RECRUITING A NEW EXECUTIVE DIRECTOR

Image credit Ellie Kurttz, from Emily Rising (2016)
BACKGROUND

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories.

Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow’s puppeteers with the tools they need to succeed.

As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington, and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

A few words from Artistic Director, Samantha Lane:

“I’m thrilled to be leading Little Angel Theatre into its next phase of development. It’s such an exciting and unique venue, with an unrivalled reputation and history, and I intend to continue to celebrate its uniqueness through the presentation of world-class puppetry for all the family, at the theatre and on tour, and leading the way in innovative puppetry education and training.

Under my leadership as Artistic Director, Little Angel Theatre is at the start of a renewed strategy and business plan. We are seeing new artists, new strands of work and crucially a more embedded and long-term approach to our community outreach work. We will celebrate our rich history while pioneering new ideas and techniques, and we will train the next generation of puppeteers and makers. And above all, we aim to bring puppetry to everyone, regardless of background or location.

While keeping ticket prices affordable, we also maximise our other income streams in order to invest in skills and employability training for young people within Islington, the fourth most deprived borough in London, and extend our community engagement programme to promote social wellbeing and cohesion.

I couldn’t be more excited about the future of the theatre”
OVERVIEW

The Executive Director works closely with the Artistic Director to realise the overall strategic vision, business plan and operational functions of Little Angel Theatre.

Reports to: Artistic Director (AD)

Line Manager for: Head of Development, Press and Marketing Manager, Finance Officer and Administrator

Financial overview: 2016/17 annual turnover: £1,144,186
Of which: Box Office 37%; Touring 15%; Grant income 15%; Workshops 10%; Investment income 6%; Donations 4%; Other 12%

Pay and Conditions: Commencement Date: as soon as possible
Salary: £30,000-£36,000 (employed PAYE status) depending on experience
Holiday: 26 days per annum pro rata
Hours: This is a full time post of 35 hours per week. The nature of the job will require the postholder to work in excess of these hours and on non-standard work days. Time off in lieu will be given.
Probation: three months from the first day of appointment

CORE DUTIES

ARTISTIC
- To work with the AD on Little Angel Theatre’s artistic programme from a scheduling, budgetary and operational point of view.
- To work with the Artistic Director to discuss, suggest and develop new ideas and opportunities.

STRATEGIC
- To keep a day to day managerial overview of the organisation and play a crucial role in delivering all areas of LAT’s work.
- Contribute to the realisation of the theatre’s overall vision and strategies in order to further the artistic reputation of the company and enhance its profile with the public, with the education sector, and with the professional arts sector.
- To lead on the creation of a new business plan.
- To work with the Artistic Director to develop relationships with potential co-producers and project partners.
- In collaboration with the Artistic Director, to network strategically nationally and internationally and build contacts and profile for Little Angel Theatre, including representing the company at appropriate events and meetings.
- To maintain existing relationships with co-producers, partners, funders and the wider puppetry and theatre industries.
FINANCIAL
• To be responsible, in liaison with the Finance Officer and Artistic Director, for the company’s financial management, including setting budgets (in consultation with Heads of Department, the Artistic Director and Board), quarterly management accounts, cash flow and year end accounts, including preparing these for external audit.
• To oversee all financial contracts and agreements made with artists and external partners.
• To oversee the day to day financial transactions of the Company in coordination with the Finance Officer and ensure Little Angel complies with its VAT and HMRC requirements.
• To act as signatory and debit card holder for the company and to issue payments.
• To authorise petty cash receipts/expense claims, run the payroll and issue per diems as required.
• To prepare reports for quarterly Finance Committee meetings, and attend meetings.
• To prepare and issue royalty statements and settlements to visiting companies.

HUMAN RESOURCES
• To devise and lead on LAT’s HR strategy, in accordance with the organisation’s overall vision.
• To be responsible for negotiation and issuing of contracts of all fixed-term and permanent employees.
• To work with the Artistic Director and/or relevant Heads of Department to recruit the company’s full and part-time permanent staff.
• To be responsible where necessary for any supervisory or disciplinary measures in coordination with the Artistic Director.
• To ensure all policies and the Staff Handbook are kept up to date in line with current legislation.
• To ensure staff appraisals are carried out by all line managers and be responsible for staff training.
• To be responsible for induction of new staff along with their line manager.
• To be responsible for managing pension schemes, staff holiday and TOIL, maternity/paternity leave etc.
• To manage freelance project staff where relevant.

MARKETING & COMMUNICATIONS
• To work with the Press and Marketing Manager to develop a strategic marketing and audience development strategy.
• To support the Press and Marketing Manager to develop FOH and BO processes and ensure quality standards are met.
• To be responsible for Data Protection compliance and act as Data Protection Officer, including arranging the annual Certificate of Registration with the Information Commissioner’s Office.
• To work with relevant departments on maintaining and developing Little Angel’s databases for audiences, VIPs and international contacts, funders and other stakeholders (in-line with data protection).

DEVELOPMENT & FUNDRAISING
• To set fundraising targets in liaison with the Artistic Director and Development Manager.
• To support the researching and writing of fundraising applications as necessary and lead on achieving specific fundraising targets as directed by the Development Manager.
• To support the monitoring and evaluating of successful funding applications.

OTHER OPERATIONAL & MANAGERIAL
• To fulfil the role of Company Secretary, ensuring compliance with all statutory requirements as a limited company, a charity and a public space, including Charity Commission and Companies House.
• To prepare papers and present financial and administrative reports at board meetings, and attend quarterly board meetings.
• To oversee compliance with Health and Safety regulations, with support from the Technical Manager and Technical Assistant.
• To have joint responsibility with the Technical Manager for Health and Safety of all employees and freelance staff.
• To line manage the Head of Development, Press and Marketing Manager, Finance Officer, and Administrator.
• To maintain and update LAT’s policies and procedures.
• To ensure that LAT is appropriately insured for all activities.
• In LAT’s capacity as a landlord, to manage Little Angel’s properties (41, 41a and 41b Cross Street.
• To be responsible, in liaison with the Technical Manager, for managing all matters pertaining to the Little Angel Theatre spaces (14 Dagmar Passage and Little Angel Studios) including supervision of repairs and renewals, cleaning etc.
• Support the Board with recruitment and induction of new Board members.
• To ensure that equal opportunities and cultural diversity are embedded within all aspects of the theatre’s work.
• Other activities as directed by the Artistic Director.

These duties are not exhaustive and LAT’s management may revise these duties reasonably and in line with business requirements from time to time.

The post-holder will be required to undertake a check through the Disclosure and Barring Service.
PERSON SPECIFICATION

Required:
- Proven experience of working in a senior position in a theatre or arts environment
- Experience of line management and recruitment
- Experience of leading a team
- Experience of financial management, including budget monitoring and setting and enforcing processes
- Understanding of fundraising and development processes, and knowledge of the arts fundraising landscape
- Huge amounts of enthusiasm, ideas and energy
- Strong organisational skills and absolute attention to detail
- The ability to work independently and as part of a team
- A good level of computer literacy, specifically knowledge of Microsoft Outlook, Word and Excel
- Self-motivated, able to work under pressure to meet targets and priorities and engage in professional development
- Understanding of theatre and theatre infrastructure
- Strong project management and producing skills
- An ability to communicate effectively in person and in writing with a wide range of people
- Commitment to equality and diversity

Desirable:
- Experience of facilities management
- Experience of working for a charity
- Knowledge of HR policy and employment legislation
- Knowledge of bookkeeping and financial year-end processes
- Understanding of the puppetry sector and appreciation of theatre for families and young audiences
- Experience of creating or developing a business plan

APPLICATIONS

The deadline for applications Thursday 25th May at 5pm. Interviews will be held w/c 5th June.

To apply please send your CV along with a covering letter explaining your suitability for the role, and your Equal Opportunities Monitoring Form, to Samantha Lane (samantha@littleangeltheatre.com). Please quote reference ED17.

For more information about the company please see www.littleangeltheatre.com
MISSION STATEMENT

AIM

To ignite a passion for puppetry - on stage, off stage and on screen.

1. We will use puppetry to tell great stories
   It is a human need to share stories and puppetry as an art form is uniquely placed to fire the imagination. We will present work that is best realised through puppetry.

2. We will use puppetry to excite, educate and inspire
   Puppetry is a powerful tool for learning. We will help people to express themselves creatively, develop confidence, and improve communication and social skills.

3. We will use puppetry to celebrate the past whilst creating the future
   The theatre’s success has been built upon a spirit of artistic innovation. We are committed to pushing the boundaries of what puppetry can be, whilst preserving its heritage.

4. We will use puppetry to support and develop artists
   The Theatre has a wealth of expertise and resources. We will provide high quality training and artistic opportunities for people at all levels of experience.

5. We will use puppetry to make the arts accessible to everyone
   Puppetry is a niche art form. Through working closely with our local, diverse community, as well as communities across the UK, we will identify and overcome barriers to engagement.

A Very Old Man with Enormous Wings, in association with Kneehigh (2011)
**KEY STAKEHOLDERS**

**Board of Trustees**

James Bierman (Chair)  
Melinda Burton  
Rhian Harris  
Bailey Lock  
Chris Lowry  
Katie Owen  
Fiona Philips

**Honorary Associates**

Lyndie Wright MBE  
Ronnie Le Drew

**Patrons**

Dame Judi Dench DBE  
Gregory Doran  
Clive Owen & Sarah-Jane Fenton  
Michael Pennington  
Baroness Pitkeathley OBE  
Sir Simon Rattle CBE  
Michael Rosen  
Rachael Canning  
Matthew Robbins  
Steve Tiplady  
Sarah Wright

Image credit Ellie Kurttz, from *Jabberwocky* (2014)
Little Angel is nothing less than an icon of north London childhood

Time Out, 2016

Image credit Ellie Kurttz, from WOW! Said the Owl (2015)