



EXECUTIVE DIRECTOR APPLICATION PACK

**PLAYFUL STORIES THAT
CONNECT US ALL**

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CONTENTS



SUMMARY	3
JOB DESCRIPTION	4
PERSON SPECIFICATION	6
TERMS AND CONDITIONS	7
ABOUT US	8
OUR TRACK RECORD	9
WHO WE ARE	10
VALUES	11
NOTES FROM THE TEAM	12
APPLICATION PROCESS AND GUIDANCE	13

'NIE consistently create well-executed, quality work for all audiences, performed with care & artistry'

**– New Victory Theater,
42nd St. New York**



SUMMARY



NIE is looking for an Executive Director to lead the company and ensure that we continue to create world-class theatre which champions work made for and with young people, supports talent development and responds to Arts Council England's 'Let's Create' strategy. You will lead on financial management, business planning and fundraising. The Artistic Director, together with the Executive Director and Associate Director form the leadership team in this artist-led organisation.

Based at Cambridge Junction, we share our work locally, nationally and internationally. This post offers an excellent opportunity for a capable individual to develop. You will be part of a small but ambitious team, with the ability to find and support new opportunities to create excellent art with and for young people.

The closing date for receipt of completed applications is **Friday 17 March at 12 noon**. For more information on how to apply please see page 13.

You do not need to have done all this before. We're looking for someone with enthusiasm, resilience, a commitment to young people and artists, and the energy to step into this challenging, exciting role at the heart of NIE.

'Warm, family-friendly fairytale with a smart twist'

– The Stage on *Snow White*

OUR COMMITMENT TO INCLUSION AND DIVERSITY

We are committed to reflecting the diversity of the UK across all aspects of the company and its work. We are currently underrepresented in our staff team by people from Black, Asian and other global majority ethnic backgrounds, as well as those who identify as D/deaf and disabled. We are committed to addressing this underrepresentation, and actively encourage applicants from these backgrounds.

If there is anything we can do to make the recruitment process more accessible and inclusive for you, if you would like support in communicating your skills, experience or attitude, or if you would like to find out more about the role and the company, please contact Sarah Crompton-Howes for an informal chat on sarah.cromptonhowes@nie-theatre.com or 01223 403343.

JOB DESCRIPTION

ROLE

Executive Director

REPORTING TO

Artistic Director / CEO and Board of Trustees

RESPONSIBLE FOR

Producer and UK contracted freelance staff

PURPOSE

To work with the Artistic and Associate Director in all aspects of delivering NIE's programme of work from the UK office which includes performances, workshops and residencies; taking forward the strategic development of the company whilst being responsible for management of the day to day business.

JOB DESCRIPTION

STRATEGIC

- Strategic development of the organisation alongside the Artistic Director / CEO, Associate Director and Board.
- Maintain an ongoing Risk Management system.
- Monitor progress against plans and agreements, regularly reporting to the Board and funders as appropriate.

FINANCE

- Manage and oversee budgets, forecasts, and scenario planning in consultation with the Artistic Director / CEO and Board.
- Preparation of quarterly management accounts and cashflow for the Board meetings and in the formats required by the funding bodies, in liaison with the Finance Manager.
- Oversee bank and VAT reconciliation with the Book Keeper, run weekly payments, payroll, and manage Gift Aid and theatre tax credit claims.

ADVOCACY / LIAISON / PARTNERSHIPS

- Promote and advocate NIE's work to UK and International venues and festivals in order to nurture and develop relationships.
- Initiate and maintain good working relationships with key organisations and individuals within the sector, including Arts Council England and peer networks.

FUNDRAISING / BUSINESS DEVELOPMENT

- Share responsibility for fundraising strategy and income generation alongside the Artistic Director / CEO and Associate Director.
- Manage fundraising needs and monitoring requirements.
- Manage the Friends scheme and lead on relationship management.

JOB DESCRIPTION (CONT.)

HR / OPERATIONS

- Manage the office team and have oversight on all freelance employment creating an inclusive and supportive environment for everyone to thrive.
- Be the lead member of staff on employment matters (legal and pastoral, staff training and professional development).
- Manage all matters related to the company's premises and maintain office systems (including policies / insurance / IT) to ensure legal compliance.
- Act as Data Controller and have oversight / management of all GDPR, Data Protection and privacy controls.

PRODUCTIONS / PROJECTS

- Share responsibility for the planning and organising of schedules and events, productions and tours in conjunction with the Artistic Director, Associate Director and Producing support (TBC).
- Oversee or manage as necessary project management and contracts for residencies, creative learning projects and tours.

COMMUNICATIONS / MARKETING

- Review and update the communications and audience development strategy and marketing campaigns in conjunction with the staff team and Board.
- Oversight of day-to-day social media and marketing efforts including working with external marketing companies and/or direct delivery.

COMPANY SECRETARY / GOVERNANCE

- To act as Company Secretary and administer quarterly Board meetings and associated sub committees.
- Ensure NIE meets its duties under relevant legislation and with regard to annual returns for the Charities Commission, Companies House and other relevant organisations.
- Administrate the Board by managing all recruitment, ongoing training, arranging and taking minutes at meetings, writing and circulating board papers and oversight for away days.

OTHER

- Evaluation and monitoring across company activities.
- To undertake any other appropriate duties as directed by the Artistic Director.
- Work within and have a commitment to NIE's commitments to fairness, diversity, inclusivity and environmental responsibility.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE

- Knowledge of creating and presenting performing arts for small and middle scale venues.
- At least five years' experience in a venue or performance company as part of a management team.
- Experience of fundraising and reporting, especially Trust / Foundation and Arts Council England.

ESSENTIAL SKILLS

- Strong financial management skills including managing projects within tight budgets.
- Experience of business planning and strategy development.
- A commitment to applying fairness, diversity, inclusivity and belonging principles and practice.
- Proven ability to work with creative individuals and create the best conditions for artistic excellence.
- Able to manage and prioritise own workload and that of others.
- Ability to write clear comprehensive documents including reports, project outlines and policies.

ESSENTIAL ATTRIBUTES

- Brilliant communication and networking skills with a collaborative and kind approach.
- Self-motivated and able to manage a complex and varied workload.
- A positive and collaborative attitude to work and management.
- Enthusiasm for NIE's artistic mission and theatre for children and young people.
- Creative thinking and a knack for asking the right questions.

DESIRABLE SKILLS, EXPERIENCE AND ATTRIBUTES

- A knowledge of NIE's practice.
- Knowledge of children and family arts sector.
- Knowledge of participatory arts practice.
- An understanding of production management.
- Holds a current driving licence.
- Excellent IT skills.
- Knowledge of Xero or other finance system.
- Other fundraising experience including individuals, corporate sponsors.
- An up-to-date knowledge of the governance requirements and legal obligations of charities, and of reporting to or managing a board.

TERMS AND CONDITIONS

SALARY

Circa £40k depending on experience.
(pro rata subject to PAYE, paid monthly in arrears)

This is a permanent contract.

HOURS OF WORK

Full time based on 37.5 hours per week.
Some flexibility is possible, but it is not considered that this role could be undertaken in fewer than 30 hours per week.

HOLIDAY ENTITLEMENT

28 days per annum (plus bank holidays)
pro rata. We operate a TOIL system.

PLACE OF WORK

NIE office, Cambridge Junction, Clifton Way,
Cambridge, CB1 7GX (as well as in situ on
projects both in the UK and abroad).

In general, at least 3/5 of the week is possible to work from home. The amount of time needed in the office is regulated by projects, staff needs and workflow so may vary across the year. We operate a flexible working policy with some weekend, evening and travel as part of the role.

PENSION

NIE operates a contributory pension scheme operated by NOW pension.

DBS

The successful candidate will be expected to apply for a DBS check or hold a valid DBS certificate.

NIE is striving towards equal opportunities and welcomes applications from all sections of the community.



ABOUT US

NIE is an award-winning international artist-led company creating new theatre shows and participation projects with and for young people through a mix of physical theatre, live music and storytelling.

In the last 5 years we have reached 68,000 families and schools audience with live shows and digital projects; engaged 630 young people in depth and directly employed 166 freelance artists.

Our vision is playful stories that connect us all.

We deliver this through our mission:

- 1 **Shows:** creating excellent high-quality performances and projects that bring joy and transformation especially to young people and their families.
- 2 **Creative Learning:** inspiring young people (particularly those not normally engaging) as co-creators through storytelling and place-making projects so culture transforms their lives.
- 3 **Talent Development:** sharing our expertise and providing training in the sector to enhance the quality and diversity of work created for younger audiences and providing opportunities for England based artists to internationalise their work.

Plans in 2023 include developing a new co-production family show for a festive run, touring of an early years show, co-creation with Primary Schools in Cambridge and the premiere of our flexible touring show Shakespeare in a Suitcase: Macbeth alongside talent development.



'The production of Hamlet was amazing. All the children were really engaged and on the edge of their seats. I would thoroughly recommend'

– Year 5 teacher

FIND OUT MORE ABOUT US!

Click on the links below:

 [You Tube Channel](#)

 [Instagram](#)

 [Facebook](#)

 [Twitter](#)

 www.nie-theatre.com

OUR TRACK RECORD



We have played across England and internationally including Japan, Mexico, the USA and across Europe. We toured for the British Council to China and Germany and were commissioned for the EU Cultural Capital (Linz).

Our work has been recognised at international curated festivals by multiple awards and nominations including the Assitej International Award for Artistic Excellence, Herald Angel and Total Theatre as well as being nominated for The Stage Awards.

All our projects are made and funded with partners including: Cambridge Junction, Tobacco Factory Theatres, Eastern Angles, Branar Theatre Galway & The Ark (IE), Ricca Ricca Festa (JP) Braga Teater Drammen and NIE Norway. We work locally and regionally with schools, communities and young people co-creating projects that develop confidence, cultural understanding and sense of place.

Key networks include: PYA England, ASSITEJ International, Artist Led NPO Group, Drama and Theatre Education Alliance (DTEA). Our Associate Director is on the steering board for the local LCEP, PYA England and the DTEA.

We work locally and regionally with schools, communities and young people co-creating projects that develop confidence, cultural understanding and a sense of place. Reaching diverse participants has been made possible by working in partnership with Festival Bridge, Royal Opera House, Cambridgeshire County Council, Cambridge City Council and Young Vic over the years.

'The Snow Queen is an absolute delight. Magical storytelling by a brilliant skilled ensemble of actor-musicians'

**– Owen Calvert Lions, Artistic Director
Theatre Royal Bury St Edmund**

WHO WE ARE



The company is overseen by Co-Artistic Directors Alex Byrne (UK) and Kjell Moberg together with Iva Moberg as Associate Director, both based in Norway and who co-ordinate much of NIE's European and international touring work. The UK office is run by the Executive Director who works on a day to day basis with the Artistic Director and Associate Director Michael Judge.

ALEX BYRNE

Artistic Director / Chief Executive
(Full-time)

SARAH CROMPTON-HOWES

Interim Executive Director
(Full-time)

MICHAEL JUDGE

Associate Director
(Full-time)

PAUL BOGEN

Finance Manager
(Part-time / 1–2 days a month)

TBC

New producing support in 2023

BOOK KEEPING COMPANY

UK
(Part-time / 1 day a week)

NIE UK is supported by a skilled and dedicated board, plus an amazing freelance workforce of performers, designers and production team.

'NIE's work delights and surprises. They are committed to telling inclusive, accessible stories that reflect & explore our society in positive & empowering ways'

– Mike Tweddle, former Artistic Director at Tobacco Factory Theatres

FUNDING & FINANCE

Established in 2001, NIE is a registered charity in England. We are part of Arts Council England's National Portfolio of Organisations (NPOs) which secures investment until 2026. The remainder is through grants from trust, foundations and local authority for our creative learning work, partnership funding and touring fees.

Between 2018 – 2021 we were the lead partner on a trans-European €1.5million project project funded through Creative Europe exploring the artists and audiences of the future.

A copy of our Annual accounts is available on the [charity commission website](#).

A copy of our Annual statement is available here: nie-theatre.com/about/history/

VALUES

We have embedded value questions to interrogate our choices, plans and evaluate our work to contribute to a fair, diverse, responsible, and inclusive sector.

DIVERSITY AND FAIRNESS

NIE is committed to anti-racism and to reflecting the diversity of our audience in the stories and artists that we put on stage. We have a board sub-group who are leading on the creative case for diversity. This includes a commitment to anti-racism through a pledge and associated actions.

ENVIRONMENTAL

As a touring company we recognise both the importance and value of presenting work in-person locally, nationally, and internationally and the carbon cost of this. We bring together artists and audience to share stories and be engaged with the power of live theatre.

Delivering work for and with young people, we should minimise our environmental impact to make a sustainable world for their future.



'Our children are living in a ward where the life expectancy is 10 years less than what it is for those living in the rest of Cambridge. They are from a very deprived area, that's not to say they cannot access these things and have a voice. The project has been really powerful in showing them they do have a contribution to make, and they are a valued part of the community'

– Headteacher, The Galfrid School on *Tales from the Edge of Town* (2021)



NOTES FROM THE TEAM



NOTE FROM THE ARTISTIC DIRECTOR

NIE started as a collective of friends and has grown (to my constant amazement) into a living thriving organisation that has achieved beyond my wildest dreams. We make a complex mix of larger and smaller touring work, community and place-based projects, talent development and co-creation. All of it with a big heart and a focus on story and stories as an essential means of understanding and expressing ourselves, as individuals and as part of a community. All of NIE's work is devised by artist / creators and it all needs to be diverse, relevant, inclusive and accessible.

We are looking for someone to support us through the next steps. They will need to be resourceful, insightful, and shrewd, and to love live theatre. We need someone who can be a big part of leading a small team (that grows much bigger for some of our projects), who can work in a local, national, and international context with empathy and sensitivity while keeping a careful eye on the company's finances and viability.

It's a moment of quite a bit of change for us, and exciting and challenging moment. We are an open and outward looking company, if you think you are a good match for us then please apply.

Alex Byrne

NOTE BY OUTGOING EXECUTIVE DIRECTOR

After 15 incredible and joyful years developing, learning and growing with NIE I am off to pastures new. What this means is an amazing opportunity for a new voice to bring new ways of working to the company.

NIE's signature style of actor / musicians, with storytelling at its core means the work is relatable, funny and moving (often in quick succession). I may be biased, but NIE's shows rank as some of the best work I have seen. Shows and stories that have stayed with me, music that touches you and a replenished feeling after the show ends.

NIE is an inspiring place to work. Your role will be at the core of making everything happen. Plenty of plates to juggle but enormous possibilities to manage and lead this organisation into its 22nd year. You will be involved, amongst other things, in shaping the next 3 years of NPO funding, working with our sister organisation in Norway and carving out new plans.

The company is stable and has weathered many storms. The board are engaged and informed, with oversight, challenge, and support.

You will need to be resourceful, resilient, a team player, able to work independently and find out your own answers as a self-starter.

Alex is inspiring and just the best person to work alongside – with a vision and ideas you can get behind. In short, you should definitely apply.

Cat Moore

APPLICATION PROCESS AND GUIDANCE

This application is also available in large print.

GUIDANCE

- Read the Job Description and Person Specification carefully.
- Send in your CV and covering letter of application, no more than 2 x A4 pages long, referring to the job description and the person specification. Tell us why you are interested in the role and outline the skills and experience which you would bring to the role and the company.
- If you are from a background that is currently underrepresented in the cultural sector (for example if you are from a group that experiences racism, if you did not go to university or received free school meals as a child, or if you have a disability), please state this in your application and you will be guaranteed an interview. Please see our [Anti-racist pledge](#) for more information on our commitments.
- We believe in developing people over the long term. We are committed to supporting any training and development for the right applicant to address any gaps.
- Please fill in the monitoring form ([downloadable from the website](#)).

APPLICATION DEADLINE

The deadline for applications is **Friday 17th March 2023 at 12 noon**. All applications should be sent to sarah.cromptonhowes@nie-theatre.com

INTERVIEWS

These will ideally be in person at our Cambridge office. Travel expenses will be paid.

First Interview (online)
27th or 28th March 2023

Second Interview (in-person)
4th, 5th or 6th April 2023

Applicants who would like an informal discussion prior to submitting an application please email sarah.cromptonhowes@nie-theatre.com to arrange a time to speak to either our Artistic Director, Alex Byrne or current Interim Executive Director Sarah Crompton-Howes.

SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people. If you are shortlisted, we will normally contact you by phone to invite you to interview. This will be confirmed by email which will outline full details of the selection process. This may include carrying out a selection exercise or presentation to test your ability to carry out specific requirements of the job. We will send in advance the interview questions. All offers of employment at NIE are made subject to receipt of satisfactory references.

DATA PROTECTION / GDPR

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 1 month and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor NIE's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.