ARTISTIC DIRECTOR
JOB DESCRIPTION

Reports to: Board of Trustees

Line Manager for: Executive Director, Tour Producer, Education & Participation Manager

Hours of work: Normal office hours are 10am to 6pm, although irregular hours will be required including weekend, Bank Holiday and evening work to fit with the activity of the organisation. This post is full time based on a 40 hour week. No overtime is payable, but time will be given off in lieu.

Background:
The Artistic Director works in coordination with the Executive Director with responsibility for leading Little Angel Theatre (LAT) artistically, developing and implementing artistic policy and delivering its’ artistic vision. The Artistic Director is responsible to the Board for the programme, policies and management of LAT.

Little Angel Theatre is an internationally renowned puppet theatre company, compact but constantly expanding. We produce highly regarded theatre for a family audience, as well as a growing body of work for adult audiences. Our venue in Islington is host to dozens of visiting companies throughout the year, and we also run a number of festivals including SUSPENSE (www.suspensefestival.com). We produce several new productions each year, stage revivals of classic puppet shows and tour nationally and internationally throughout the year. We are in the process of seeking a second premises for the purpose of administrative office use, workshop activity and rehearsals.

We are seeking a skilled, knowledgeable and talented Artistic Director to lead LAT into its next phase of development.

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

CORE DUTIES:

ARTISTIC
- To be the public artistic representative of the company.
- To develop LAT’s artistic policy in collaboration with the Board and the Executive Director
- To realise LAT’s artistic policy through the formulation of the company’s programming policy and strategy in collaboration with the Executive Director, including:
  - the choice of productions and visiting companies to be presented in-house
  - the touring strategy
  - training and development
  - the development of work for all ages, including adult
  - negotiation of co-productions and artistic collaborations
  - programming of the professional development programme
  - programming and strategic development of the biennial SUSPENSE London Puppetry Festival
• To work with LAT’s Education Officer to realise an education and participation programme which complements the artistic programme.
• To commit to nurturing and supporting new and established talent in the field of puppetry.
• To monitor and evaluate all projects and productions to ensure the highest standard of work.
• To keep fully informed of innovations and trends in the worlds of puppetry, children’s theatre, the wider theatre landscape, and culture and the media generally.
• To direct at least one but no more than three productions for LAT per year.

STRATEGIC
• To work with the Executive Director and Operations Manager in overseeing the strategic planning and management of the organisation.
• 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, with the professional arts sector
• To be responsible alongside the Executive Director for the formulation of the next long-term development plan for LAT, focusing on artistic, development, organisational and capital areas, to be in place early 2014.
• To support and develop, with the Executive Director, touring and producing partnership relationships that will provide opportunities for creation, organisational development and audience development.
• In collaboration with the Executive 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 a wide range of formal and informal contacts with other members of the puppetry, theatre and wider cultural communities, across the UK and internationally.
• To work with the Executive Director to develop a strategy that ensures the maintenance and development of the theatre’s buildings.

FINANCIAL
• To have a demonstrable understanding of the day-to-day financial management of the company and the effective use of resources.

MANAGERIAL & LEADERSHIP
• To fulfil the role of Chief Executive of the company.
• To maintain good relationships with the Board of Trustees. Preparation and, as required, presentation of reports to board meetings and committees.
• To lead the staff team. With the Executive Director and Senior Management Team, to ensure staff are motivated, informed and trained to the required standard.
• To work with the Executive Director to recruit the company’s full-time and part-time permanent staff.

ADVOCACY
• To promote LAT (and puppetry as an art form) and lobbying on its behalf, particularly to funding bodies.
• To commit to networking and advocacy at all levels within the sector, representing the theatre to a wide variety of organisations and forums in the performing arts and related fields.

DEVELOPMENT
• Alongside the Executive Director to take a leadership role in the development of relationships with key funders and stakeholder groups.
To work with the Executive Director to maximise the potential of fundraising opportunities.

Through programming to develop a strand of work to maximise commercial opportunities for LAT, balancing the financial and artistic needs of the charity.

To work with the Executive Director to build relationships with theatres and theatre companies in the subsidised and commercial sectors and establishing co-producing partnerships with them.

OTHER

To ensure that equal opportunities and cultural diversity are enshrined within all aspects of the theatre’s work.

Together with the Executive Director, to ensure the company’s compliance with all statutory requirements as a limited company, a charity and a public space.

Any other duties of an executive nature as determined from time to time by the Board.

Pay and Conditions:
Commencement Date: as soon as possible
Salary: £31 to 35,000 pro rata (employed PAYE status) depending on experience
Holiday: 26 days per annum pro rata
Hours: This is a full time post of 40 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. TOIL will be given.
Probation: six months from the first day of appointment
ARTISTIC DIRECTOR
PERSON SPECIFICATION

Work Experience:
- Experience of leading an arts organisation
- Strong artistic credibility

Skills:
- Proven ability to both lead and collaborate
- Strong project management and producing skills
- Ability to work on own initiative, and prioritise a range of tasks.
- Ability to think and plan strategically
- Ability to develop new and diverse work
- Advocacy skills

Knowledge:
- A knowledge of and commitment to puppetry
- Understanding of programming for family and schools audiences
- Partnership working
- Financial understanding
- Understanding of fundraising and development processes
- Understanding and awareness of good participation and education practice.
- Understanding of theatre and theatre infrastructure

Vision:
- A strong artistic vision for the future of Little Angel Theatre

COMPETENCIES:

Personal Effectiveness and Self-Development
- Self-motivated / proactive. Works creatively coming up with new and imaginative ideas, collaborating with others to identify fresh approaches.
- Displays a high level of personal drive and energy and shows a capacity for sustained effort and performance
- Flexible approach. Is self-reflective and takes action to enhance performance accordingly

Analysis and Judgement
- Calm and confident. Seeks out relevant information for problem solving and decision making consulting with others as necessary
- Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available

Organisational Awareness and 'Joined Up' Thinking
- Understands how Little Angel Theatre's decision making framework operates in terms of the company’s charitable status as well as the day-to-day operation of the company and venue.
• Able to take an artistic lead which will inform the longer term direction and vision of The Little Angel Theatre as an organisation.

Leadership
• Ability to inspire
• Demonstrates tenacity and resilience
• Reliability
• Diplomatic and friendly.
• Is constantly mindful of equality and diversity issues and seeks to avoid unwitting discrimination

Professional and Technical
• Has the necessary experience to undertake the job effectively or shows good progress in gaining it in a planned way
• Keeps up-to-date and responds to developments and change in own job area
• Engages in career development and Continuous Professional Development
• Keeps abreast of similar roles and functions across this and in other organisations, networking as appropriate

Applications:

The deadline for applications **Monday 9th September 2013 at 5pm**. Initial interviews will be held during the week commencing 16th September 2013.

To apply please send your CV along with a covering letter and **up to four pages of A4 discussing your vision for Little Angel Theatre**, to Lynette Shanbury, General Manager on lynette@littleangelttheatre.com or Little Angel Theatre, 14 Dagmar Passage, London N1 2DN. **Please quote reference AD01**.

For more information about the company please see [www.littleangelttheatre.com](http://www.littleangelttheatre.com)
Background

‘this Islington puppet theatre is fast staking a claim for itself as one of London’s most interesting theatres.’ Lyn Gardner, The Guardian.

In the 53 years since it was founded by John and Lyndie Wright, Little Angel Theatre has established itself as a flagship organisation - ‘the home of British Puppetry’. As London’s only building-based puppet theatre, the company has a reputation for producing outstanding productions which raise the profile of the art-form and give opportunities for experienced and emerging artists to develop new work. In 2011/12 we gave 644 performances in house and on tour nationally/internationally, reaching over 61,000 children and adults. Approximately 4,500 people took part in education and participation projects – a key strategic part of our work.

The core aims of LAT are to:

- Continue in its role as the foremost centre of excellence for puppetry in the UK.
- Develop and produce exciting, innovative and stimulating work for all ages.
- Raise the standard of the art form through training and professional development.
- Raise the profile of the art form through collaboration with a range and diversity of artists, venues and other producing companies.
- Use puppetry to work with schools, families, local communities and people of all ages and backgrounds to encourage creativity and imagination through participatory activities.

LAT acts as a major producing house creating up to 5 productions a year and also as a receiving house, giving audiences a chance to experience the best in puppetry from the UK and abroad. Nationally and internationally LAT has built a reputation as a leader in the field of puppetry. LAT has now established a balanced framework of activity of produced /received work throughout the year which is progressive, innovative and exciting but also financially and administratively manageable.

LAT has, since the arrival of Peter Glanville as Artistic Director in January 2006, quickly established itself as the main centre for professional development in the art-form (through continual courses), research and development (through its INCUBATE and HATCH programmes), doubled its education and participation programme and developed an adult audience for puppet theatre in the evenings. We tour at least two productions per year in Spring/Autumn and regularly transfer work for Christmas runs.

Over the last 5 years we have sought to expand the reach and quality of our work by partnership working, and this ethos continues at the heart of our strategy over the next 5 years. Recently we have created full-scale co-productions with Kneehigh, the RSC and Polka Theatre, created a long term professional development relationship with Central School of Speech and Drama, exhibited at V&A Museum of Childhood and produced a new aerial/puppetry crossover piece with Scarabeus Aerial Theatre.

Since its inception in 2002 the education area of our work has expanded rapidly and become one of the most important parts of Little Angel’s regular activities. We continue to develop innovative projects using puppetry to improve access to our work, offer opportunities for participation, and stimulate learning and creativity for all.

2010 saw our first steps towards committing to a long term programme of improving the environmental impact of the theatre. We are one of the first group of “Ecovenues” – an environmental sustainability project run by the Theatres Trust.

You can find further information about LAT on our website – www.littleangeltheatre.com
Equal Opportunities Monitoring Form

**Gender:**
Are you male or female: ________________________________

**Ethnic Background:**
Please tell us in your own words how you would describe your ethnic background:

________________________________________________________________________

**Disability:**
Do you consider yourself to have a disability? (Yes/No) ________________

If “yes”, please give more details:

________________________________________________________________________

________________________________________________________________________

Thank you for completing this form. Please return it *separately* from your application to info@littleangeltheatre.com or by post to:

**Administrator**
Little Angel Theatre
14 Dagmar Passage
London
N1 2DN