



Women & Theatre

Artistic Director

Application Pack

May 2023

womenandtheatre.org.uk

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Women & Theatre: Artistic Director Application Pack

Women & Theatre produces exciting, innovative, and compassionate theatre, and delivers participatory projects about contemporary issues, reflecting the language and lives of ordinary people. Working across arts, health and community sectors, Women & Theatre create work responding to local and national issues; all through the lens of women and the communities of Birmingham and the West Midlands, focusing on what matters to people in their day-to-day experiences.

In its 40th anniversary year there will be a change in leadership as Women & Theatre seeks to appoint two talented individuals as its new Artistic Director and Executive Director (joint Chief Executives), equipped to deliver, develop and innovate the company's vision and plans, building upon its strong foundation and extensive experience of delivering impactful work.

Women & Theatre has just begun its journey as an Arts Council England National Portfolio Organisation (from April 2023). With financial stability, and strong networks of partners and associate artists, W&T is one of Birmingham's most popular theatre companies pursuing exciting artistic and developmental plans that align with the Arts Council's Let's Create Strategy.

We want to appoint individuals that will embrace Women & Theatre's inclusive values, lead with empathy and build positive working cultures that enable teams to thrive. Individuals who want to make deep work about things that matter.

We are looking for strong leaders with passion, compassion, imagination and expertise. Women & Theatre welcomes applications from all sections of the community. We are particularly interested in increasing the diversity of our team and welcome applications from people of Global Majority backgrounds and disabled people who are currently under-represented in our core team.

The new Artistic Director's artistic talents and vision, as well as their experience of strategic planning and developing new work in collaboration with wide ranging partners, participants and creative practitioners will be critical.

Salary: £36k - £40k (depending on experience)
Hours: 40 hours per week; Job Shares will be considered
Holidays: 24 days + Bank Holidays
Location: W&T, The Old Lodge, Uffculme, 50 Queensbridge Road, Birmingham, B13 8QY
Contract: Permanent
Start Date: September 2023/ Negotiable with staggered starts possible

Expressions of interest: Midday on Wednesday 21 June 2023
First Interviews: Friday 30 June 2023
Second Stage (full day): Wednesday 5 July 2023
Possible final stage: w/c 24 July 2023

We are happy to speak with anyone who would like an informal chat about the role. Please contact jesspearson@womenandtheatre.co.uk

For queries about access, or if you would like this information in an alternative format please contact rosiegunn@womenandtheatre.co.uk

A message from Our Chair, Ellie Griffiths

"On behalf of the Board of Trustees, thank you for your interest in applying for Women & Theatre's Artistic Director role. As the Chair of Trustees, I am honoured to introduce you to W&T as we begin a new chapter for the company. This year sees us celebrate our 40th anniversary and, for the first time, entering Arts Council England's National Portfolio.

This is an exciting time to join a well-established and well-loved West Midlands organisation. It is an opportunity to harness the reputation of the last 40 years and build on a long-lasting legacy whilst paving your own way for the future.

The Board wants to appoint an artistically ambitious individual who will be able to help not only secure Women & Theatre's place as an Arts Council NPO, but go further. We are looking for someone who can shape our artistic direction, foster collaboration, and drive innovation while remaining true to our mission and values.

You will be supported by a dedicated team of trustees and staff, and a fantastic group of freelancers, volunteers and the community we serve.

As well as recruiting for a new Artistic Director, you will note we are recruiting for a new Executive Director too. This new partnership will shape W&T's future, together. Our search for both of these roles is rooted in a commitment to equality, diversity, accessibility and inclusion. We actively seek diverse points of view and believe an inclusive leadership team will enrich all that we do.

In this application pack, you will find detailed information about W&T, its history, and the responsibilities and expectations of the Artistic Director role. We encourage you to familiarise yourself with our programmes and the vision that has shaped our success. We also invite you to reflect on how your own experiences and skills align with our organisation's values and aspirations.

This truly is an exciting time to join Women & Theatre, and shape our future."





Women & Theatre: What we do & how we work

Women & Theatre is an award-winning company that has been making deep work about things that matter since 1983. Working dynamically across arts, health and community sectors, we create vibrant theatre that explores the human condition and issues affecting people's wellbeing in society. We develop theatre from research and through participatory approaches with communities; giving our work an authenticity and relevance which resonates with audiences. We strive to represent the diversity of Birmingham and beyond.

W&T work in an open, collaborative and solution-focused way, both artistically and operationally. Our programme encompasses different strands and numerous projects including workshops, participatory projects and performances in wide-ranging settings - theatres, training venues, community centres, hospitals and site-specific locations. W&T also engage with audiences and participants digitally, through online projects, podcasts and films. Most projects are developed in partnership or instigated by W&T; others are responsive, commissioned directly or secured through tendering.

We provide creative opportunities for people to engage with culture in the heart of their communities. Our focus is not limited to women. We work with a wide range of people, which varies from project to project, and regularly includes care experienced young people, young carers, people with additional educational needs, older adults, mental health service users and women of diverse backgrounds and abilities. Although projects differ in content, style and project beneficiaries, they are united by a commitment to promoting access, exploring contemporary issues, reflecting the language and lives of real people and affecting positive change. Our work is recognisable in its values but not predictable in its form. We develop projects in partnership with cross-sector organisations and employ diverse creative practitioners to bring different perspectives to our work.

2023 is a significant year for Women & Theatre as it celebrates its 40th anniversary, begins its journey as an Arts Council England National Portfolio Organisation – and of course, sees a change in leadership. There will be a well planned and supportive transition and handover period, enabling

the incoming and outgoing senior staff to work together collaboratively.

W&T is governed by a Board of Trustees, chaired by Ellie Griffiths. We currently have 8 Board members/ Trustees, with a range of skills and expertise within the fields of arts, health, events, law, HR, marketing, and fundraising.

In recent years, W&T has had a small core team all working part time. The stability offered by the NPO has enabled us to make some roles full time, namely the advertised Artistic Director and Executive Director posts, and our recently appointed Artist Practitioner. As well as Artistic Director and Executive Director, the current team includes: Rosie Gunn, Project Manager; Matt Smith, Marketing & Digital Projects Manager; and Vicky Pritchard, Artist Practitioner. We also work with numerous freelance practitioners on different projects – actors, writers, directors, sound designers, film makers, stage managers and workshop facilitators.

Although the team have defined roles and responsibilities, we work collectively and openly, and actively encourage all staff to input ideas and opinions about different aspects of the Company's work. We utilise their skills and perspectives, as well as those of freelancers, to inform project planning and delivery, as well as longer term planning. We have a friendly and respectful culture where we hope everyone feels able and confident to raise issues and ask questions. We promote kindness and inclusivity in how we operate with our participants, freelancers, volunteers, project partners, and each other.

W&T is based at The Old Lodge on The Uffculme Centre site, owned by Birmingham & Solihull Mental Health Foundation Trust with whom W&T has a service level agreement. The team mainly work from the office, although some remote working and use of online meetings remain. Delivery activity can involve working across Birmingham, the West Midlands, and sometimes further afield.



Artistic Programme and ACE NPO Commitments

Women & Theatre has specialised in delivering community-engaged theatre and participatory work for many years, aligning closely with much of the Arts Council's Lets Create Strategy, particularly its Creative People and Cultural Communities Outcomes.

We presented ACE with a broad vision for the company's 3-year programme, to encompass annual site-responsive community productions, participatory performance projects with older adults, young people (specifically care experienced young people, young carers & young people with additional needs), professional theatre work, regular podcasts and workshops with different target groups. The Company will also continue to deliver work in response to the needs of commissioners from different sectors, with earned income forming part of our financial model.

Some of these projects reflect established W&T approaches, existing partnerships and planned activity; others are the early seeds of ideas, with significant scope for incoming staff to develop and take in different directions, whilst underpinned by core company values.

In addition to its Artistic Programme & Activity Plan, Women & Theatre will deliver activity against its Investment Principles Plans, within 4 areas: Ambition & Quality, Dynamism, Environmental Responsibility and Inclusivity & relevance.

The Executive Director and Artistic Director will report quarterly to the Board; detailing activity towards our Activity Plan and Investment Principles Plan targets. This Board oversight is a key mechanism for managing our NPO agreement with ACE, with Board papers & minutes forming part of our quarterly submissions to ACE.

Artistic Director Role

The Artistic Director is joint Chief Executive with the Executive Director, leading on the artistic & delivery aspects of the company and enabling W&T to pursue its artistic and developmental plans, in line with its Arts Council NPO Commitments.

They lead the company's artistic vision, ambition, and development, through strategic planning activity, maintaining high quality engagement and creative outputs, and by pro-actively developing relationships within the wider world of arts, health, education, local authorities, and other relevant sectors.

The work of the Artistic Director involves working directly on some projects – e.g. as a writer, director, performer or facilitator, and working indirectly, with some artistic oversight, on others – supporting colleagues & freelance practitioners in their delivery. They also deliver strategic and developmental work; undertaking long term planning and enabling new partnerships, new programmes of work and new income strands.

WOMEN & THEATRE: ARTISTIC DIRECTOR

JOB DESCRIPTION

The Artistic Director is joint Chief Executive of the Company with the Executive Director.

Purpose of the job

- To maintain, create & innovate the principles & aims of the company.
- To lead the vision, ambition, and artistic development of the company.
- To design, develop & lead a dynamic artistic programme that reflects W&T's commitment to access and inclusion.
- To maintain an overview of the Company's short-, mid- and long-term priorities; overseeing and working directly on projects and development activity to ensure W&T delivers its strategic plans and Arts Council NPO commitments.
- To collaborate with new & existing project partners, funders, freelance artists and community participants.
- To champion the potential for theatre to facilitate positive change.

Responsible to: Women & Theatre's Board of Directors

Supervises: Artist Practitioner

Key Responsibility Areas & Tasks

Artistic Policy, Programming & Delivery

- To design a responsive artistic programme which widens access and develops new audiences.
- To lead the Company's artistic development, embedding NPO Investment Principles and W&T's Equality, Diversity, Access & Inclusion (EDAI) Framework aims into approaches to project design & delivery.
- To work directly on some projects – e.g. as a writer, director, performer or facilitator.
- To have artistic oversight on projects delivered by others; supporting colleagues & freelance practitioners in their delivery, advising and supporting to ensure high quality work and outcomes.
- To develop and nurture relationships with new and existing project partners, funders, freelance artists and community participants.
- To seek inventive ways of developing the Company as a community resource, for its own initiatives and through partnerships
- To identify innovative artistic partners and artists for the Company and nurture relationships.

Company Development

Strategic Planning & Development

- To work with the Executive Director to develop, implement & Monitor W&T's Strategic Plans including its NPO Activity Plan and Investment Principles Plan and its EDAI Framework.
- To maintain a wide knowledge of relevant sectors to enable the Company to proactively develop partnerships and respond to new opportunities.
- To act as an ambassador for the Company to all external bodies and professional organisations
- To work with, and report to, Women & Theatre's Board of Directors.

Fundraising & Income generation

- To support the development of fundraising applications, responsive proposals and submissions for external tendering processes for new work.

Marketing

- To support the development & implementation of effective marketing strategies to promote the Company and its work, working closely with the W&T team and project partners.
- To be available for press & PR and fundraising engagements

Operational Management

Human Resources Management

- To ensure the Company follows good personnel practice by implementing and reviewing employment policies & procedures in compliance with the law and best practice.
- To supervise and appraise the Artist Practitioner
- To promote effective internal communication between staff and Board members
- To lead the recruitment of artistic staff; interviewing & auditioning relevant candidates for core and freelance roles.

To complete all other reasonable duties as agreed with the Board.

PERSON SPECIFICATION

	Essential	Desirable
Qualities	<ul style="list-style-type: none"> • Artistic vision • Social awareness with the ability to make connections & identify stories that need telling. • To be a creative thinker and enjoy creative discussions about big ideas. • Commitment to the ethos of the Company and to Equality, Diversity, Access & Inclusion • Solution-focused with a positive attitude. • Personally confident with the ability to act as an advocate and ambassador. • Personable with the ability to work with a joint Chief Executive and as part of a team. • A keen desire to explore and facilitate theatre and drama work in diverse contexts. • Enjoyment of working in a small friendly environment. 	
Skills & abilities	<ul style="list-style-type: none"> • Leadership qualities with the ability to empower and motivate others. • Ability to develop and write scripts from research. • Ability to direct shows and facilitate workshops. • Ability to multitask, manage multiple priorities and meet deadlines. • Good communication & interpersonal skills • Computer literacy. 	<ul style="list-style-type: none"> • Clean driving licence • Performance ability
Experience	<ul style="list-style-type: none"> • At least 5 years' theatre industry experience • Experience of contributing to the artistic vision of a company. • Experience of making new theatre from scratch. • Experience of line-managing staff • Experience of partnership working across different sectors • Experience of directing and devising projects with professional actors and community casts. • Experience of carrying out direct research interviews • Experience of work in health, social care, education or community contexts • Experience of nurturing talent & building relationships with Artists and staff members • Experience of script development 	<ul style="list-style-type: none"> • Experience of developing fundraising applications • Experience of contributing to Marketing & PR campaigns

<p>Knowledge</p>	<ul style="list-style-type: none">• Good understanding of Arts Council England's Lets Create Strategy and its Investment Principles• Knowledge of theatre, health or community arts• Knowledge of safeguarding issues, in relation to young people & vulnerable adults.• Knowledge of funding and funders• Understanding of marketing and PR	<ul style="list-style-type: none">• A good understanding of access & inclusion considerations in performance work & participatory projects.• Knowledge of Birmingham and its local communities• Knowledge of Health & Safety considerations in the context of project delivery.• An understanding of sustainable & environmentally friendly approaches to project delivery.• An understanding of financial management• An understanding of personnel management and law.
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How to Apply

Please refer to the person specification and submit:

- A short, written expression of interest (maximum two sides of A4) OR video or voice note application of up to 5-minutes in length. Please include details of the skills, experience and vision you would bring to the role.
- Your CV
- Contact details of two referees.

Please email these to Rosie Gunn, Project Manager
rosiegunn@womenandtheatre.co.uk by **midday Wednesday 21 June 2023.**

Please also complete our Equal Opportunities Monitoring form available here: <https://docs.google.com/forms/d/1Yh2-XIWh8luwxBWmMC2CS8MT4qarT9r5SNu6NrIR02A/edit>

This is for monitoring purposes only and is important for reporting to our funders. It will be detached from your application and the data shared will be treated confidentially.

