

Artistic Director Job Description

Reporting to: The Alternative Theatre Company Ltd (trading as The Bush Theatre) Board of Directors (Chair)

Responsible for: Executive Director, Associate Dramaturg, creative teams and associate artists

The Bush Theatre is looking for an ambitious, inspirational and visionary **Artistic Director** to be both artistic leader and accountable for the overall success of the Bush Theatre. Building on the success and growth of recent years, the Artistic Director will lead us into the next chapter of the theatre's history. With the Executive Director they form the executive team and report individually and jointly to the Board. The Artistic Director will work in partnership with the Executive Director to strategically and operationally lead the organisation.

How to Apply

This pack contains the job description and person specification for the position of Artistic Director at the Bush Theatre.

To apply for the post please provide a **CV** and **covering letter** (no longer than 2 sides of A4). We're not looking for an academic essay; instead we'd like to get to know you. Tell us who you are, what you stand for and a little about your vision for the Bush Theatre. Please also complete an **equal opportunities monitoring form**.

Send all three documents by email to chair@bushtheatre.co.uk Please state 'Artistic Director' in the subject line. Alternatively, you may post your application to: Simon Johnson, Chair, Bush Theatre, 7 Uxbridge Road, London, W12 8LJ

For an initial, confidential and informal conversation about the role, please contact James Bierman: james@empirestreetproductions.com

- **Deadline** for applications is **midnight on Sunday 30th September 2018**
- **1st Interviews** will take place **12th October 2018**
- **2nd Interviews** will take place **19th October 2018**

Please advise if you have any problems with availability on these dates in your covering letter. The recruitment is being led by the Bush Theatre's Board in consultation with Arts Council England. James Bierman is acting as the Bush Theatre's external recruitment consultant.

The Bush Theatre strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. We encourage applications from those currently underrepresented in our teams including BAME and disabled people.

Bush Theatre

Bush Theatre
7 Uxbridge Road
London
W12 8LJ

Box Office
020 8743 5050
Administration
020 8743 3584

Email
info@bushtheatre.co.uk
Website
bushtheatre.co.uk

If you need this information in a different format or have any access requirements for interview, please contact us by email on chair@bushtheatre.co.uk or call 020 8743 3584.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

We look forward to receiving your application and thank you for your interest in the Bush Theatre.

JOB DESCRIPTION

Background

“One of the most experienced prospectors of raw talent in Europe.” – The Independent

The Bush Theatre is a world-famous home for new plays and an internationally renowned champion of playwrights.

After nearly 40 years in residence over a pub on Shepherd’s Bush Green, the Bush Theatre moved into the Old Library in Shepherd’s Bush in October 2011. Since then, the theatre has enjoyed a significant period of growth that has not only augmented its reputation as a ‘powerhouse of new writing’ but has also cemented the organisation as a cultural landmark at the heart of Shepherd’s Bush.

Last year, we concluded a £4.3m redevelopment project to complete the transformation of the old library, making the theatre more accessible and sustainable, allowing us to produce more work, reach out to more people, and support more artists. The building now comprises of a flexible 190-seat theatre, a second performance space, a rehearsal studio, a Café Bar, a newly developed terrace garden and a playtext library. The restored venue also gives us further capability to hire out our spaces – for rehearsals, conferences, meetings, parties, comedy gigs and weddings.

With a fully renovated venue, the Bush has created a platform for our future: promoting the highest quality of new writing, developing the next generation of creative talent, leading on innovative community engagement work and championing diversity. We’re proud to be a sector leader in this area.

The Bush Theatre is also proud to be an Arts Council National Portfolio Organisation, having last year secured an uplift in funding for the next 4 years to support the organisation’s recent growth.

The executive team is supported by a dynamic and diverse board of trustees. As we collectively enter into this new phase in the life of the theatre, we are looking forward to another 46 years as West London’s leading new writing theatre.

Our mission

The Bush Theatre is committed to presenting a diverse and innovative programme of new writing that speaks to and reflects contemporary society in all its diversity. We will continue to develop artists who see the world from a different vantage point and advocate for cultural pluralism in the Arts.

Governance, Staffing and Finances

The Bush Theatre is a registered charity and a company limited by guarantee. We are overseen by a non-executive Board of Directors, chaired by Simon Johnson. The Board delegate day-to-day management of the theatre to its Executive Team comprised of the Artistic Director and the Executive Director (Lauren Clancy).

We have a talented and dedicated team of 26 permanent staff, and employ numerous freelance artists, practitioners and casual staff to augment our team operationally and to deliver our artistic productions.

Our annual turnover is approximately £2m and our work is funded through four main sources: grant income from Arts Council England; fundraising income from trusts, foundations and generous individuals; box office income; and other earned income including bars, catering and events.

Purpose of the Role

- Set the artistic vision for the organisation and provide artistic leadership.
- Lead the national agenda for diversity in UK Arts. We want a candidate capable of speaking up for the diversity of contemporary society.
- Strategically lead the organisation and ensure the Bush Theatre enjoys a continued position as a leading talent incubator and producer of new writing both nationally and internationally.
- Work with the Executive Director to set the strategic direction of the company and ensure the Bush Theatre balances a sustainable business model with a healthy appetite for risk
- Oversee all aspects of the artistic programme at the Bush Theatre and elsewhere.
- Work with the Executive Director to promote and maintain an organisational culture which values the highest standards - both in executing the artistic vision and in management practice - drawing the very best from a 26-strong team of permanent staff. Ensure the culture is inclusive, collaborative, safe and supportive; as well as artistically bold and ambitious.

The partnership with the Executive Director is key to the role and for this reason every shared responsibility described below will be marked '*shared*'.

Responsibilities

Artistic Programming & Production

- To formulate, develop, implement and articulate the Bush Theatre's artistic policy reflective of London today and in the context of a theatre with a 46-year commitment to new writing.
- To present an innovative programme of new writing of the highest quality that speaks to and reflects contemporary society in all its diversity.
- To create a programme that provides a wide range of entry points for audiences, both local audiences and those further afield.
- To develop policies that maintain and grow the company's reputation for commissioning/producing the best new theatre writers from the widest range of backgrounds; for discovering, nurturing and developing the next generation of creative talents; for leading an innovative Community Engagement programme; for championing diversity within the UK theatre industry and significantly increase the number of BAMER artists we engage with. (*shared*)
- To actively engage in the Company's artistic output, directing plays if appropriate, and to develop and progress as an artist through the period of tenure.
- To cultivate and attract both established and emerging practitioners and actively seek out new talent working in tandem, where appropriate, with the Associate Dramaturg.

- To identify the Bush Theatre's own productions/co-productions/visiting work and, with the Executive Director, to act as creative producer as appropriate for these including attracting cast and creative teams with regard to profile, audience development, diversity and access aims.
- Oversee the producing of all work, working with relevant members of the Senior Management Team, to identify and commission inspirational artists to work with the Bush Theatre; providing appropriate advice and support to them so they can maximise their creative potential whilst working at the Bush Theatre. *(shared)*
- To lead the development of digital strategies.
- Where appropriate, to seek collaborative partnerships with other theatre, arts or creative organizations with whom the Bush Theatre might expand its artistic ambitions and share its resources both nationally and internationally (including touring initiatives). *(shared)*
- To report to the Board on all artistic matters defining and monitoring the artistic objectives of the company.

Strategic

- To iterate and implement a strategic plan that will take the Company forward over the next five years, building on the opportunities post redevelopment of the Old Library, and fulfilling the artistic and social ambitions and expectations of the organisation. This strategy will include a dynamic artistic policy and programme as described above, development of new audiences, financial and environmental sustainability, and the Diversity Action Plan. *(shared)*
- To oversee all internal and external public relations and to be a focus for the articulation of the Bush Theatre's future vision and ambition in the context of a changing landscape. *(shared)*

Communications and income generation

- To work in tandem with the Executive Director and Head of Marketing to oversee marketing and communications, brand and audience development and with the Executive Director and Head of Development to oversee the fundraising activities. *(shared)*
- With the support of the Development team, play an active role in meeting key stakeholders and speaking at events, inspiring them with your artistic vision and plans.
- To represent the Bush Theatre at public functions, conferences, delegations and in interviews with the media.
- To represent the Company to stakeholders and funding bodies and, in particular, to uphold and develop the relationship with Arts Council England and the London Borough of Hammersmith and Fulham. *(shared)*

Leadership

- To undertake line management responsibilities and, jointly with the Executive Director, to interview and appoint candidates for all senior management posts and to actively promote professional development of staff. *(shared)*
- To create an energised environment to realise the very best from all staff, with a focus on professional development. *(shared)*

- To enthuse a senior management team of specialists and help them realise their full potential to maximise results and opportunities for the organisation. *(shared)*
- To ensure all staff and creatives reflect the organisation's ambitious diversity ethos. *(shared)*
- To sit on the Board of The Alternative Theatre Company Ltd
- To attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required. *(shared)*

Finance

- To ensure the efficient, effective, solvent and sustainable financial management of the Company and to identify appropriate opportunities for income generation. *(shared)*

Management

- To adhere to, and actively implement the Bush Theatre's policies, including equalities (diversity, access and equal opportunities), fundraising compliance, data protection, environmental and health and safety. *(shared)*

General

- To undertake line management responsibilities as appropriate.
- To lead regular Company meetings and participate in programming meetings. *(shared)*
- To act always in the best interest of the Bush Theatre.

This list of responsibilities is not exhaustive and the Artistic Director may be required to perform duties outside of this as operationally required and at the discretion of the Board.

After 12 months in the role the Artistic Director will have successfully:

- Shaped and started implementing the strategy for 2019-2024. Noting we have a 4-year business plan in place, there will be an element of execution/implementation combined with adequate opportunity to iterate over time.
- Executive produced the season of work during that period and announced the 2019-2020 season.
- Ensured that the talent development, new writing and community engagement programmes continue to grow and service the core objectives of producing new plays on our stage.
- Been identified internally and externally as the new Bush's Artistic Director, having formed a strong partnership with the Board and Executive Director as well as built and enhanced relationships with key stakeholders.
- Formed strong relationships with the senior team and inspired all staff to perform to the highest standard.
- Played an active role in rising the profile of the Bush externally, both in the UK and internationally.

PERSON SPECIFICATION

Essential

- The fresh vision, imagination, ambition and passion to lead the Company into its next phase.
- The ability and passion to develop and promote the Bush Theatre's central role in developing new

writing that speaks to and reflects contemporary society in all its diversity.

- Proven experience of and commitment to developing new work.
- Experience of working with writers to develop their craft.
- A reputation for excellent and innovative work.
- A confident risk-taker with entrepreneurial flair.
- The ability to inspire and motivate stakeholders, staff and creative personnel.
- Willingness to contribute to the development of all the Bush Theatre's activities: programming, productions, community, digital, professional development, literary and commissioning programmes.
- The ability to provide artistic and managerial leadership.
- The ability to work collaboratively and form effective partnerships internally and externally.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of the Bush Theatre.
- An interest in the social, cultural and financial context within which the Bush Theatre operates.
- A positive attitude with a high level of self-motivation and ability to work on your initiative.
- Persuasive communication skills.

Desirable (but not essential) qualities, skills and experience:

- Knowledge/experience of national/international touring.
- Productive and wide ranging contacts in the theatre sector.
- An interest in digital opportunities for the arts.
- Knowledge of arts funding and experience of fundraising.
- Senior experience gained within a producing theatre company or venue.

TERMS & CONDITIONS

Hours:	40 Hours per week across at least five days. It is essential that the Artistic Director has a regular and frequent presence within the building.
Salary:	Competitive salary to be negotiated
Holidays:	22 days per annum plus Bank Holidays Rising to 23 days after two years' service Rising to 24 days after four years' service
Probation:	Six months
Contract type:	Permanent