



Interim Executive Director

£38,000 - £42,000 depending on experience

12 month full time contract

Theatre Alibi is seeking an experienced Executive Director to work alongside its Artistic Director and Director for Audiences & Development during a period of significant development and change for the company. The Executive Director 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.

The next 12 months present an exciting period of refocusing and organisational redesign for Theatre Alibi. At a time when the industry is adapting to the pandemic, Theatre Alibi, with its 35 year track record, has continued to create work throughout and engage with audiences. We are now preparing for the next NPO agreement with Arts Council England. The three person directorship, including the Executive Director, will use this opportunity to act strategically and invest in the transition needed to achieve our ambitious goals and meet our future objectives.

We are therefore seeking a creative and strategic thinker who will thrive on being part of the organisation and play a leading role in the process of transformation. We are looking for someone who has held an executive position in comparable organisation - not necessarily in theatre or the arts - and who, in addition to highly developed executive and administration skills, has experience of successful organisational design and change management. The role is offered for 12 months on a full time basis and we are open to considering the right candidate on secondment from another organisation.

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 intention is to create theatre for as broad an audience as possible. 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 communities, where we choose to perform, our management structures, how we relate to staff, sell to venues, build partnerships with other arts organisations and support emerging artists.



I Believe in Unicorns based on the book by Michael Morpurgo



St Thomas Story Tours

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 created during 2020.

When the pandemic hit, we were in the process of creating a show for South West primary schools and we were also working closely with our local community in St Thomas. In addition, we were preparing to host an international symposium with the University of Exeter. Whilst our plans inevitably changed, we're proud that we've continued to serve our audiences, our community and the sector throughout. 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. 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, in partnership with the University of Exeter, we curated Getting Through the Cracks, a series of online discussions with influential international children's theatre makers.

But perhaps most importantly, as soon as we were able, we began to make live performances again. We created story tours and doorstep performances which took place on the streets of St Thomas, all of which were booked out. And we toured to thousands of children in South West primary schools with a specially created piece - Down To Earth, which is continuing through lockdown in a digital format. 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 enable the performances to happen.



St Thomas Stories; On your Doorstep



'Story Packs' for vulnerable children

Our plans for 2021 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 for schools in autumn 2021, building on the 'uncancellable' format of *Down to Earth*.
- 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. In the meantime, we'll be continuing our project in St Thomas. Where guidance permits, we'll build on our walking tours to create small performances for the area in summer 2021 and we're looking at scheduling a larger scale performance in 2022.
- As a national leader in our practice, **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 last year's *Getting Through the Cracks*, we'll organise a further series of online conversations for the children's theatre sector.

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

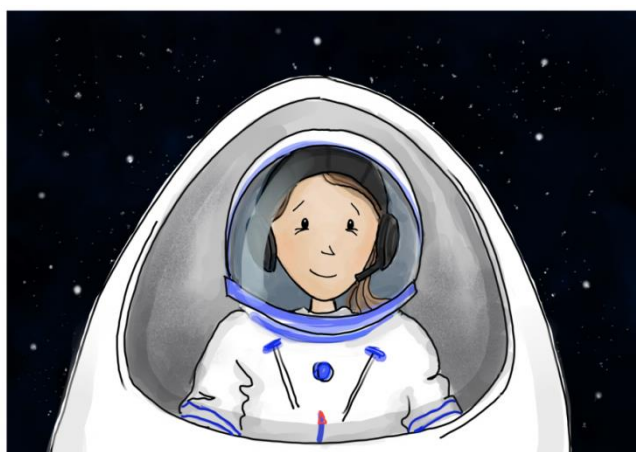


Illustration by Trina Bramman from the 'Down To Earth' animation



Illustration by Trina Bramman from one of our weekly education activities



EMMANUEL HALL

We are 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 is open to hire, providing a regular income and offering much-needed creating and making spaces to other artists and arts organisations.

FUNDING & STATUS

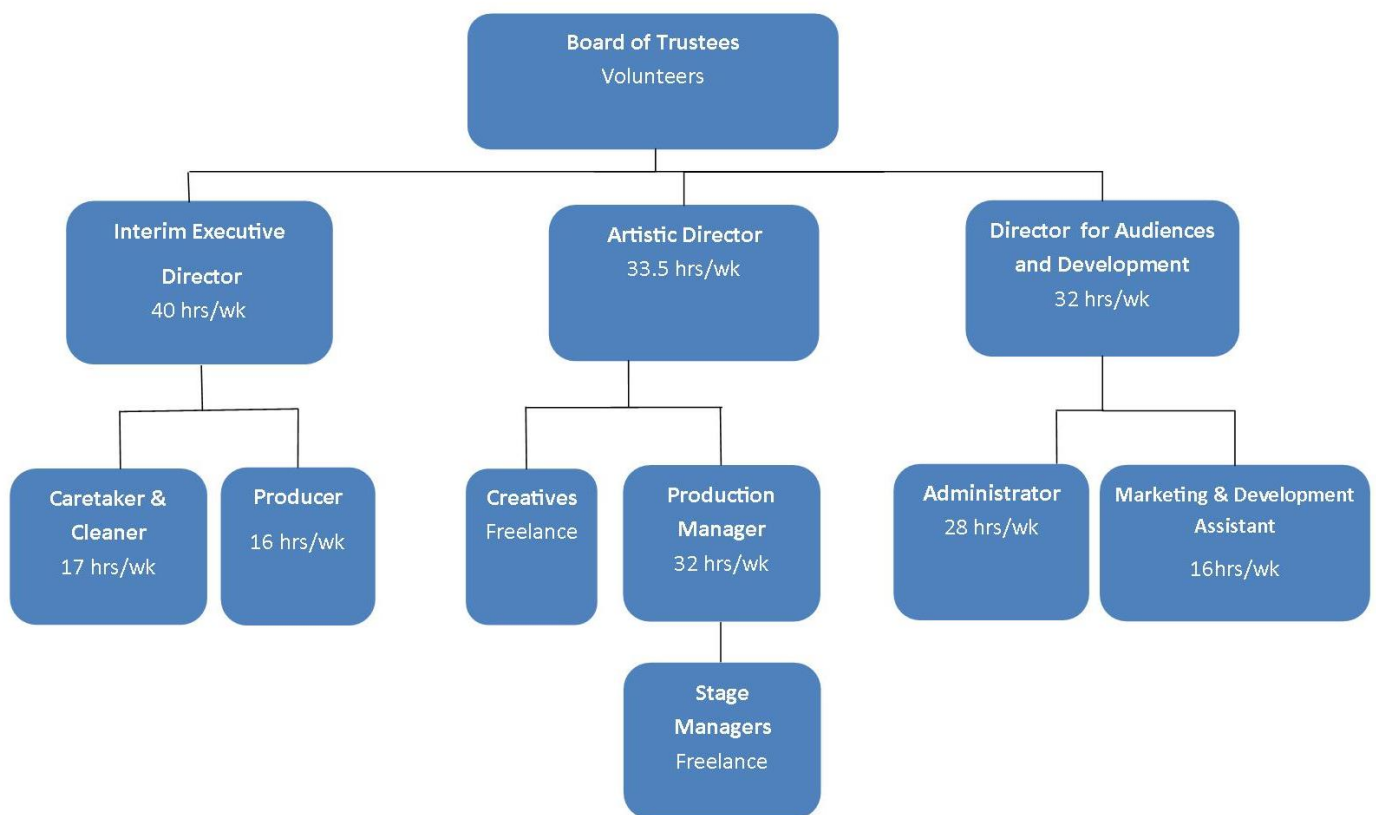
Theatre Alibi is an Arts Council England National Portfolio Organisation. We're also funded by Exeter City Council. We are currently in receipt of awards from the RIO Challenge fund, Heritage Fund and Garfield Weston Foundation. Our annual turnover is around £400,000.

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

COMPANY STRUCTURE

The company is run jointly by a Senior Management Team of three - the Artistic Director, the Director for Audience & Development and the Executive Director (currently titled Finance & Administrative Director) - who are responsible to our Board. The three Directors work in parallel but are led, within practical boundaries, by artistic considerations. Each year we employ up to 20 project related personnel.

Theatre Alibi Structure



ACCESS AND DIVERSITY

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 who work hard to support and meet the varying needs of the people who work with us. We are committed to creating an environment which is welcoming, accessible and inclusive. Our programme aims to offer a positive experience for all audiences, participants, team members and volunteers regardless of age, disability, sex, gender, sexuality, race, faith, or socio-economic background. **For this role we are particularly interested in hearing from people who are under-represented in the arts sector.**



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

HOW TO APPLY

To apply for this post **please send your CV and a covering letter** responding to the job criteria outlined below (no more than 2 sides of A4). These should be sent to mary@theatrealibi.co.uk . The closing date for applications is **9am Monday, 29 March**.

If you are thinking of applying and have any queries, or would like an informal chat please phone 01392 217315 or email mary@theatrealibi.co.uk.

Shortlisting and Interviews

You will be notified of whether you have been shortlisted or not via e-mail.

Interviews

We are planning a two-stage interview process for this post. First stage interviews will take place on **Thursday, 8 April** and second stage interviews are planned for **Thursday, 15 April**. Due to the pandemic, the initial interviews are expected to take place via Zoom. A decision regarding the format of the second interviews will be decided nearer the time, taking into account government guidance.

Offers

Please let us know when you would be available to take up this post. 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:

Interim Executive Director

£38,000 - £42,000 depending on experience
12 Month Full Time Contract

We are recruiting for an Interim Executive Director to lead Theatre Alibi alongside the Artistic Director and the Director for Audiences & Development.

The Executive Director will play a key role in shaping the company's long term plans and hold specific responsibility for financial stability and viability.

During this 12 month period the Executive Director will work closely with the Artistic Director and the Director for Audiences & Development to develop the company's strategy, Business Plan and structure as it heads into the next round of applications to the Arts Council England for NPO funding.

Reports to

The Chair of Theatre Alibi's Board of Trustees.

Line Management Responsibilities

Line management of the Producer, Caretaker and Cleaner. Management of contractors, other staff and volunteers, as appropriate.

Working for Theatre Alibi

We pride ourselves in being a friendly, mutually supportive team, working with great professionalism and being careful to demand the best of each other. The company's approach 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.

Duties and Responsibilities

Leadership & Strategy

Lead, develop and manage Theatre Alibi alongside the Artistic Director and Director for Audiences & Development.

- Alongside the other Directors, develop the company's long term strategic plans
- Coordinate and contribute to the creation of the company's Business Plan
- Coordinate and contribute to the upcoming NPO application process
- Contribute to key partnerships, such as with funders and sponsors
- Act as spokesperson and ambassador for Theatre Alibi

Focus during 12 month contract: Preparing for and contributing to the company's next NPO application to Arts Council England.

Finance

Provide effective and efficient financial systems that support the delivery of the organisation's strategic plans and enable the staff and Board to deliver their objectives.

- Set budgets in consultation with fellow Directors and provide financial and operational analysis to support the delivery of the Business Plan
- Prepare management information including finance reports, budgets, grant claims and management accounts for Project Managers, Directors, the Board of Trustees and funders
- Ensure Theatre Alibi remains financially viable and compliant with all relevant legislation and regulation. Responsible for all book keeping
- Contribute to the Fundraising and Development Strategy and to funding applications (which will be led by the Director for Audiences & Development)
- Overall contract management

Focus during 12 month contract: Ensuring the continued smooth financial running of the company and creating robust financial plans for the next period of NPO funding.

Human Resources

Responsible for leading the development of the company's HR policy and strategies

- Responsible for all HR Systems including payroll
- Lead on overall pay strategy (working closely with the Artistic Director and the Producer)
- Responsible for the recruitment, contracting and overall welfare of office-based staff
- Oversee the contracting of project staff (which is undertaken by the Producer)

Focus during the 12 month contract: Working closely with the other Directors and in response to the new Strategic Plan, leading a review of the company's structure and implementing any changes.

Operational Management

Overall responsibility for the company's infrastructure, including Health & Safety, IT, premises and vehicles.

- Strategic Management of Theatre Alibi's administrative operations and IT Services, ensuring the systems in place continue to be fit for purpose
- Responsible for the company's building and other capital resources, meeting all income generation, maintenance and efficiency requirements
- Lead on environmental sustainability and other policies related to operations
- Responsible for IT procurement and maintenance, digital development and training
- Overall responsibility for Health & Safety, including monitoring, reporting and ensuring staff receive adequate training

Focus during 12 month contract: Leading on an overhaul of the current IT system, based on a review of current working practices.

Governance

- Responsible for ensuring that the Board is able to discharge its obligations under the Companies and Charities Acts and comply with all relevant legislation.
- Act as Company Secretary
- Support the Chair of the Board to ensure the effective running of the Board and produce Board Reports as required

Focus during 12 month contract: Implementing the company's revised Articles of Association and working closely with the Chair of the Board and the other Directors to recruit new Trustees, with a particular drive towards diversifying the Board.

General

- Carry out any other duties as appropriate and agreed

PERSON SPECIFICATION

These are some of the attributes we are looking for in the successful candidate:

Experience

- Extensive leadership and strategic planning experience
- Experience of budget setting, financial forecasting and reporting
- Experience of working as part of a Senior Management Team and closely with a Board of Trustees
- Experience of HR and an understanding of employment law
- Experience, at a senior level, of successful change management

Knowledge and Skills

- Excellent project management skills and an aptitude for planning and logistics
- Excellent interpersonal skills with the ability to relate to a wide range of people including stakeholders and staff
- Excellent people management skills
- Excellent spoken and written communication skills
- Excellent organisational and administrative abilities
- A strong understanding of digital technology

Personal Attributes

- Is happy and effective working as part of a close knit team
- Is an excellent strategic thinker
- Has a strong understanding of and commitment to diversity and access
- Has a commitment to and appreciation of Theatre Alibi's work and aims
- Is approachable and supportive
- Is a creative thinker
- Is responsive, flexible and positive
- Is an effective spokesperson

ALSO DESIRABLE

Experience

- Experience of managing Health and Safety
- Experience of building management
- Experience of drawing-up contracts
- Experience of writing funding applications
- Experience of financial and payroll administration processes

Knowledge and Skills

- Interest in the arts and their impact
- Knowledge of Charity Commission and Company House Requirements
- Knowledge of Sage financial accounting and payroll packages

TERMS & CONDITIONS

The main terms and conditions for this post are:

Employer	Theatre Alibi Board of Trustees
Salary	£38,000 - £42,000
Contract type	12 month Fixed Term Contract
Hours	40 hours per week (excluding lunch breaks) Directors are required to be on call, also occasional evening and weekend work is required, for example attending performances and Board meetings. Flexible working would be considered.
Holiday	Full-time annual entitlement of 28 days, plus all public holidays.
Place of Work	<p>The post is based in Exeter at Theatre Alibi's first floor office in a heritage building which is not currently fully accessible. We would be very open to discussing options for remote working but as a key member of the Senior Management Team the Executive Director would need to be in Exeter frequently and therefore should live within a reasonable distance.</p> <p><i>In accordance with current government guidance relating to COVID-19, Theatre Alibi's office is operating under special arrangements. It is therefore likely that, you will be required to work from home for some of the week.</i></p>
Pension	Stakeholder pension scheme – currently Employer's contribution 4%
Probationary period	4 months
Relocation expenses	We are unable to offer any relocation expenses.

Managing your data

Information in the form of personal data will be used to process the application for recruitment purposes. Unsuccessful applications will be destroyed after one year. The personal data on successful applicants will be needed to administer the employment and further information on how this will be used will be available during the induction period.