

Bretforton Theatre Barns

Alive with possibility

JOB DESCRIPTION

Position:	Executive Director
Responsible to:	The Board
Hours of work:	Permanent, full or part-time
Applications:	CV and letter to rachel.tackley@theatrebarn.org Closing Date is midday 14th November

Bretforton Theatre Barns is a medieval tithe barn nestled in the foothills of the Northern Cotswolds and is home to an intimate 180 seat theatre. It began its life in the Long Gallery of Bretforton Grange with banquet style dinners and distinguished performances. Set in the glorious grounds of The Grange, the tithe barn and several historic buildings have been joined together to create a theatre site which oozes untapped potential and possibilities.

The Trust intends to re-launch these beautiful buildings in 2023/4 and develop an exciting rural hub where artists and audiences will meet, create, have fun and be entertained. The appointment of an Executive Director is the first step in the next phase of the theatre's development.

OVERALL OBJECTIVE

Together with the Creative Consultant and with support from the Board, the Executive Director will help re-launch and develop Bretforton Theatre Barns (BTB).

The Executive Director is responsible for the delivery of the overall strategic and charitable objectives of the Trust.

The Executive Director will take particular responsibility for the successful operation of the financial, administrative and managerial objectives of the Trust.

PRINCIPAL RESPONSIBILITIES:

1. To work with the Creative Consultant to develop and deliver the artistic vision for BTB and to ensure that key stakeholders, funders and staff are inspired by, understand and are motivated by that vision.

2. To work strategically with the board and the Creative Consultant to deliver the Business Plan and to develop ongoing strategies to uphold the policies which reflect BTB's creative aspirations.
3. To take overall responsibility for the financial aspects of all activities undertaken by BTB. This will include annual budgets, three-year planning figures, project budgets, management accounts etc.
4. To actively develop positive relationships with potential funders and stakeholders, this will include Arts Council England ("ACE") Wychavon Council and Worcestershire County Council.
5. To take responsibility for the administrative and HR aspects of all activities undertaken by BTB.
6. To promote high professional standards and good working practices throughout BTB.
7. To ensure compliance with relevant legislation and equality of opportunity and diversity in all areas of BTB's activities.

In pursuit of the above the Executive Director will be expected:

To propose overall policy and annual budget to the board and to implement these once agreed;

Finance and Legal

To work closely with the accountants, bankers, lawyers and any other professional companies appointed by the board

To make reports to the Board of Trustees and any other Committees of the Board and to take overall responsibility to advise on all financial matters

To take overall responsibility for the preparation of the annual statutory accounts and to oversee the relationship with the company's external auditors

To ensure that the Company Secretary makes all statutory returns and carries out all other duties and responsibilities in good time

To take overall responsibility for cost control in all areas of BTB's expenditure

Property:

Licences: ensuring that all necessary licences are held and up to date and that all licensing requirements are met;

Contracts: ensuring that all necessary routine contracts, eg cleaning, waste disposal, are in place and up to date;

Maintenance: keeping the buildings and equipment well maintained and advising the board of any requirements additional to the agreed budgets

Staff:

To agree with the board the staffing levels required and to implement these
To ensure that the company meets all necessary legal requirements in the employment of staff in terms of contracts of employment, pensions and payment

To develop and manage a team of voluntary workers

Programme:

To work closely with the Creative Consultant in contracting and managing the artistic programme.

To manage the front of house performance and backstage requirements in terms of staffing and licensing

Food and Beverage:

To assist the board in choosing an appropriate caterer for the performances and events presented by BTB

To monitor the caterer's quality of food and service, as well as the contract with the caterer

To ensure that the bars are adequately staffed; that the bars are properly stocked and the bar finances accounted for;

Marketing and Communications

To ensure, with the Creative Consultant, that the organisation has agreed Press and Public Relations, Marketing and Communications and Audience Development Strategies

To ensure the efficient marketing of events at BTB

To build awareness of the BTB site as a whole both locally and nationally as agreed with the Trustees

To ensure the efficient development and maintenance of the website, ticketing system and mailing lists

Development and Fundraising

Together with the Creative Consultant, to support the cultivation of sponsorship and fundraising partners, including entertaining guests, donors, business associates, trusts and foundations, and to take an active role, when appropriate, in negotiations with major funders.

Project Development

Working within briefs agreed with the board to manage and oversee any capital works

To take overall responsibility for the management and financial control of BTB's capital expenditure programme.

Health, Safety and Fire

To ensure that the buildings are health, safety and fire regulations compliant

To ensure that staff are trained as required

To be the officer responsible for health, safety and matters for the company and to liaise with the relevant professional bodies and consultants

To represent BTB in its relations and negotiations with unions, licensing authorities and other agencies directly related to the smooth administration of BTB.

This list of responsibilities is not exhaustive, and the Executive Director may be required to perform duties outside of this as operationally required and at the discretion of the Chair of the Board of Trustees.

TERMS OF THE APPOINTMENT

The Executive Director of Bretforton Theatre Barns is intended to be a full-time position, though the Board is interested in receiving applications from those wanting to job share or work part time. It is necessary for the successful applicant to be based at Bretforton at least 2-3 days per week.

Salary: to be agreed subject to experience but likely to be in the region of £60-£70k pa (or full time equivalent)