

EXECUTIVE DIRECTOR (*Maternity Cover*) JOB PACK

About HighTide

For more than a decade, HighTide has launched the careers of some of the UK's most exciting emerging theatremakers, with our alumni including the playwrights Jack Thorne, Vinay Patel, Ella Hickson and Theresa Ikoko; and directors including Michael Longhurst, Kate Wasserberg and Roy Alexander Weise. Our co-producing partners have included the National Theatre, the Royal Court and Manchester Royal Exchange.

With the appointment of new Artistic Director and CEO Suba Das in 2019 and the appointment of Rowan Rutter to the new role of Executive Director in 2020, alongside the COVID-19 Pandemic and Arts Council England's new ten-year strategy *Let's Create*, the company has further refined our mission and vision, to reflect our ambition to produce and nationally tour the most exciting new work in the UK and to use storytelling and creativity to improve lives in our home region of the East of England.

HighTide currently has in development new plays by the acclaimed British playwrights Ben Weatherill, Morgan Lloyd Malcolm, Sonia Jalaly, Debris Stevenson and Dawn King; alongside the creation of a new participatory strategy for the organisation, supported by the Esmée Fairbairn Foundation; and a refreshed Artist Development platform focusing on talent in the East of England.

Mission, Vision, Aim and Values

HighTide is one of the UK's leading new theatre writing companies. Our vision is to empower audiences and artists in the East of England to connect joyfully through new storytelling, leading to positive social change. We showcase the diverse stories of our region nationally and advocate for new approaches to equip more people to share their stories.

Our mission is to develop productions and programmes that enable more diverse communities to engage with theatre and storytelling in the East of England. We work in partnership locally and nationally to co-produce and tour our work; and we are committed to innovation to deepen engagement and raise the quality of our work.

An Arts Council England National Portfolio Organisation (NPO), the company is also supported by major arts funders including the Esmée Fairbairn Foundation.

What We Do

Launched in 2007, we have produced and toured over 60 productions, multiple festivals and supported hundreds of artists, showcasing the very best of British new writing talent. Our productions are political, diverse and joyful and allow our writers the space to ask questions about the world around them and articulate their dreams, fears and passions.

We centre artists at the heart of what we do, which was reflected in our response to the pandemic, as we launched the 'Lighthouse Programme' a comprehensive suite of projects and activities for audiences, emerging artists, and young people, providing free support to over 300 artists in this time of crisis. Since then, we shifted our attention to building back better, launching a series of initiatives under the umbrella 'Inventing the Future' to consider what further changes would need to be made within the sector to support the most equitable cultural recovery.

We have also led the development of the sector-endorsed Anti-Racism Touring Rider to enshrine into contractual practice new measures to improve safety and wellbeing for artists and audiences of colour.



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Leading Partner: Lansons

Artistic Director
Suba Das

Executive Director
Rowan Rutter

Chair
Tim Clark

Deputy Chair
Leah Schmidt

Directors
Tim Clark
Nancy Durrant
Liz Fosbury
Jon Gilchrist
Kate Harvey
Diana Hiddleston
Vinay Patel
Leah Schmidt
Matthew Webb

Patrons
Sir Nicholas Hytner

HighTide Festival Productions
Company Reg No. 06326484
Charity Reg No. 1124477
Company VAT No. 937066311



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ENGLAND**

The rider has now been formally adopted by the ITC as part of their Ethical Managers contract template and is supported by UK Theatre and Inc Arts.

HighTide's work in the East of England is concentrated in Greater Suffolk with focus areas in Greater Ipswich, Lowestoft and rural communities, and supported by a network of partners across Essex, and East Anglia. HighTide has an office in London, as well as a resident office at New Wolsey Ipswich, providing space for core staff and freelancers as well as engagement activities.

Purpose of Role

We are looking for an Executive Director maternity cover to lead and support the smooth running of HighTide across all operations and activities. The Executive Director will support and work alongside the Artistic Director to deliver the strategic aims and objectives of HighTide, as it seeks to consolidate its position as one of the UK's major incubators of new theatre writing talent; and also widen its reach and impact in its home region, the East of England. The Executive Director collaborates with the Artistic Director and Communications & Development Director (the three roles together forming the Senior Team) on the strategic vision and planning of the company, with specific responsibility for financial stability and viability, including leading the organisation's HR function. The role further encompasses responsibility for the company's legal and other compliance, with reference to the requirements of our principal funder, Arts Council England; and all other relevant legislation; and takes overall responsibility for company administration.

The successful candidate will have significant experience working within a senior management role in the arts/cultural space. They will have significant experience leading the Arts Council England NPO application process, with a good track record managing relationships with funders including Arts Council England.

The successful candidate will also bring an entrepreneurial approach to diversifying opportunities and income streams for the organisation, including commercial and international exploitation of the company's work. They will have a proven commitment to diversity in order to play a key and leading role in the future of a company committed to widening the range of artists and audiences engaging with British theatre.

HighTide launch the 'Inventing the Future' festival at New Wolsey, in October 2021. The commencement of this role has been timed to enable sufficient handover with Executive Director Rowan Rutter, ahead of the festival opening.

TERMS AND CONDITIONS

Contract: FTC – 9 months (Maternity Cover), Full-time
Salary: £38,000 - £41,000 per annum (dependent on experience)
Based at: **London** and 1 day per week in **Ipswich**

London: Lansons Building, 24a St John St, Farringdon
Ipswich: New Wolsey Theatre
Work from home days will also be considered if required due to an individual's personal circumstances.

N.B. **Ipswich** travel is administrated and paid for by the organisation and travel to and from Ipswich takes place within the hours of the working day.

Hours: 40 hours per week Monday – Friday inclusive of 1hr/day lunch (This role requires travel and there will be occasions where work outside of these hours is required).
Probation period: 3 Months
Holidays: 21 days, plus statutory bank holidays
Notice: 3 Months (4 weeks during probation)

The appointed person will be engaged as an employee and receive HighTide's usual pension contribution.

To apply, provide your CV together with a covering letter (maximum 2 sides of A4) and completed Equal Opportunities Form [here](#) by **12pm on Friday 6 August**.

You will be notified by 5pm on **Monday 9 August** as to the outcome of your application and interviews will take place on **Wednesday 11 August** with a second round **w/c 16 August**.

The successful candidate should be available to take up the post from mid-late **September 2021**.

Prospective applicants may, if they wish, informally discuss the role with Rowan Rutter before application, please also contact rowan@hightide.org.uk if a discussion is sought.

JOB DESCRIPTION

Executive Director (Maternity Cover)

Responsible to: Artistic Director / CEO

Responsible for: Producer; General Manager (recruitment pending)

Strategic:

- With the Artistic Director / CEO, develop, implement and update business plans that support and build the strategic aims of the company.
- Lead on the company's annual fundraising strategy, including the identification of major trust and grant funding opportunities; and liaison with the Communications and Development Director around individual donor management.
- Identify and lead on commercial exploitation and widening income streams for the company, taking especial notice of digital and technologically innovative opportunities.
- Advocate and lobby for seeking opportunities to promote the organisation within the East of England and nationally.
- Attend board meetings and assist the Trustees to discharge their legal responsibilities, both as charity trustees and company directors, ensuring that they receive accurate and timely information enabling them to make informed decisions.
- Establish and maintain effective relationships with partners and funding bodies including Arts Council England, and lead on reporting and evaluation requirements here.

Finance:

- Be responsible for the financial stability and future solvency of HighTide, including overseeing the preparation, monitoring and control of annual budgets.
- Maintain an awareness of all relevant legal and taxation legislation affecting the company's finances.
- Produce cash flow projections, oversee preparation of quarterly management accounts and prepare statutory accounts.
- Reviewing and ensuring that HighTide financial systems are kept up-to-date and produce accurate and timely information.
- Oversee annual preparation of accounts for audit.

Production:

To ensure the effective delivery of all the company tours, productions and events including but not limited to:

- Identify and maintain relationships with co-producers, partners and investors for all HighTide activity regionally, nationally and internationally where possible.
- Negotiate agreements and contracts across the company's activities, encompassing professional theatre productions, artist development activities and participatory work.
- Ensuring the financial management of all productions, tours and events are completed within targets.
- The recruitment and contracting of all production staff and creative teams.

Management and Human Resources:

- Lead the company's HR procedures.

- Line manage Producer and General Manager.
- Oversee Recruitment of HighTide production staff, freelancers and subcontractors.
- Ensure that risk is well managed, and the risk register is maintained and regularly reviewed at board level.
- Establish and maintain effective operational systems.
- Monitor staff training opportunities and requirements.

Governance:

- Work with the Artistic Director/CEO and Trustees to ensure the company maintains the highest standards of governance and strategic planning.
- Develop effective working relationships and positive engagement with all Trustees, attending Board meetings and any other committee meetings or working parties as appropriate.
- Prepare papers for and attend Finance & Audit Committee and Board Meetings, and ensure Board members are kept informed on finance, legal and operational issues.
- Ensure HighTide is compliant with all statutory requirements including the Charity Commission and Companies House.
- Ensure effective policies and plans are in place, regularly reviewed and implemented to promote equal opportunity, access and diversity and compliance with best practice and legal requirements, including employment law and data protection and environmental sustainability.

PERSON SPECIFICATION

Essential

- Arts management experience, gained through leading or working at a senior level for an Arts Council England funded organisation.
- Proven leadership skills.
- Strong financial management skills and proven experience of managing project, departmental or organisational budgets with especial reference to financial and legal elements specifically pertaining to cultural organisations.
- An understanding of specialist IT systems pertaining to such financial management, such as Xero and Spektrix.
- Proven track record of effective project monitoring, evaluation and report writing.
- Proven commitment to inclusion and equal opportunities evidencing a commitment to equality, representation and best practice in safeguarding.
- Excellent advocacy, communication, presentation and negotiation skills.
- A broad understanding of contract, employment and equality legislation.
- Aptitude for creative thinking and generating ideas.
- A team player with an understanding of the collegiate approach required working for a small organisation.
- Fluent IT skills including knowledge of Microsoft Office Excel, Word

Desirable

- An understanding of and experience in the East of England cultural sector.
- Understanding of artist development requirements and initiatives, specifically in relation to new writing.
- Understanding of barriers to artists' development arising from social, gender, financial, ethnic, cultural, geographic or educational disadvantage or disability.
- Experience of bid writing, specifically Arts Council England NPO bids.

GENERAL REQUIREMENTS

- To contribute to the development of a professional working and learning environment.
- To contribute to HighTide's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities.
- To ensure adherence to the organisation's policies and procedures.
- To work in a flexible manner in line with the organisation's objectives.
- To provide excellent customer care in dealings with the public.
- To work for the benefit of HighTide at all times.

