



# Theatre Alibi

Director of Finance & Operations information pack

# Director of Finance & Operations

**32 hours per week/starting salary c£31,500 pro rata/  
permanent contract**

Theatre Alibi is looking for a Director of Finance & Operations to join their senior management team alongside their Artistic Director and their Director for Audiences & Development. The Director of Finance & Operations will be responsible for the smooth running of the company in terms of planning, finance and administration, as well as contributing to the strategic direction of the organisation.



I Believe in Unicorns based on the book  
by Michael Morpurgo



St Thomas Story Tours

## OUR WORK

Theatre Alibi creates outstanding theatre for audiences of all ages. Over the years we've toured to a vast range of venues from the tiniest of village schools to prestigious theatres throughout the country. At our core is the belief that a story of absolute relevance, told with the wealth of means that live theatre has to offer, has the power to reveal a particular aspect of our world with startling clarity.

Our determination to maintain the quality of our work, remains steadfast, whether we're performing to a group of five year olds in their school hall who are seeing a piece of theatre for the very first time or taking a show to the West End. Our vision is to create theatre for the many, not just the few. And we place enormous emphasis on how well we engage with others. This fundamentally affects the nature of the theatre we produce, the way we communicate with our audiences, where we choose to perform, our management structures, how we relate to our staff, connect with other organisations and support emerging artists.

Our determination to reach a truly diverse audience has, more recently, led us away from traditional theatre spaces and towards creating work that draws on and is inspired by the stories of our audiences. This has been especially true of the work that we've created during 2020.



When the pandemic hit in March, we were in the process of creating a show for South West primary schools exploring notions of 'home' and we were also working closely with our local community in St Thomas, preparing to perform a piece at our base, Emmanuel Hall, inspired by the many oral histories we'd collected in the area. In addition, we were preparing to host an international symposium with Exeter University discussing theatre performances for school children. Whilst our plans inevitably changed, we're proud that we've continued to serve our audiences, our community and the sector throughout. In the thick of the first lockdown, we worked with our freelance artists to create weekly [Education Resources](#) for South West primary schools. We sent out weekly [e-postcards](#) to our neighbourhood community in St Thomas, receiving many wonderful emails in return. We set up a Crowdfunder which allowed us to create special [Story Packs](#) which were distributed via foodbanks to hundreds of vulnerable children in Devon and Somerset. And we recently held a series of online conversations with international children's theatre makers, [Getting Through the Cracks](#), about some of the work for young people, that's happening world-wide right now.



St Thomas Stories; On your Doorstep



'Stock Packs' for vulnerable children

But perhaps most importantly, as soon as we were able, we began to make live performances again. We created walking [Story Tours](#) and doorstep performances which took place on the streets of St Thomas and we're delighted, to be currently touring to children in South West primary schools with a specially created piece - [Down To Earth](#). Our longstanding relationships with schools, many of whom we tour to each year, undoubtedly helped at a time when trusted partnerships were necessary in order to make the performances happen.



Down To Earth

Our plans for next year remain flexible, given the current situation. However, our main focus is on the following areas:

- **Reaching South West primary school children**, building on our ever strengthening relationships with schools, which have been especially enhanced during lockdown. We'll create a new piece to tour to schools in autumn 2021 – either *Home*, which was originally going to tour in 2020 or a piece made within the guidelines as they stand at that point.
- Using our ongoing project in St Thomas as a strong foundation, **we aim to create work with and for specific communities**. These may be geographic in focus, but not necessarily. We may, for example, work in depth with a particular school or institution. In the meantime, we'll be continuing our project in St Thomas. Where guidance permits, we'll build on our walking tours and doorstep shows to create small performances for the area in spring 2021, perhaps basing more of the activity at Emmanuel Hall. We're looking at the possibility of scheduling a larger scale performance (originally planned for spring 2020) later in 2021.
- Given our wealth of experience, **we have a responsibility to contribute to the development of the sector** – particularly in the field of performances in schools. Following on from the success of *Getting Through the Cracks*, we'll organise a further series of online conversations for the children's theatre sector. We will look at the possibility of scheduling our international symposium, looking at theatre for school children, later in the year.

To find out more about our work and our past productions, please visit our website [www.theatrealibi.co.uk](http://www.theatrealibi.co.uk). If you've not seen a Theatre Alibi production, but would like to, please email [hattie@theatrealibi.co.uk](mailto:hattie@theatrealibi.co.uk) for access to selected archive recordings.

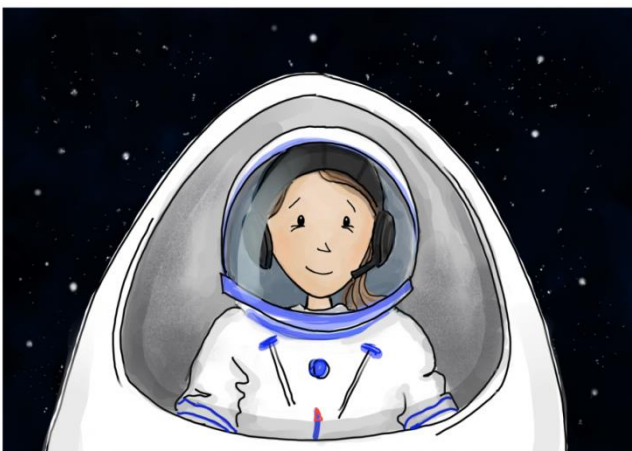


Illustration by Trina Bramman from the 'Down To Earth' animation



Illustration by Trina Bramman from one of our 'Alibi Exchange' activities

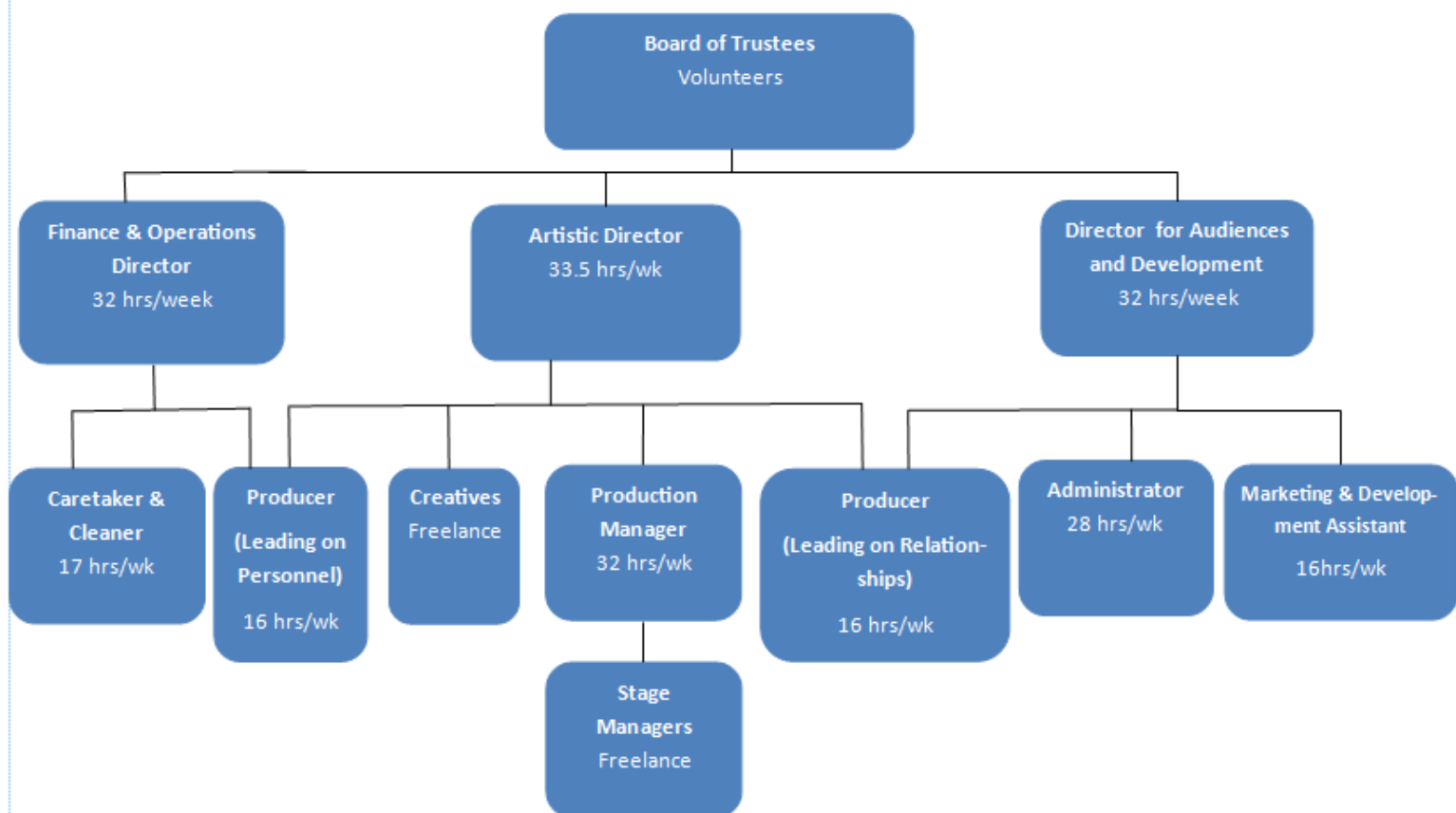
## COMPANY STRUCTURE

The company is run jointly by a Management Team of three - the Artistic Director, the Director for Audience & Development and the Director of Finance & Operations (currently titled Administrative & Finance Director) - who are responsible to our Board. The three Directors work in parallel but are led, within practical boundaries, by artistic considerations.

It's been a source of great pride that the company has adapted to the extreme challenges that the pandemic has brought, continuing to create work at a time when, arguably, it has been needed most. We believe that this has been, in great part, due to the fact that responsibility for the smooth running of the company is held at Directorial level, with this post.

Each year we employ up to 20 project related personnel. 2020 has been an especially difficult year for them. Where projects have been cancelled or postponed, we've been grateful to have the support of ACE and our Board in not only meeting the terms of their contracts but, where appropriate and fair, going above and beyond.

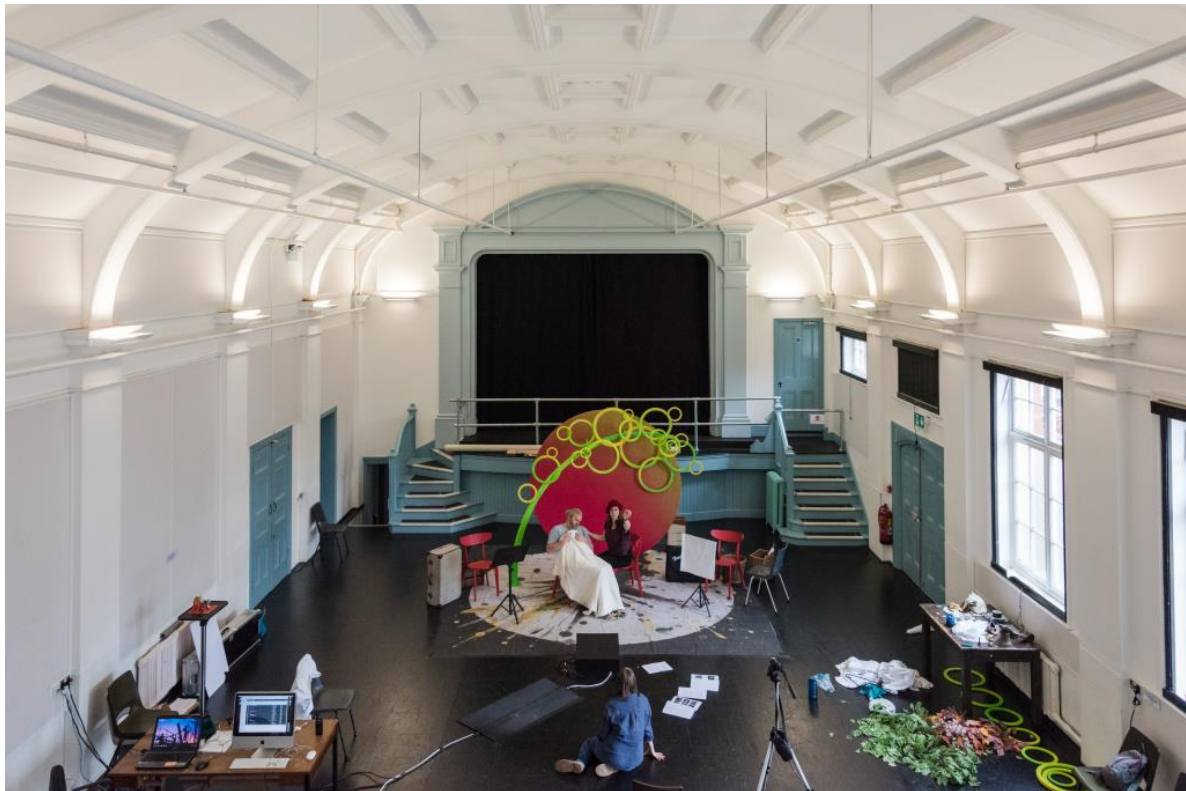
### Theatre Alibi Structure





## **EMMANUEL HALL**

We're based at Emmanuel Hall, a 1920's church hall in St Thomas, Exeter, where we have our office, a workshop, storage space and a beautiful, large, high ceilinged rehearsal studio. A wonderful regional resource, Emmanuel Hall also offers much-needed creating and making spaces to other artists and arts organisations.



## **FUNDING & STATUS**

Theatre Alibi is an Arts Council England National Portfolio Organisation. We're also funded by Exeter City Council. We are currently in receipt of awards from the RIO Challenge fund, National Lottery Heritage Fund, and Garfield Weston Foundation. Our annual turnover is around £400,000.

Theatre Alibi is a registered charity and a company limited by guarantee and has Ethical Manager Status from the Independent Theatre Council.

## WORKING FOR THEATRE ALIBI

We want Theatre Alibi to be a rewarding and enjoyable place to work where people are treated with dignity and respect, valued for who they are and the contribution they make. We aspire to enable people within the company to develop and make the most of their potential.

It's of great importance to us that our team reflects the communities we serve and we are a friendly and inclusive organisation, working hard to meet the varying needs of the people who work with us.



Previous Theatre Alibi projects, left to right: Apple John, The Boy Who Climbed into the Moon, Falling, Table Mates, I Believe in Unicorns and the St Thomas Stories Pop-Up exhibition

## **GUIDANCE NOTES FOR APPLICANTS**

### **Job Description and Person Specification**

The purpose, main duties and responsibilities of the post are set out in the Job Description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the Person Specification.

**We particularly welcome applications from people who are under-represented in our sector including those who identify as Deaf or disabled or of ethnically diverse heritage.**

### **Completing the Application Form**

The Application Form is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable candidate. It is important that you provide us with *evidence* to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role.

The closing date for applications is **9am on Monday 18<sup>th</sup> of January 2021**.

Please do not attach any additional information to your application form. CVs will not be considered.

**If you're thinking of applying and have any queries, or would like an informal chat please phone 01392 217315 or email [mary@theatrealibi.co.uk](mailto:mary@theatrealibi.co.uk) or [nikki@theatrealibi.co.uk](mailto:nikki@theatrealibi.co.uk)**

### **Shortlisting and Interviews**

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment of how closely your application meets the selection criteria set out in the person specification. You will be notified of whether you have been shortlisted or not via e-mail.

Currently, we're aiming to undertake interviews in person. These will be held at Emmanuel Hall, Theatre Alibi's base on the **27<sup>th</sup> and 28<sup>th</sup> of January 2021**. Second interviews are planned for the **2<sup>nd</sup> February**.

### **Offers**

The successful candidate will take up the post March/April 2021.

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK.

**We hope you find the above helpful and we look forward to receiving your application.**



## JOB DESCRIPTION

### Main Purpose of the Job

The Director of Finance & Operations will be responsible for the smooth running of the company in terms of planning, finance and administration, as well as contributing to the strategic direction of the organisation.

### Reports to

Theatre Alibi's Board of Trustees

### Line Management Responsibilities

Line Manager for Caretaker, Cleaner, and joint management of the Producer (Personnel) with the Artistic Director. Management of contractors, other staff and volunteers, as appropriate.

### Working for Theatre Alibi

A method of working has evolved that is highly collaborative, whilst respecting individual areas of expertise. We believe that people contribute most effectively when they are working to their strengths, when they are challenged, well trained, informed and listened to and their contribution properly acknowledged.

### Key Tasks

- **Leadership & Strategy**  
Lead, develop and manage Theatre Alibi with the Artistic Director and Director for Audiences and Development
- **Finance**  
Provide effective and efficient financial systems that support the delivery of the organisation's objectives and enable staff and Board to deliver their objectives
- **Operational Management**  
Overall responsibility for the company's management infrastructure, including health and safety, IT, premises, vehicles
- **Governance**  
Responsible for ensuring that the Board is able to discharge its obligations under the Companies and Charities Acts, comply with all relevant legislation and take an active role in Board development
- **Human Resources**  
Responsible for leading the development of the company's HR policy and strategies

### Leadership and Strategy

- Overall leadership, direction and management of Theatre Alibi, shared with the other Directors with a particular focus on operations and finance

- Responsible for overall company planning and project scheduling. Oversee the production of tour schedules
- Co-ordinating and contributing to the company's business plan
- Act as spokesperson and ambassador for Theatre Alibi
- Lead and support staff, empowering them to manage their areas of responsibility efficiently and effectively, as appropriate
- Lead on sustainability and other policies related to operations
- Contribute to evaluation, as appropriate
- Contribute to key partnerships, such as with funders and sponsors
- Responsible for leadership within the sector as appropriate

### **Finance**

- Set budgets in consultation with fellow Directors and provide financial and operational analysis to support increased efficiency in all areas of the organisation. Provide support and guidance to all budget holders for the effective management of delegated budgets
- Prepare management information including finance reports, budgets, grant claims and management accounts for project managers, Directors, Board of Trustees and funders
- Ensure all statutory financial and other records, compliances and related inspections are met on time and records kept with regard to PAYE, NI, VAT, Companies House, Charities Commission, insurance, pension provision, audit requirements, annual reports
- Develop, manage, review and maintain all financial systems and records for the organisation, including general ledger, audit trails, banking, petty cash management, staff expense claims and credit control
- Contribute to the Fundraising and Development Strategy and implementation, including writing funding applications
- Overall contract management including venues and third parties

### **Operations Management**

- Ensure that the company's operational strategies and functions are carried out efficiently and effectively and are responsive to need
- Ensure the effective management of the company's building and other capital resources, meeting all income generation, maintenance and efficiency requirements
- Oversee IT procurement, maintenance and digital developments
- Overall responsibility for Health and Safety, including monitoring, reporting and training
- Ensure all staff operate in accordance with the organisation's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures

### **Governance**

- Provide an effective Company Secretary function
- Ensure the Board and relevant sub-committees receive accurate and timely management accounts and reports to make informed strategic decisions in the best interests of the organisation
- Support the Board to ensure governance and Charity Commission requirements are being met

- Support the Chair to ensure the smooth running of the Board

### **Human Resources**

- Manage and maintain the provision of effective and efficient human resource systems to support the delivery of the organisation's objectives, including running payroll, managing pension schemes and monitoring hours and absence, etc.
- Lead on overall pay strategy working closely with the Artistic Director and Producer (Personnel)
- Responsible for the recruitment, contracting and overall welfare of non-project staff
- Overseeing the recruitment, contracting and welfare of project staff, with support from other members of the company as appropriate

### **General – work for the benefit of the whole organisation through:**

- Keeping up to date with developments in areas related to the role as appropriate to the company
- Delivering work within budget and to agreed targets
- Carrying out any other duties as appropriate and agreed

## **PERSON SPECIFICATION**

### **ESSENTIAL**

#### **Experience**

- Experience of management, co-ordination, preparation and delivery of budget information (including management accounts) to various stakeholders
- Experience of senior management and managing staff
- Experience of HR and an understanding of employment-related issues
- Experience of project and programme management at an organisational level
- Experience of financial and payroll administration processes

#### **Knowledge and Skills**

- Excellent organisational and administrative skills
- Excellent interpersonal skills with the ability to relate effectively and appropriately to a wide range of people including stakeholders and staff
- Excellent project management skills, including an aptitude for planning and logistics
- Excellent people management skills
- Excellent spoken and written communication skills
- Good understanding of digital technology, and competent in the use of Microsoft Office, Google applications etc

#### **Personal Attributes**

- Happy and effective working as part of a close knit team
- Strategic thinker



- Ability to prioritise and direct own workload
- A commitment to and appreciation of Theatre Alibi's work and aims
- Accessible/approachable and supportive to a wide range of staff
- Creative thinker
- An understanding of and commitment to diversity and access
- Responsive, flexible and positive
- Has a problem-solving approach
- Ability to maintain good humour under pressure

## **DESIRABLE**

### **Experience**

- Experience of managing health and safety
- Experience of building management
- Experience of working with a Board of Trustees
- Experience of drawing-up contracts

### **Knowledge and Skills**

- Interest in the arts and their impact
- Knowledge of ITC/Equity contracts
- Knowledge of Charity Commission and Company House Requirements
- Knowledge of Sage financial accounting and payroll packages
- Ability to drive

## TERMS AND CONDITIONS

---

### The main terms and conditions for this post are:

Employer	Theatre Alibi Board of Trustees
Salary	<p>£31,593 - £34,593 pro rata</p> <p>Increments will be agreed by the Board of Trustees.</p> <p>An inflationary increase will take effect from the beginning of each financial year (1 April), subject to the approval of the Council of Management.</p>
Contract type	Permanent
Hours	32 hours per week, based on a 40 hour week, usually during normal office hours. Directors are required to be on-call, plus occasional evening and weekend work is required, for example attending performances and Board meetings. Flexible working would be considered.
Holiday	28 days per complete year of service, plus all public holidays, all to be pro rata'd.
Place of Work	The post is based in Exeter at Theatre Alibi's first floor office, only accessible by stairs; the post-holder needs to live within a reasonable distance. They will occasionally be required to travel and work away from Exeter, for which travel and accommodation will be paid and approved allowances provided.
Pension	Stakeholder pension scheme – currently the Employer's contribution is 4%
Probationary period	4 months
Relocation expenses	We are unable to offer any relocation expenses.