

alphabetti

T H E A T R E
B A R & C A F É



RECRUITMENT PACK ARTISTIC AND EXECUTIVE DIRECTOR FOR ALPHABETTI THEATRE.

WE ARE SEEKING A TALENTED, SKILLED AND EXPERIENCED PERSON TO FILL THIS IMPORTANT POST AND LEAD THE ORGANISATION THROUGH TO THE NEXT PHASE OF ITS JOURNEY.



Thank you for your interest in applying for the role of Artistic and Executive Director for Alphabetti Theatre.

Role: Artistic and Executive Director

Line Manager: Board of Trustees

Line Management: General Manager, Venue & Project Producers, Executive Assistant

Salary: £24,000 - £28,000

Contract: Full time, permanent, subject to the successful completion of a 6-month probationary period

Hours of work: 35 hours per week, with regular evening and/or weekend work. Overtime is not paid, and a TOIL procedure is in place.

Holiday: 28 days holiday across the year (not including public holidays)

Perks: 30% discount at the Alphabetti bar, free tickets to all Alphabetti productions and multiple other theatrical events across the UK.

We are looking for someone who will play a pivotal role in the vibrant and varied programme that Alphabetti Theatre is known for and we are open to a broad range of proposals as to how this might be realised, depending on the skills and vision that you bring and how you demonstrate your approach to cultural leadership in whatever form that takes. We are looking for ideas and projects of significance and ambition, – creating or producing work that is directly informed and relevant to our communities and our audiences. We are looking for someone who can build alliances, strengthen partnerships and inspire creativity from all our varied stakeholders. We expect the post holder to bring passion and drive, underpinned by exceptional communication skills and experience of working with diverse communities. The role would suit an early career Artistic Director or established freelance Director looking to move into organisational leadership.

This will be an extremely rewarding role with a range of high level responsibilities. Alphabetti is about to go through another burst of growth; we want someone who has the capacity to hit the ground running and grow with us through our next phase.

This role is appointed by the Board of Trustees at Alphabetti Theatre.





"NOT JUST AN ESSENTIAL PART OF THE REGION'S THEATRE ECOLOGY...BUT THE UK. LONG MAY IT CONTINUE."

British Theatre Guide

Alphabetti Theatre (2023 Fringe Theatre of the Year, Stage Awards & 2023 Best Museum or Cultural Venue, North East Culture Awards) is an award-winning, artist-led, dynamic and inclusive arts venue located in the heart of Newcastle upon Tyne. We are committed to supporting and showcasing emerging artists, creating a space where innovative and experimental ideas can flourish. **Our mission is to produce and promote original work, fostering a community that values creativity, diversity, and accessibility.** The Board of Trustees wish to appoint an outstanding individual as Artistic and Executive Director, following the departure of, founder, Ali Pritchard, to help shape the future of this vital cultural institution

We have two stages: our main theatre space, seating 75 people and set up in thrust with raised audiences on three sides; and a new 75 capacity music and cabaret stage in the bar, sponsored by and named after D'Addario. Additionally, we have 4 artist studios and 2 rehearsal rooms.

Arts and culture hold such a vital place in society, often used as a tool to educate, entertain but also enrich lives. Even though arts and culture is essential and part of what makes us human, so many are not able to afford to experience it, which has a detrimental impact on both surrounding communities and upcoming artists. **Alphabetti believes that great art should be for everyone, not just those who can afford it.** We are a space to experiment, evolve and discover excellence for artist and audience. We nurture emerging talent, providing them with paid opportunities, offering the experience of our staff and our organisational resources. We develop new audiences through our diverse programming, which cultivates organic audience crossover, offering different audiences experiences with which they may not have previously engaged.

We are located in an area where, according to National Statistics, 35% of people are either experiencing unemployment or are full-time students. The average UK unemployment rate is currently 4%. According to census records, 14% of people we engage with are classified in the social grade of AB (highest), compared to the national average of 27%, and 66% of people class themselves as 'white', compared to a national UK average of 81.9%. We are an arts and culture venue for these people.

According to Difference Northeast, 27% of the North East are recognized as disabled. We have pledged a minimum of 27% of Alphabetti's programme is accessible through captioned, audio described performances and/or relaxed performances, we are one of a handful of independent studio theatres that can and will do this.

Aims & Objectives:

- To provide a high quality programme of art that is socioeconomically accessible to everyone.
- To have an average audience capacity of 60%.
- To develop and nurture new productions, companies and creative teams based in the North East.
- To ensure that a minimum of 27% of the programme is accessible performances.
- To develop new audiences for the North East.
- To introduce and evolve new artists.

Organisational Structure:

Alphabetti Theatre is a Charitable Incorporated Organisation, led by a board of Trustees who provide strategic leadership in line with the charity's aims and values. They act with integrity, adopting values and applying ethical principles to decisions to create a welcoming and supportive culture, helping to achieve the charity's purposes. The board is aware of the significance of the public's confidence, and they reflect the charity's ethics and values in everything they do. Trustees undertake their duties with this in mind. They make sure that the charity's decision-making processes are informed, rigorous and timely, and that effective delegation, control/risk-assessment, and management systems are set up and monitored.

They work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make well-informed decisions. We are working on a recruitment drive for more trustees to help fill knowledge gaps.

The board of Trustees have a clear, agreed and effective approach to supporting equity, diversity and inclusion throughout the organisation and within its own practice. They lead the organisation in being transparent and accountable. The charity is open in its work.

Alphabetti has 5 full time members of staff and 12 part-time staff.

Our year-long performance programme on average consists of 200 theatre, 50 artist development, 40 music, 20 Comedy, 20 Cabaret performances. Our bar and café area is a warm space for our local community open from 11am - 10pm Tuesday to Friday and 11am - 11pm on Saturdays.

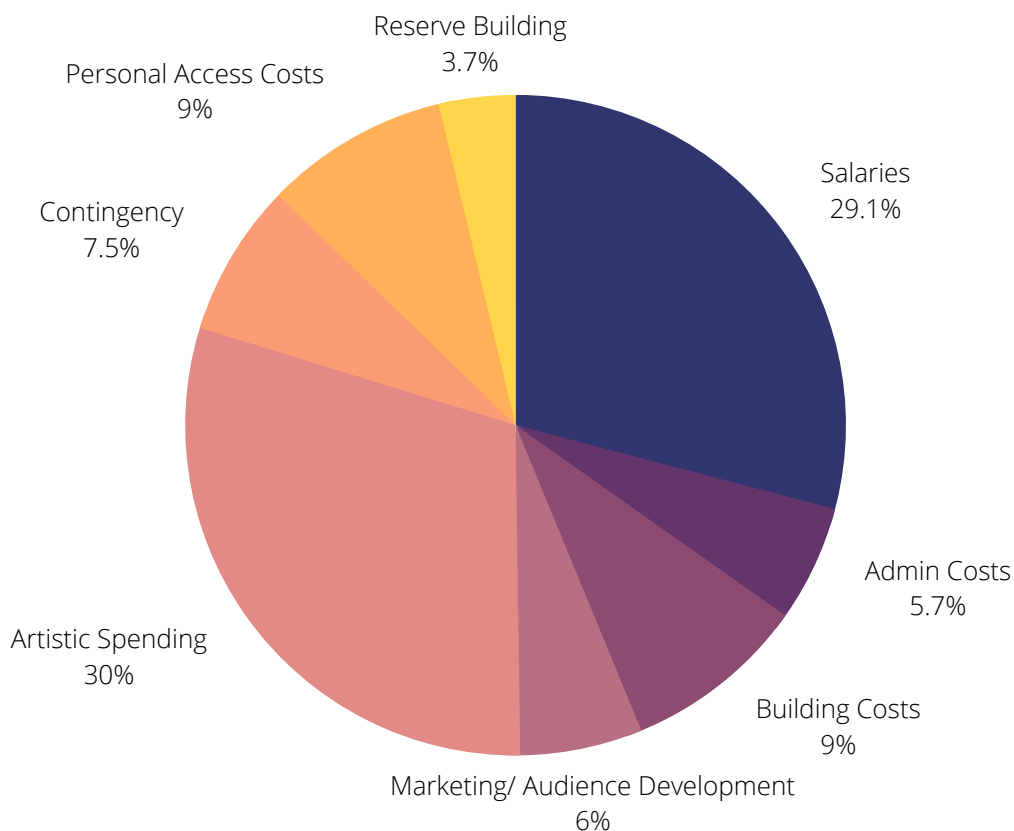
We make great art accessible for people in the North East, predominantly people in Newcastle, with a particular focus on NE4 & NE1 postcodes. We provide:

- an affordable space for people to experience great art.
- opportunities for people at all stages of their lives to participate in creative activities, through workshops and professional development opportunities.
- emerging and experienced North East based artists a place to develop.
- a place for new and experienced audiences to discover, feel and fall in love with art created in and for the North East of England.

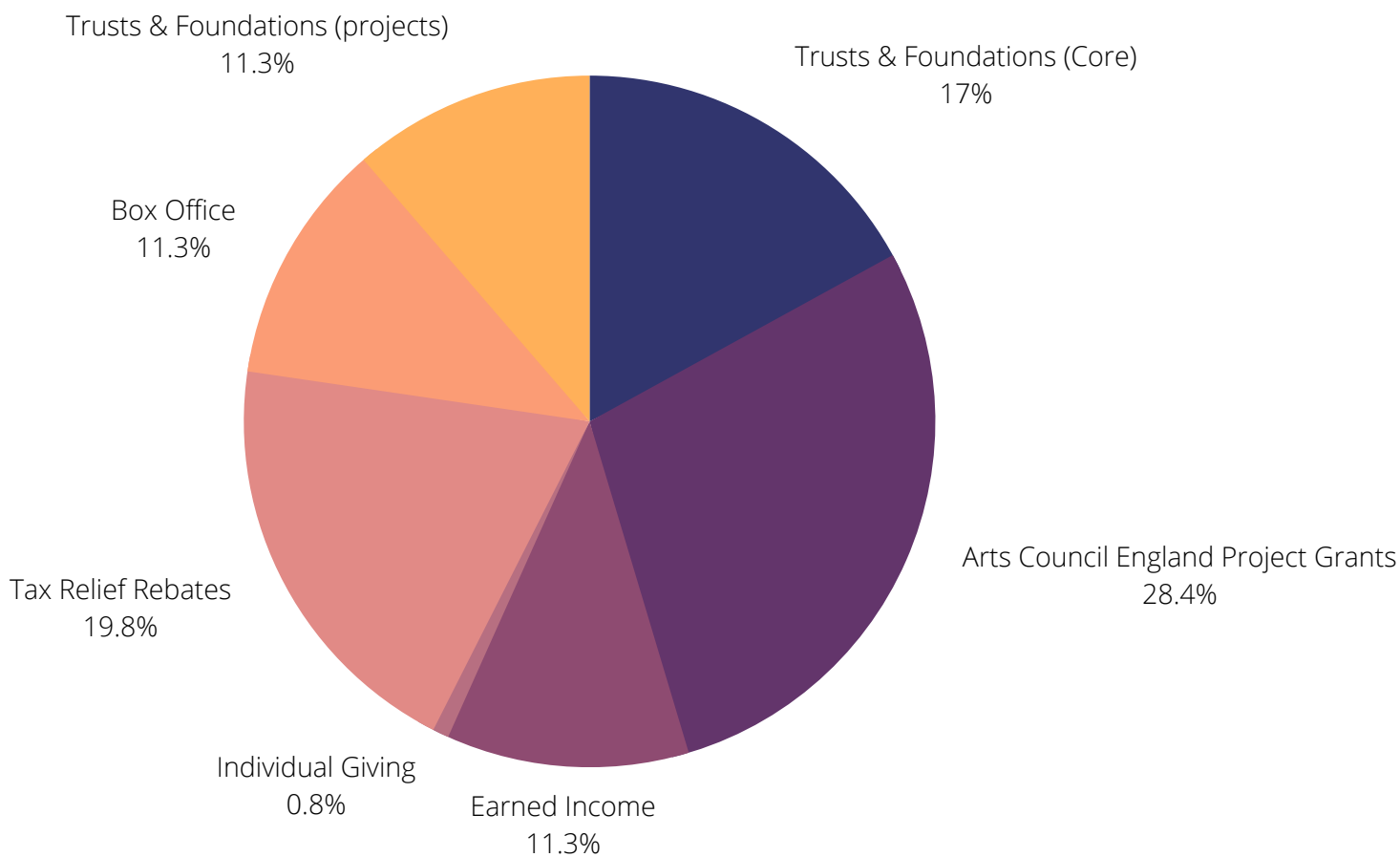


Finances:

Average spending:



Average income:





Personal Specification

An enthusiastic and highly motivated individual who will relish the unique environment of Alphabetti Theatre and the challenges and opportunities that it presents. The role would suit an early career Artistic Director or established freelance Director looking to move into organisational leadership.

This will be an extremely rewarding role with a range of high level responsibilities. Alphabetti is about to go through another burst of growth; we want someone who has the capacity to hit the ground running and can grow with us through our next phase.

Roles and responsibilities

The Artistic and Executive Director is responsible for delivering the vision and strategic objectives of Alphabetti Theatre. They are an ambassador and senior figure, responsible for ensuring the artistic and organisational success of the organisation, and as a notable artistic figure within the North East performing arts ecology. They will work with the entire team to realise the work of Alphabetti Theatre, utilising a range of skills to ensure the smooth running of the company.

Essential Skills and Experience

- Demonstrable experience in and at least 3 years experience as a stage director with producing companies and/or as an Artistic Director
- Demonstrable commitment to the North East performing arts ecology
- Experience of sitting on or reporting to a Board of Directors
- Track record in commissioning, programming and creating a performing arts programme
- Working with a variety of stakeholders and partners
- Excellent communication skills, both written and interpersonal, with ability to develop effective working relationships with internal and external partners
- Demonstrable leadership skills, including financial, administrative and line management
- Experience in fundraising and income generation
- Exceptionally organised and able to multi-task and prioritise a large workload in a busy working environment
- A strong commitment to Equal Opportunities and making the arts accessible, diverse and inclusive for all
- The ability to motivate and lead a staff team, solving problems both with colleagues and on own initiative
- A love of the arts and a knowledge of and genuine enthusiasm for the work of Alphabetti Theatre



Job Description

Artistic Leadership

- Creatively and strategically leading the organisation, and developing and maintaining a robust business plan in support of that artistic vision
- Seeking out and selecting work for production, programming and presenting (an average of 300 performances per year)
- Overseeing the production of all plays including; identifying and appointing writers, overseeing early-stage dramaturgical work, assigning directors, overseeing casting strategies, managing all contracted artists with the Producer/s
- Attending read-throughs, rehearsals and performances to provide appropriate support
- Creating and leading projects as part of those seasons (minimum of 2 per year)
- Liaising with and reporting to funders and partners as per Alphabetti Theatre's funding agreement
- Liaising with, developing and maintaining relationships with co-presenting/ co-producing partners
- Expanding Alphabetti Theatre's network of contacts regionally, nationally and internationally and proactively seeking opportunities for new collaborations
- Representing the organisation among the wider industry, maintaining and developing the company's reputation for and contribution to theatre and the performing arts in the North East of England
- Developing the company's profile with existing and new audiences, including working in collaboration with the staff on the development and implementation of the company's marketing and audience development strategy
- Keeping abreast of innovations and developments in theatre both regionally, nationally and internationally
- Personally introducing and presenting performances/ talks at Alphabetti Theatre.



Leadership and Management

- Maintaining a management and staffing structure in support of the programme and company matters, including effective leadership and direct line management of the staff as appropriate
- Managing all temporary staff (including actors, directors, writers and other creatives)
- Liaising with representative bodies such as Equity
- Working closely with senior members of Alphabetti Theatre on operational aspects and health & safety for all operational building spaces, maintaining and developing that relationship
- Overseeing weekly staff meetings, annual debriefs and ongoing organisational evaluation
- Overseeing an annual appraisal process with all staff members



Job Description (continues)**Financial Management and Planning**

- Ensure scrutiny and delivery of all financial matters, delivering within agreed budgets
- Overseeing budget management, management accounts and annual audit and accounting processes, working in close collaboration with the Producer/s
- Ensuring excellent relations with Arts Council England, including strategically leading all reporting and applications
- Leading on development strategies and funding applications to generate, maximise and diversify income, including Trust and Foundation applications, sponsorship pitches and public sector funding applications
- Ensuring all company activity is compliant with regulations to the company position as a registered charity
- In collaboration with the staff, provide financial reports and monitoring information in order to maintain relationships with external stakeholders
- Maintain relationships and provide reports for internal stakeholders, including attending quarterly board meetings and preparing and reporting to the board and sub-committee's on behalf of all artistic and company matters

HOW TO APPLY

Apply by: 10am on Mon 26 Feb 2024

Interview(s): Week commencing 11 Mar 2024

Candidates should apply via email for this role by providing a:

- Cover letter, of no more than two pages, setting out your interest in the role and examples of how you meet the person specification
- CV (including 2 contacts for references)
- Alternatively, you can apply by sending a short video or audio file, telling us about you and your experience. .
- Please also complete an Equality Monitoring Questionnaire

Please send applications by email only, addressed to Jon Farthing (Chair) and marked in the subject line as ARTISTIC DIRECTOR APPLICATION to support@alphabettitheatre.co.uk

If you would like to ask any questions about the post in advance of submitting your application, please email ali@alphabettitheatre.co.uk marked in the subject line as ARTISTIC DIRECTOR QUERY.

Disabled and D/deaf people and people from the global majority are currently under-represented in the staff at Alphabetti Theatre. We will offer an interview to anyone who identifies as D/deaf or disabled or as part of the global majority if they are able to demonstrate they meet the person specification.