Person Specification.
- The names and contact details of two referees who are able to comment on you professionally. Please indicate how long and in what capacity your referees have known you. Please note, referees will not be contacted without your permission.
- A completed Equal Opportunities Form.

Assistance with travel costs for interviews is available if required.

As ETT strives to be more sustainable we will not accept applications made by post. Please email your completed application to **admin@ett.org.uk** before the date above.

More information about ETT can be found here: [www.ett.org.uk](http://www.ett.org.uk) although please note that this is currently a holding page with our new website coming soon.