

**GEORGIAN THEATRE ROYAL PRODUCTIONS LIMITED
GEORGIAN THEATRE (RICHMOND) TRUST LIMITED**

**THEATRE MANAGER AND CHIEF EXECUTIVE
JOB DESCRIPTION and PERSON SPECIFICATION**

POST TO WHICH DIRECTLY RESPONSIBLE

The Chairman and Boards of Directors

POSTS FOR WHICH DIRECTLY RESPONSIBLE

Box Office Supervisor, Finance Officer, Housekeeper, Duty Manager & Catering, PA to Theatre Manager, Marketing and Press Officer, Education Officer, Stage Technician, Bar Staff (structure at January 2011)

The Theatre Manager liaises with a committed volunteer staff, for front of house, tour guiding and the theatre museum.

DIMENSIONS

The Georgian Theatre Royal is Britain's most complete Georgian playhouse. Built by the actor-manager Samuel Butler in 1788, the Theatre was in regular use until 1830 when performances became less frequent. In 1848 it was let as an auction room. In 1960 a non-profit trust was incorporated, a public appeal launched and a restoration began. The Theatre reopened in 1963. It has been Grade I Listed 'as a building of special architectural or historical interest'. Behind the stage, a small museum was expanded in 1996. A second, very extensive restoration was undertaken and the Theatre reopened in 2003 after this £1.6 million upgrade. Since then, we have opened a new studio and administration offices. We are a founder member of the Association of Historic Theatres in Europe, and an accredited museum of the Museums, Libraries and Archives Council.

The Theatre Royal is a typical eighteenth-century country playhouse, and keeps alive an important period of English theatre architecture. No other playhouse can offer such authenticity, and few other theatres can offer such an intimacy. A capacity today of 214 places is arranged in rectangular form: sunken pit, boxes on three sides and small gallery above. The furthest seat is only 10.7m from the stage, whose proscenium width is 4.72m with a depth of 6.4m to the back wall. Performers and theatregoers are in the closest proximity in this enchanting 'courtyard' theatre, the proportions of which have been emulated many times worldwide in the late twentieth century.

The 2003 refurbishments included a new decorative colour scheme, reinstatement of original stage machinery and simulated candle lustres combined with twenty-first century stage technologies, a third dressing room, two newly constructed bars and meeting rooms and foyers with greatly improved ventilation and physical access, and new box office.

The Georgian is a hive of activity as a professional touring house, community playhouse and living theatre museum. It is leased to Georgian Theatre Trust (Richmond) Limited on a 99-year lease from Richmond Town Council. A second non-profit company, Georgian Theatre Productions Limited, is responsible for the presentation of the year-round programme, offering over 130+ performances across all performing art forms.

We have a thriving Youth Theatre, housed in our separate Studio Theatre, a partnership with Richmond School, and annual attendance in excess of 20,000. In 2010, we produced our first in-house pantomime. There have been successful programming arrangements with a number of leading arts organisations, including Northern Broadsides, Shakespeare's Globe, Swaledale Festival, Opera Box, Stephen Joseph Theatre and York Early Music Festival. Our productions company turnover is c. £300,000.

Please see our new business plan, emailed to you within the job pack.

Please also see our annual report and accounts, at www.charitycommission.gov.uk

Search for Charity Nos 241921 and 247005

Please also see our website www.georgiantheatreroyal.co.uk and the Theatre brochure

For further information, please telephone Warnock Kerr, Interim Manager, 01748 823710

PURPOSE OF JOB

To ensure that the Georgian Theatre Royal fulfills its potential and remains one of the most visited and well respected venues in North Yorkshire, owing to the imaginative programming, its heritage building and the excellent theatregoer experience on offer.

To take the strategic lead and implement the Company's vision for the future.

RESPONSIBILITIES

- To provide dynamic operational and strategic leadership.
- To be accountable to and work effectively with the Boards of Directors, ensuring transparency, constructive debate and effective decision making.
- To ensure an innovative and vibrant programme which attracts a wide range of theatregoers, is well marketed and maintains the economic integrity of the 214-seat house.
- To be an advocate for the Theatre, influence stakeholders and possible funders at a local, regional and national level and ensure that the Theatre increases its market share and reputation for excellence.
- To ensure the Georgian Theatre Royal contributes to the cultural life of Richmond and district.
- To build and maintain strong relationships and collaborations locally, regionally and nationally, notably in relation to theatre, music and heritage, but also related areas of audience development, learning, inclusion and regeneration.
- To take positive measures to build the reputation of the Theatre, to develop its prominence as a small-scale receiving venue and occasional producer, and museum-and-heritage centre.
- To manage the Theatre's youth theatre, learning and conferencing activities.
- To recruit, lead and motivate the small team of staff responsible for the operation of the Theatre.
- To implement good business and management practices, including the setting, monitoring and achievement of objectives and relevant individual and company targets, including measures of performance.
- To ensure that the Grade I Listed building and services are accessible, maintained and operated within legal requirements and that good working practices are maintained in areas of equal opportunity, diversity, health, safety and risk assessment.
- To ensure good relationships are maintained and developed at all levels with visiting companies and partner organisations.
- To share in proposals for the best solutions for the Theatre in any future capital development schemes.
- To deliver the two companies' budgets and accounts, ensuring that high standards of probity and cost effectiveness are observed at all times.
- To develop income generation policies to enhance the sustainability of the Theatre, working closely with funding partners and an appropriate range of potential sponsors, supporters and donors to develop a dynamic funding programme.
- To develop the ancillary business of the Theatre, including shop, catering and bars income.
- To ensure that the interests of the Theatre are not compromised, that the Theatre is not put at risk and that the post holder's conduct befits that of a responsible chief executive of the Theatre.

RELATIONSHIPS

The post holder will be required to develop strong working relationships with the staff and volunteers.

The post holder will forge close links with the Boards of Directors, Members and Officers of Arts Council England, Richmond Town Council, Richmondshire District Council, North Yorkshire County Council, Richmond School, the Friends of the Georgian Theatre Royal, Richmond amateur theatre societies, the Association of Historic Theatres in Europe, other cultural and heritage representatives and the media.

PHYSICAL CONDITIONS

The post will be based at the Georgian Theatre Royal, Richmond. S/he will be domiciled in Richmondshire.

SOCIAL CONDITIONS

Annual Leave: 5 weeks per year, including bank holidays.

Hours: 37 minimum hours as duties require. Applicants must be prepared to work many evenings, public holidays and weekends, and plan working times accordingly.

ECONOMIC CONDITIONS

Salary: Negotiable, up to £35,000 dependent on qualifications and experience

Pay Review: Salary is subject to annual review and appraisal

Method of Pay: Monthly in arrears, by direct credit to bank account

Notice Period: For the first six months in post, there will be a probation period, during which time notice will be one month. Thereafter, notice period is three months.

Pension: There is no pension scheme.

TRAINING

Opportunities for further training and development may be made available.

QUALIFICATIONS

No specific qualifications are required.

PERSON SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to demonstrate decision making at a strategic level while at the same time able to focus on the detail when needed	✓		A/I
Good organisational skills and ability to work on a number of tasks at once under pressure	✓		A/I
Excellent communication, presentation, negotiation and networking skills	✓		A/I
Able to demonstrate clarity of vision and ability to offer creative solutions to creative challenges	✓		A/I
Good track record of leadership demonstrating motivation, inclusivity, networking and team management	✓		A/I
Proven financial management including working with public funding bodies and fundraising	✓		A/I

KNOWLEDGE/ QUALIFICATIONS	Ess	Des	MOA
Clear commitment to developing the artistic, heritage, learning, community and social roles of the Georgian Theatre Royal	✓		A/I/T
Working knowledge of contract, employment and health and safety legislation.	✓		A/I
Commitment to equality and diversity	✓		A/I
An extensive knowledge and understanding of marketing principles and an understanding of how these can be developed into successful strategies	✓		A/I
An awareness of stage management and technical theatre		✓	A/I
An extensive and deep knowledge of an appropriate range of British touring product in many artforms, including the heritage potential		✓	A/I/T

EXPERIENCE	Ess	Des	MOA
Experience of managing a small, complex organisation	✓		A/I
Successfully leading change within a diverse working environment		✓	A/I
Experience of working with a board of directors/trustees and to Charity Commission guidelines		✓	A/I
Experience of working in the arts / events / heritage		✓	A/I
Experience of producing and co-producing theatre, including pantomimes		✓	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Able to take risks and inspire confidence, show initiative and be proactive and professional in all aspects. Able to be positive, assertive and flexible and willing to work unsociable hours	✓		A/I

METHOD OF ASSESSMENT - MOA	
A = Application Form	I = Interview
T= Task at Interview Presentation	