

EXECUTIVE DIRECTOR

The Bush Theatre is looking for an ambitious, inspirational and creative **Executive Director** to work in partnership with the Artistic Director to strategically and operationally lead the organisation.

How to Apply

1. This pack contains the job description and person specification for the position of Executive Director at the Bush Theatre.

We want you to have the opportunity to really tell us about yourself and explain to us why this position is right for you in whatever way feels most appropriate to you. Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

We're not looking for an academic essay; instead we'd like to get to know you. Tell us who you are, what you stand for and what you could do for the Bush. For a confidential conversation about the role, please contact:

- Lauren Clancy, Executive Director, laurenclancy@bushtheatre.co.uk

2. Apply through our [recruitment portal Breathe HR](#), attaching your CV and supporting materials.

You can upload video or sound files using the We Transfer service <https://wetransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

3. Complete our [Equal Opportunities Monitoring form](#). This helps us to better understand if our recruitment practices are accessible and equitable to all.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet the essential criteria for the role, as outlined in the person specification. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating anywhere in your application: 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme.'

Data Policy

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

The value of equal opportunities runs through the heart of the organisation. Our diverse team and their range of experiences are vital to the Bush's success, but we still have work to do to make sure that Bush staff represent the communities we serve. We actively encourage people with different backgrounds to join us. We are particularly keen to receive applications from people of colour and disabled people who are currently underrepresented in our team.

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Key dates

Deadline for applications is **11.59pm** on **Sunday 19 February 2023**

1st Interviews will take place **Wednesday 8 March 2023**

2nd Interviews are Thursday 16 March 2023

Candidates will be contacted at the shortlisting stage to discuss access requirements for interviews.

EXECUTIVE DIRECTOR JOB DESCRIPTION

Reporting to: The Artistic Director and the Alternative Theatre Company Ltd (trading as The Bush Theatre) Board of Directors (Chair)

Responsible for: General Manager, Head of Finance, Head of Marketing (vacant), Head of Development, Producer

Background

**“One of the most experienced prospectors of raw talent in Europe.”
– The Independent**

Under the leadership of Artistic Director Lynette Linton, the Bush Theatre is committed to presenting a diverse and industry-leading programme of new writing that speaks to and reflects contemporary society in all its diversity. After nearly 40 years in residence over a pub on Shepherd's Bush Green, the Bush Theatre moved into the Old Library in Shepherd's Bush in October 2011. In 2017 we concluded a £4m redevelopment project to complete the transformation of the old library. The building is now more accessible, more sustainable, and open to even more audiences and artists.

We retain a small-yet-mighty reputation and now is a particularly exciting time to join the team. In celebration of our 50th birthday, we're producing a series of 9 commissions, including George Devine, and Evening Standard Award-winning playwright Tyrell Williams' *Red Pitch*, Waleed Akhtar's *The P Word*, Anoushka Lucas' *Elephant* and Lenny Henry's first play, *August in England*. These shows follow in the footsteps of recent successes including Arinzé Kene's *Misty*, *Jellyfish* by Ben Weatherill, which transferred to the National Theatre, *Baby Reindeer* by Richard Gadd and *Chiaroscuro* by Jackie Kay.

[Meet the Bush team](#)

Purpose of the Job

As Executive Director, you will work collaboratively with the Artistic Director to strategically lead the organisation and ensure its continued position as a leading talent incubator and producer of new writing both nationally and internationally. Together with the Artistic Director, you will have overall responsibility to executively produce the programme. You will also be responsible for delivering the Bush's audience and financial objectives. Working in tandem with the Artistic Director, the Executive Director will promote and maintain an organisational culture which values the highest standards - both in executing the artistic vision and in management practice, drawing the very best from a 26-strong team of permanent staff. The Executive Director reports to the Artistic Director and together they form the executive team.

The partnership with the Artistic Director is key to the role and for this reason every shared responsibility described below will be marked '(shared)'.

Main Duties and Responsibilities

Leadership

- To create an energised environment to realise the very best from all staff, with a focus on professional development. *(shared)*
- To enthuse a senior management team of specialists and help them realise their full potential to maximise results and opportunities for the organisation. *(shared)*
- To ensure all staff and creatives reflect the organisation's ambitious diversity ethos. *(shared)*
- To attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required.
- To lead regular Company meetings and participate in programming meetings. *(shared)*

Strategic

- To iterate and implement a strategic plan that will take the Company forward over the next five years and fulfils the artistic ambition and expectation of the organisation. This strategy will include a dynamic artistic policy and programme, development of new audiences, financial and environmental sustainability. *(shared)*
- To represent the Company to stakeholders and be the lead contact with the principal core funder and to secure and increase funding from ACE and other bodies where appropriate. *(shared)*
- To oversee all internal and external public relations and to be a focus for the articulation of the Bush Theatre's future vision and ambition in the context of a changing landscape. *(shared)*

Finance and income generation

- To ensure the efficient, effective and solvent financial management of the Company and to identify appropriate opportunities for income generation.
- To be responsible for all financial matters including the preparation and presentation to the Board of management accounts, five year plans, detailed annual budget and cashflow forecasts and production budgets.
- Working alongside the Head of Finance, to lead on innovative business development. This includes areas of income generation from the Library Bar and events/hires enterprises as well as future exploitation in consultation where appropriate, with the Artistic Director.
- To manage the Bush Theatre's commercial trading subsidiaries, Bush Theatre Trading and Bush Productions Limited (dormant), reporting to the Board, and to develop commercial exploitation opportunities.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Bush Theatre.

Management

- To act as Company Secretary, ensuring that the Board is provided with appropriate concise information to enable strategic decisions to be made on policy, financial, management and other matters.
- To adhere to, and actively implement the Bush Theatre's policies, including equalities (diversity, access and equal opportunities), fundraising compliance, data protection, environmental and health and safety. *(shared)*

Operations

- To ensure that the quality of service within the building reflects the policies and ambitions of the Bush Theatre.

- To ensure compliance with all relevant legislation as employer, limited company, registered charity, leaseholder.

Programme

- To act as executive producer for all in-house productions and ensure that all work at the Bush Theatre is produced and presented with high quality production values, creatives and in the best possible circumstances.
- To develop policies that maintain and grow the company's reputation for:
 - commissioning and producing the best new theatre writers from the widest range of backgrounds;
 - discovering, nurturing and developing the next generation of creative talents;
 - leading an innovative Community Engagement programme;
 - championing diversity within the UK theatre industry and significantly increasing the number of Black, Asian and ethnically diverse artists we engage with. *(shared)*
 - Where appropriate, to seek collaborative partnerships with other theatre, arts or creative organisations with whom the Bush Theatre might expand its artistic ambitions and share its resources both nationally and internationally. *(shared)*

Communications

- To work in tandem with the Artistic Director and Head of Marketing to oversee marketing and communications, brand and audience development and with the Artistic Director and Head of Development to oversee the fundraising activities. *(shared)*

General

- To undertake line management responsibilities as appropriate.
- To act always in the best interest of the Bush Theatre.

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 Board.

After 12 months in the role the Executive will have successfully:

- Shaped and started implementing the strategy for 2022-2027.
- Executive Produced the season of work during that period. *(Shared)*
- Ensured that the talent development, new writing and community engagement programmes continue to grow and service the core objectives of producing new plays on our stage. *(Shared)*
- Been identified internally and externally as the new Bush's Executive Director, having formed a strong partnership with the Board and Artistic Director as well as built and enhanced relationships with key stakeholders.
- Formed strong relationships with the senior team and inspired all staff to perform to the highest standard.
- Played an active role in raising the profile of the Bush externally, both in the UK and internationally.
- Played a leadership role in improving the self-generated income of the Bush, building on the transformation of the theatre and the Arts Council's NPO grant.

PERSON SPECIFICATION

Essential

- An affinity for the mission, vision and work of the Bush Theatre and a passion to play a key role in shaping and achieving the theatre's success.
- Senior experience gained within a producing theatre company or venue.
- An interest in the social, cultural and financial context within which the Bush Theatre operates.
- The ability to communicate well with, and enthuse, others
- The ability to provide managerial leadership.
- The ability to work collaboratively and form effective partnerships internally and externally.
- Persuasive communication skills.
- A positive attitude with a high level of self-motivation and ability to work on your initiative.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- Knowledge of arts funding.
- Experience of fundraising.
- A genuine and demonstrable commitment to maintaining the Bush's existing successes in terms of cultural diversity and access, and pushing for further change and proactively addressing gaps
- An entrepreneurial spirit to maximise exposure of the work and the brand.

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

- Knowledge/experience of national/international touring.
- Knowledge/experience of capital development.
- Productive contacts in the theatre sector.
- An interest in digital opportunities for the arts.

TERMS & CONDITIONS

Hours:	Full time across at least five days
Salary :	£50 - 53k per annum pro rata
Holidays:	22 days per annum plus Bank Holidays Rising to 23 days after two years' service Rising to 24 days after four years' service
Probation:	Six months
Contract type:	Permanent

Other Benefits:

- Interest-free season ticket loan (after probation)
- Cycle to work scheme
- Complimentary tickets to all Bush productions subject to availability
- 10% discount on food and drink at the Library Cafe Bar
- Access to a confidential counselling service