



EXECUTIVE DIRECTOR RECRUITMENT PACK



OVERVIEW

Job Title

Executive Director.

Reports to

Joint CEO's / Co-Artistic Directors.

Line Managers

Freelance Bookkeeper and other administrative roles as required.

Hours

35 hours per week.

Contract

Full Time. Fixed term until April 2026.

Salary

£40,000

Application Deadline

Friday 10 March 2023 at 12pm.

Interview Date

Tuesday 21 March 2023.

Specialisms: Leadership, Financial Management, People Management, Organisational Development, Fundraising, Strategic Communications.

Common Wealth are based in Bradford, England and Cardiff, Wales. This role can be based anywhere in the UK. Ideally with commutable distance to Bradford or Cardiff although we are open to a conversation about location and ways of working.

We welcome applications from everyone and particularly encourage applicants who are under-represented in the theatre industry.



ABOUT COMMON WEALTH



“THE COMPANY WHO BURST OPEN OUR CONSCIOUSNESS”

Lyn Gardner, *The Guardian*

Common Wealth are an award-winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim.

Our work is political and contemporary. Common Wealth is a registered charity and has been part of Arts Council England’s National Portfolio since 2018. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally.

Recent productions include **Peaceophobia**, **I Have Met the Enemy (and the enemy is us)** (Northern Stage), **Radical Acts, We’re Still Here** (National Theatre Wales), **No Guts, No Heart, No Glory**, (Scotsman Fringe First Award / Live from TVC on BBC4), **Our Glass House**, (Amnesty Freedom of Expression Award.)

Our values are expressed in our name ‘Common Wealth’ which points to the wealth of experiences, stories and imagination in places and communities often dismissed as ‘poor’ or ‘in need’ of cultural

development. In being common and in being in common with our audiences, we create riches to share. Our work is rooted in the communities where our productions are made and it has international relevance; we have seen the universal nature of the stories we present connect with people across the world. Common Wealth sees its work as a campaign that contributes to making change possible. We believe each production ripples outwards, connecting with people and impacting on their lives in different ways.

Common Wealth is led by Co-Artistic Directors Rhiannon White and Evie Manning who both live and work from their hometowns, Cardiff and Bradford. Operating from these two locations we run a programme of activity that spans large-scale site-specific touring productions, groundbreaking participatory work, artist development, **Speakers Corner** (a political, creative collective led by young women) **Common Space** (a performance and community space in Bradford City Centre) and **The Commons** (our Cardiff sounding board).

“COMMON WEALTH WILL BE CHANGING THE WAY WE LOOK AT THE WORLD FOR YEARS TO COME”

John McGrath, Artistic Director,
Manchester International Festival

ABOUT THE ROLE

THE EXECUTIVE DIRECTOR WILL BE RESPONSIBLE FOR DELIVERING COMMON WEALTH'S VISION AND CO-LEADING THE ORGANISATION IN PARTNERSHIP WITH THE CO-ARTISTIC DIRECTORS.

This is a future facing, dynamic role seeking out opportunities and strategic partnerships, responsible for co-developing the strategic direction of the company across both locations. The Executive Director will work collaboratively with colleagues to lead on delivering the Bradford Arts Council of England NPO business plan and will support the Cardiff team in their operations.

The post holder will be working across 2 countries, liaising with different partners in England and in Wales, and is expected to familiarise and build on the pre-existing knowledge of the company of the Arts Council landscapes and operating environments. The postholder will contribute to designing and implementing the strongest administration support and staffing team structure in each location which is expected to include the creation of new administrative roles.

Guided by the company vision and values, the Executive Director will ensure there is a coherence across all company activity, robust leadership of the growing business and effective capacity for organisational development, strategic fundraising and overall management of Common Wealth's programmes.

The post will provide oversight and facilitation to realise and implement Common Wealth's mission, with responsibility for the following areas:

Co-leadership (with the Artistic Directors) **of strategy and planning**, business and organisational development

Sharing strategic partnership management (with the Artistic Directors) of major funders, arts organisations, partners and funders including Arts Council of England, Arts Council Wales, Paul Hamlyn, Local Authorities and others to be developed

Leading ambitious, proactive, approaches to fundraising and income generation, developed with the team

Financial Management and governance, legal, charitable & company compliance etc.

Strategic Communications

Human Resources



JOB DESCRIPTION

CO-LEADERSHIP, STRATEGY AND PLANNING

- Lead on developing a viable, sustainable business plan and realistic growth strategies with the Co-Artistic Directors, Board of Trustees and staff team
- Plan and ensure appropriate resourcing of all productions, establish co-production relationships and negotiate with partners
- Line management responsibilities for Bradford based Bookkeeper and Producers
- Support the team on embedding robust environmental sustainability practice in all aspects of Common Wealth's work
- Ensure that access and inclusion is at the core of our programme, work culture and plans
- Lead on the development of a new monitoring and evaluation framework that covers activities in both locations
- Work with our green-lighting process across all company projects
- Undertake any training, or ensure familiarisation with the English/Welsh arts sector and operating landscape in Bradford/Cardiff

FUNDRAISING AND PARTNERSHIP DEVELOPMENT

- Develop and implement a fundraising and income generation strategy, assign responsibilities, and provide support to staff to make appropriate approaches as required
- Lead on key fundraising applications and ambitions for Common Wealth
- Take a proactive approach to identifying, developing and supporting strategic partnerships with other theatres/ organisations / funders or grant makers to strengthen or help deliver Common Wealth's ambitions, and support the company to maintain excellent working relationships
- Create and maintain strong relationships with co-producers, partner theatres and potential institutions and partners
- Lead on any specific projects or strategy development as necessary

FINANCE AND GOVERNANCE

- Take overall responsibility for financial management, systems and budgeting, forecasts and reporting
- Report to the Board of Trustees regularly and prepare management accounts, financial information. Ensure monitoring, advice, evaluation and progress reports are prepared as necessary
- Maintain strong relationships with the Board of Trustees and support board development and recruitment
- Ensure compliance with all relevant legislation as a registered charity, limited company and an employer or provider of services
- To act as company secretary
- Ensure effective policies and plans are in place, regularly reviewed and implemented to promote compliance with best practice and legal requirements.
- Overall responsibility for GDPR compliance and effective data management

JOB DESCRIPTION

HUMAN RESOURCES

- Overseeing the recruitment, line management and appraisal of staff, ensuring all team members have the skills, resources and information required to deliver on their contracted duties and the projects they lead on
- Leading by example, and cultivating a supportive culture (of care) that supports the team and promotes trust and self-responsibility
- Negotiating and preparing external partnership agreements and supporting staff to contract project or freelance associates as appropriate
- Lead on all Common Wealth policies and procedures including health and safety, safeguarding, access, HR, equality and environmental sustainability

SHARED RESPONSIBILITIES WITH ALL STAFF

- Promote and be an enthusiastic advocate for the work of Common Wealth at all levels
- Represent or be an appropriate presence at Common Wealth performances and events locally, nationally and internationally and be available to work occasional evenings and weekends when required throughout the year
- Other duties as reasonably required by the Board of Trustees.

We would be open to supporting any specific skills gaps within the job description and can organise training for the most suitable candidate. CW are committed to the professional development of our staff.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.



PERSON SPECIFICATION

BACKGROUND AND EXPERIENCE

- At least four years experience in senior arts management or equivalent in another sector
- Experience in, or exposure to, executive leadership of a cultural organisation or equivalent in another sector
- Experience of financial responsibility for an organisation and ensuring the delivery of financial targets
- Experience of successfully overseeing complex project and production budgets
- An entrepreneurial approach and track record of generating income, for example, through previous successful fundraising
- Ability to create effective partnerships
- Experience in managing organisational change
- Experience of working with a Board of voluntary trustees

SKILLS AND KNOWLEDGE

- Excellent financial management skills
- Strong leadership and interpersonal skills to deal effectively with internal and external relationships
- Excellent people management and motivational skills
- Fluent communication skills, with the ability to present and debate issues convincingly internally and externally, on public platforms and in the media
- Knowledge of HR procedures and strong line management skills

QUALITIES AND BEHAVIOURS

- A passion for political, socially engaged theatre
- A desire for social change
- A collaborative approach and a desire to work in partnership with the Co-Artistic Directors
- A flexible strategic thinker with a vision for the how Common Wealth could develop over the next five years
- An informed interest, knowledge or passion in the work of Common Wealth and a commitment to our vision and core values
- A commitment to inclusion and diversity
- Excellent attention to detail; can demonstrate logical and methodical approach

DESIRABLE EXPERIENCE AND SKILLS

- Experience of the subsidised or charitable not-for-profit sector
- An understanding of the legal requirements of a charitable organisation
- Knowledge of strategic communications
- Understanding of arts networks across the UK

TEAM

In each location we have strong producing teams with two Producers in Bradford, a Youth and Community Producer and a Speakers Corner Producer. In Cardiff we have a Producer and Community Producer. All Producers in each location are Part-Time and very skilled and exceptionally capable. Each team is supported by a Co-Artistic Director who is instrumental in artistic planning, fundraising and partnerships. A Bookkeeper supports the financial responsibility of the whole company with Xero management and payroll. With the support of the Executive Director we aim to create one extra position in each location to support the general administration of the company. The postholder will work with the Co-Artistic Directors to envisage and implement how the administrative capacity can be best supported.

WORKING FOR COMMON WEALTH

Every person working for Common Wealth plays a significant role in achieving the company's mission. We are advocates and staff are encouraged to develop networks and connections, introduce new artists and community members and help develop ideas for the future. Attendance at company meetings, ideas meetings, and active involvement with The Commons (Common Wealth's sounding board) and Speakers Corner is a valued part of everyone's job. Beyond the specific tasks of each job description, the company-wide creative and community focused projects and approaches are a key part of each staff member's contribution and achievement.

KEY PROJECTS & WAYS OF WORKING

IN BRADFORD

Common Wealth Ensemble

Throughout 2023-2026 we will develop an ensemble of 4 young people under 30 who will train and collaborate together to make work from their lived experience. The ensemble will be trained as facilitators in the Common Wealth methodology and lead workshops in formal and informal settings, opening up opportunities for new ways of working and extending our business model.

Fast, Fast, Slow

In 2023 we will partner with Super Slow Way in Burnley to create an internationally focused piece for the British Textile Biennale which explores the fast fashion industry in a collaboration with workers in Ghana, Bangladesh and Burnley.

Peaceophobia

Peaceophobia is set to tour the UK and internationally throughout 2023-24. Peaceophobia is an unapologetic response to rising Islamophobia around the world. Part car-show, part-theatre, the show asks how do you find peace in a world that tells you who you are? Staged in a car-park with a Supra, a Golf and a classic Nova, Peaceophobia brings together cars and theatre with cinematic lighting and an electronic sound score.

Speakers Corner

Speakers Corner was established in 2016 and is a collective of teenage girls and female adult volunteers with roots in communities from Pakistan to Congo. It devises campaigns, delivers workshops, discussions and events that explore the world we live in, builds confidence and creates networks and opportunities for young people across Bradford and the UK.

IN CARDIFF

Reclaim the Arts

A direct response to the lack of working-class representation in the arts. Through co-creation methodology we will support and develop a group of young working-class artists from across South Wales. Supporting and building on craft, ways of working, taking over public spaces, strengthening artistic networks and commissioning each artist to create a piece of work.

The Sea is Mine

The Sea is Mine is an international co-created theatre piece created with women in Palestine and South Wales which explores how we travel beyond our circumstances, crossing visible and invisible borders to reach the sea.

Demand the Impossible

Staged in an underground music venue against a backdrop of raging punk music, this production explores how undercover police infiltrate protest movements across the UK and directly addresses our rights to protest and hold the state to account. Created with activists from the Spycops movement in a co-production with National Theatre Wales.

The Commons

'The Commons' is a paid sounding board made up of eight local residents who live, work and are actively involved in the community. The Commons work with us to co-create local opportunities, supporting the growth of talent and audiences, supporting us in our mission for cultural democracy for working class people. We meet with The Commons six times a year.



TERMS OF EMPLOYMENT

SALARY

£40,000

CONTRACT

Full time, 35 hours. Fixed term until April 2026. Flexible working is permitted, Common Wealth does not pay any overtime but time off in lieu is permitted within the same quarter.

HOLIDAY

25 days paid holiday per annum plus British public holidays and bank holidays.

PENSION

On completion of the probationary period, we offer a pension under auto-enrolment legislation with pension provider, NEST. Common Wealth makes a 3% contribution to a workplace pension scheme, employees contribute 3%.

RELOCATION

We can offer support of £500 towards relocation costs.

PROBATION PERIOD

Six months, during which either party may terminate the contract with two weeks' notice. Notice period is three months following the successful completion of the probation period.

BASE

Common Wealth are based in Bradford, England and Cardiff, Wales. This role can be based anywhere in the UK. Ideally with commutable distance to Bradford or Cardiff although we are open to a conversation about location and ways of working and potential job shares. We are a small company and have always encouraged flexible ways of working and are open to different ways the postholder may like to work.

As a busy arts company with a lively schedule of events, we produce at least two major productions annually. This means that there is a managed expectation to travel, work some unsociable hours and to work flexibly in terms of role and hours at certain points in the annual calendar. These periods are planned well in advance and will be managed in liaison with the post-holder.

HOW TO APPLY

Applications should be made outlining what attracts you to this position and evidence of your ability to meet the criteria outlined in the Person Specification.

We can accept your application in a variety of ways:

- Written Statement (No more than 2 pages)
- Video (No more than 3 minutes)

In addition, please attach your CV and a completed Equal Opportunities Monitoring form. Applications should be emailed to recruitment@commonwealththeatre.co.uk

Deadline: Friday 10 March 2023 at 12pm

Interviews: Tuesday 21 March 2023.

If you would like to have an informal, confidential conversation about the role, please contact Evie Manning, evie@commonwealththeatre.co.uk and/or Rhiannon White, rhiannon@commonwealththeatre.co.uk



TWITTER & INSTAGRAM: @COMMON_WEALTHHQ

COMMONWEALTHTHEATRE.CO.UK



MOVING ROOTS