

ACTORS TOURING COMPANY

Executive Director & Joint CEO

We are looking for an exceptional person to join ATC in the role of Executive Director, to share leadership with Artistic Director Matthew Xia as Joint CEO.



Introduction from Geraldine Brodie, Chair of ATC

Thank you for your interest in this exciting and crucial role with Actors Touring Company (ATC).

ATC is a portable portal to the world. Through our work, we connect global voices to local communities. Founded in 1980, we are the UK's leading theatre producer of international plays, producing a contemporary programme that amplifies and celebrates global artists from both within and beyond the UK. We are the only Arts Council England National Portfolio Organisation (NPO) with this dedicated mission.

In the context of the significant challenges facing the theatre sector and touring companies in particular, ATC is in a position of real strength. With funding secured as an Arts Council England NPO until at least 2027, our recent successes include:

- Producing a season of work recognised for its innovation, excellence and impact on audiences: [The Transformation Season](#)
- Producing our longest-ever tour, to 12 venues over 14 weeks (with Family Tree)
- Being nominated for Black British Theatre Awards, Offies, UK Theatre Awards
- Winning 2023 UK Theatre Award for Design, Tambo & Bones
- Being nominated for The Stage Awards 2024 including Innovation Award and Producer of the Year
- Being named in Top Ten Theatre shows 2023 in Time Out and The Guardian
- Being named in The Stage 100 2024

We have a particular reputation for engaging audiences from Global Majority backgrounds and stand out for our commitment to having a deep understanding of who our audiences are, and what draws them to our work.

The Executive Director will work alongside the Artistic Director to build on our successes to date, continuing to grow the ambition of the company, while negotiating the challenges and complexities of the current theatre landscape. The Executive Director is the lead producer on all our projects; ensures we are financially robust; leads on reporting to stakeholders including Board and funders; and is line manager for the team. With the Artistic Director, they lead on achieving the company's artistic mission and in setting the organisational culture.

We are a progressive, values-led company with a small team of three full-time and one part-time employees, plus retained consultants in the areas of finance, fundraising, PR and IT. We work flexibly from our office base at Brixton House.

We're looking for someone who can carry forward and develop the company's mission, values and outputs with care, clarity and passion.

About the Job

JOB DESCRIPTION

Overview

The Executive Director and Artistic Director form the Executive team. Both posts are appointed by the Board of Trustees.

The Executive Director is responsible to the Board for the company's financial, administrative and marketing operations and, with the Artistic Director, for realising artistic vision, by acting as Executive Producer.

Culture of the Executive Team

- To promote and maintain the organisational culture, reflecting and enhancing ATC's position as a key contributor to the UK theatre sector.
- To set the highest standards in artistic vision and innovation, in pursuing the company's mission and in enacting its policies.
- To lead with kindness, empathy and compassion for colleagues, partners, peers, audiences and participants – evaluating our impact on others through our work and through our leadership.

Strategic Leadership in conjunction with the Artistic Director:

- Provide effective and collaborative leadership, management and support for the company.
- Deliver the company's mission, ensuring it is well understood by the Board, employees and other stakeholders, and is embedded at the heart of ATC's activity.
- Create and implement effective strategic plans for the company that fulfill its artistic ambition and organisational mission, ensuring ATC's long-term resilience as a business.
- Create the conditions in which ATC can thrive through:
 - an innovative artistic policy and programme
 - development of new audiences and deepening understanding of current audiences
 - financial sustainability
 - environmental sustainability
 - actively promoting a culture of equity, diversity and representation
 - professional development of the company's personnel whether full-time or freelance

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- Effectively communicate ATC's artistic policies and programming to the Board, staff, funders, artists, press, audiences and other stakeholders, working with the Artistic Director to communicate the vision for ATC regionally, nationally and internationally.
 - Inform and contribute to internal and external awareness, discussion and debate of ATC's work.
 - Represent and promote the activities of ATC to the public, its stakeholders (including funding bodies), press, and within the industry to ensure the maintenance and furtherance of the company's reputation.
 - Maintain existing relationships and work to develop new partnerships with venues and organisations in the UK and internationally, to support the work of the company.
 - Represent ATC within the creative industries, staying abreast of developments and using this knowledge to inform the programming and running of ATC.
 - Monitor and evaluate all ATC productions to ensure the highest standard of work.
 - Ensure ATC fundraising from a range of sources is as effective as possible.
 - Maintain and develop relationships with sector networks, including peers, sector support bodies, educational and community organisations.

Executive Director - Leadership

- Lead ATC's work through planning, funding, budgeting, producing and evaluation, in close interaction with its artistic vision.
- Manage the financial stability of the company, balancing expenditure with income from touring, fundraising and other sources.
- Secure income from all sources including (but not exclusively) Arts Council England.
- Develop new income strands for the company.
- Line manage all staff, including full-time staff and creative teams.
- Ensure all those who work with ATC are given the best opportunities to develop.

Artistic, Producing, Partnerships

- Act as Lead Producer, in collaboration with the Associate Producer, across all platforms, i.e. physical and digital, and as ATC's lead producing representative with co-producers and collaborators.
- Ensure that the artistic vision is delivered on time and on budget.
- Maintain productive working relations with all production stakeholders:
 - the creative team, cast, stage management and company members
 - co-producers and touring venues
- Work closely with the Artistic Director to support the selection of artistic repertoire, including productions, commissions, translations, research and development projects and other programming.
- Ensure literary management and dramaturgy are of high quality and reflect the company's mission in relation to contemporary international playwrights.
- Maintain the standards of the productions on tour.

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- Identify and nurture collaborative partnerships with other arts organisations.
 - Develop active connections with the wider sector to ensure ATC has a strong and diverse network of personnel to draw on in the pursuit of new work and the company's mission
 - Develop, create and manage co-production agreements.
 - Book tours and secure appropriate financial deals.
 - Monitor box office income and work to achieve the best possible sales capacity for all productions.
 - Supervise financial settlements.
 - Initiate (with the Artistic Director) and develop international tours which secure additional income and visibility for the company's work.
 - Act as producer on other artistic activities related to the company, e.g. R&D, workshops and readings.

Finance

- Ensure the financial stability of the company through sound budget management, including setting and managing of all organisational budgets.
- Work closely with the General Manager and Finance Director to ensure effective financial administration of the company and that financial systems are fit for purpose.
- Supervising the generation of appropriate financial reporting and evaluation in conjunction with the Finance Director and General Manager i.e.:
 - Cash-flow
 - Management Accounts
 - Production and project budgets
 - Annual organisational budgets
- Liaise with ATC's accountants and Board finance subcommittee to ensure timely reporting to stakeholders, including Board and funders.
- Supervise the production of Annual Accounts, including drafting the Directors' Report, in conjunction with the Board of Trustees.
- Liaise with the General Manager to fulfil the company's statutory obligations (e.g. Companies House, Charities Commission).

Development

- Lead on core funding applications and management of grants, such as NPO funding from Arts Council England.
- Advise and respond to the Board and relevant subcommittees on NPO matters, during strategic planning, application and throughout the funding cycle.
- Identify prospective Trusts and Foundations, corporate and individual supporters and lead on approaches to these potential funders.
- Work closely with Board Development Committee, freelance bid writers and ATC's General Manager, to develop a range of bids to potential funders and to create fundraising events to develop partnerships with individual supporters.

Company - Personnel

- Line manage the core team
- Line management of all freelance staff, including retained staff in specialisms such as PR and fundraising
- Leading on staff appraisals, development, training and effective employee support policies
- Negotiate and issue contracts for ATC staff, creative teams and all other freelance personnel
- Ensure that ATC is a sector leader in duty of care towards its employees and in nurturing and developing their professional skills and abilities as well as their personal qualities
- Maintain, update and implement ATC's policies and action plans

Reporting, Evaluation and Governance

- Lead on the creation and effective delivery of ACE NPO applications
- Create (with the support of the General Manager as appropriate) and submit evaluation reports and other submissions to Arts Council England on a regular basis
- Act as Company Secretary to the Board of Directors for the company
- Advise the Board on governance matters and work proactively with the board to ensure good governance practice
- Maintain a current knowledge of charity law and all other statutory requirements, ensuring the Board are fully informed of their responsibilities
- Ensure that the Board and its finance subcommittee is kept fully informed of ATC's financial and administrative position
- Ensure all statutory requirements are fulfilled
- Provide regular, detailed, reliable reports to the board on the following:
 - Finance
 - Development
 - Risk
 - SMART Targets / Objectives
 - Productions and Projects – current and future
 - Evaluation Frameworks
 - Company Policies
 - HR, including recruitment
- Have overall responsibility for all matters to do with Health and Safety

Marketing and PR (in consultation with the Artistic Director)

- Manage the marketing and PR strategy for the company to deliver on audience development targets, in partnership with co-producers and tour venues to extend the company's reach and sustained visibility
- Manage the design of images, print and other marketing materials
- Supervise ATC's online presence via its website and other platforms, including management of all social media

General

- We hope you'll teach us a thing or two – we want to learn from you and develop our own practice from your contribution to the team and our work



Aminita Francis in [Family Tree](#). Image by [Helen Murray](#).

Terms

Salary £54,200

Contract Permanent, fulltime

Flexible working We are open to flexible working patterns for this role. We are really happy to discuss whatever might be the best arrangements for you. We are also open to the potential for the role to be shared (salary pro rata). We are strongly committed to the principles of PIPA – for more info on what that means, see <https://pipacampaign.org> and our [Family Friendly Working Policy](#).

Access ATC works to be an inclusive employer and to support the individual needs of all staff members. If there are adjustments we can make to adapt this role to the specific needs of the post-holder, we will commit to doing so.

We aim to meet the access needs of applicants at all stages of the recruitment process. Please contact us with any access requests you may have and to let us know if you feel we've missed anything.

Pension ATC operates a contributory pension scheme (currently 5%)

Notice 3 months on either side (Probationary Period of 6 months, during which time the notice period will be 8 weeks)

Line Manager Chair of the ATC Board of Directors

Holiday 26 days per annum plus public holidays, rising by 1 day each year after 2 years continuous employment

Location Office base: Carlton Mansions at Brixton House, 385 Coldharbour Lane, London SW9 8GL.

Some travel to tour locations in the UK is likely to form part of the job. This will probably involve some overnight stays (travel, accommodation expenses and per diems are paid).

Hours of work 40 hours per week. Usually 10am–6pm Monday to Friday, but we are open to flexible working hours and days. We anticipate that the Executive Director will typically work from our office in Brixton at least three days per week, and this may increase in response to the demands of the production schedule. It is in the nature of the role that some evening and weekend work will be necessary, as will some working away from the office base. Appropriate time off in lieu must be taken as soon as possible after it is incurred.

Right to work The post-holder must have the legal right to work in the UK.

What you can expect from us

- You will be supported by the Trustees
- You will be supported by the ATC team
- You will have:
 - An appraisal at the end of your probationary period
 - An annual appraisal
 - Fortnightly catch-up meetings with the Chair and Artistic Director
 - Access to professional development training
 - Access to a Board buddy
 - Peer-to-peer handover from the Interim Executive Director
 - A tailored induction from the core team

Expenses

- On tour, your travel and accommodation are booked and paid for by ATC.
- We have a dedicated fund for training, conferences, networking events and theatre tickets (within an agreed budget).

Access and working culture

- We want to ensure that your working environment is accessible, and suitable for the work required by this role. Please be open and clear about any access requests and requirements you want to make, when you are appointed as part of your induction process and in your ongoing 121 meetings and appraisals.
- We actively use the [Anti-racism Touring Rider](#). You will both benefit from this and support us in applying it for the benefit of colleagues, partner venues and project teams.
- We strongly encourage a healthy work-life balance and a working culture that allows you time to rest, recuperate and not work unreasonable or excessive hours.

ATC Team

- Joint CEOs – Artistic Director, Executive Director (F/T)
- General Manager (F/T)
- Associate Producer (P/T) [applications currently underway to develop this role into F/T Senior Producer]
- Finance Director (freelance, c 5 days per month)
- PR (freelance, as required)
- Fundraising Bid Writers (freelance, as required)



Llewella Gideon in *The Architect*. Photo by David Levine

About You

These are the qualities and experiences we think you will need to fulfil this role. They might all apply to you, or only some. If, after reading the role description, you feel that you would be right for the job, we want to hear from you.

You don't need to have ALL the qualities, just SOME of them.

- You identify with ATC's mission and values, particularly our global perspective and how that translates into our engagement with artists, audiences and participants.
- You are calm, focused and express yourself clearly in person and in written form.
- You are an excellent and considerate colleague, able to balance your own decision-making with a collaborative approach.
- You approach your work with kindness, compassion and empathy.
- When necessary, you are willing to have difficult conversations, ensuring these are conducted with integrity and compassion
- You'll be someone who relishes the opportunity to be part of a small team, bringing your own individual qualities to the ATC team
- You operate with rigour and attention to detail
- You are a strategic thinker, able to plan across a wide range of activity and outputs.
- You are solution-focused.
- You can organise and prioritise your own workload and work to deadlines.

Essential experience

- You have significant experience in a senior management or executive role in a relevant performing arts organisation
- You are a strong grant writer, and have demonstrable experience of successfully applying for funding from ACE and other Trusts & Foundations
- You understand and have implemented ACE's 'Let's Create' strategy and the Investment Principles
- You are experienced in creating, managing and reconciling budgets
- You are experienced at contract negotiation and drafting
- You have experience creating and implementing audience development strategies
- You have a wide range of sector networks and a strong awareness of sectoral developments and discussions
- You have line management experience, and working knowledge of best practice in terms of HR
- You can demonstrate good administrative / IT skills
- You have a good working knowledge of access requests and requirements with regards to theatre, for audiences, participants and workforce. We can support you with this knowledge, particularly in relation to touring

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- You have experience implementing best practice in Diversity, Equality, Equity and Representation
 - You have experience implementing best practice around safeguarding
 - You have a demonstrable commitment to tackling the climate emergency
 - You have a proactive passion for theatre and the wider arts sector

Desirable experience

- You have at least 3 years' experience of producing theatre / touring theatre productions
- You have experience presenting performance work in an international context
- We encourage applications from people currently under-represented in the theatre sector



Matthew Xia in [The Architect](#) Rehearsals, Image by [Godot Photography](#)

ABOUT US

Actors Touring Company is a portable portal to the world. Through our work, we connect global artistic voices to local communities.

Actors Touring Company (ATC) is a touring theatre company with an unrivalled track record in the producing and touring of contemporary international plays alongside newly commissioned works that explore stories of the global nations within the UK.

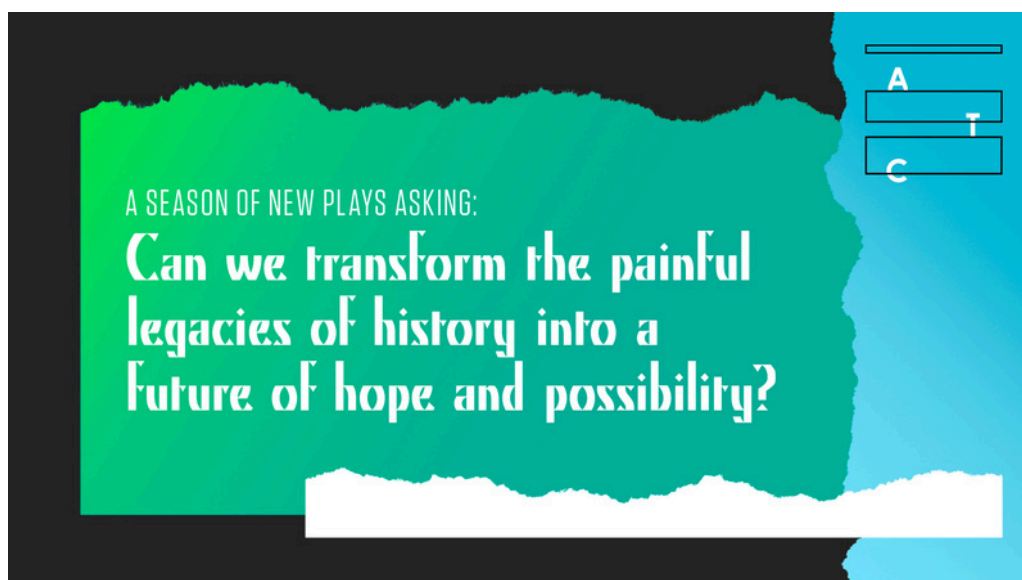
Through performance and participation, we aim to build understanding of diverse global cultures by creating dialogue between Britain and the rest of the world. Our work explores ideas of intersectionality, identity and belonging.

We do this in order to open up conversations across borders - both geographic and cultural. Since 1980, we've pioneered the touring of new global plays in the UK, often in world premiere translations, commissioned by us.

We've produced plays from the Middle East, South & South East Asia, Eastern, Northern and Central Europe, Australia and North America - bringing global stories to UK audiences from Scotland to Cornwall, from Merseyside to Suffolk. Our international touring includes Turkey, Finland, Spain, USA, and we've licensed our productions in Australia, France, Belgium and Denmark.

ATC is currently led by Artistic Director Interim Executive Director Amber Massie-Blomfield. Between 2016-2024, the company's Executive Director was Andrew Smaje. Andrew and Matthew were named in The Stage 100 in 2020 and 2024. ATC's many accolades over the years include international awards, Edinburgh Fringe Firsts, and most recently a nomination for Producer of the Year (The Stage Awards 2024).

In 2023, ATC produced its acclaimed TRANSFORMATION SEASON, an ambitious season of work that responds to a single artistic provocation:



You can read more on the ATC website about:

- [Recent Projects](#)
- [Mission and Values, People and Policies](#)

ATC Policies:

- [Data Protection & Privacy Policy](#)
- [Dignity and Respect at Work Policy](#)
- [DEER \(Diversity, Equity, Equality and Representation\) Policy](#)
- [Environmental Policy & Action Plan](#)
- [Family Friendly Working Policy](#)
- [Health & Safety Policy](#)
- [Flexible & Remote Working Policy](#)
- [Safeguarding Policy](#)

Policy statement about recruitment

ATC policy and practice is that entry into employment with the company and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular position. In all cases, ability to perform the job will be the primary consideration.



[Tambo & Bones](#) 2024, Image by [The Other Richard](#)

HOW TO APPLY

You can apply in writing, or by sending us a short video or audio.

What to include:

Tell us, using clear examples where applicable:

- Why you are interested in working with us, and why this is the right move for you now
- How you meet the essential and additional experience criteria, with relevant examples
- What drives and motivates you
- Tell us about something you've seen or experienced that inspired or influenced you - it could be a play, a gig, an exhibition, a festival
- *Please include contact details for two champions of your work who know you in a professional capacity.*
- *Please fill in the equal opportunities monitoring survey and include it in your application to us.*
- *Please let us know in your cover letter where you heard about the job.*

NB The selection process for interviews will be based on how well the candidate meets the essential and desirable experience criteria.

The information on the monitoring survey is anonymous, used for data monitoring purposes only and does not affect your application.

WHAT TO SEND

- Application including attachments such as:
 - Letter (no more than 2 sides of A4) OR
 - Video (no more than 5 minutes) OR
 - Audio (no more than 5 minutes)
- Equal opportunities monitoring form (this is an online form – link [HERE](#))
- Contact details for 2 champions of your work (we may take up references if you go through to the 2nd round of interviews - we will always ask your permission first)

To: recruitment@atctheatre.com

Deadline for applications: Monday, June 10th, 2024 by 10am

WHAT HAPPENS NEXT

By June 17

- We will let you know if your application is successful
- If we're selecting you for interview, we will get in touch to make arrangements

w/c June 24 First stage interviews

- Longlist of candidates
- Online
- 40-minute conversation with the selection panel
- We will send you the interview topics in advance to help you prepare, as well as details of who will be on the panel
- You will be asked to prepare a short task to present to the panel

w/c July 1 Second stage interviews

- Shortlist of candidates
- In person
- You may be asked to prepare a written task between first and second round interviews, demonstrating your ability as a grant writer
- During the week of the second stage interviews, you will be invited to meet Artistic Director/Joint CEO Matthew Xia for a coffee at a mutually convenient time
- Prior to the second round interview, you will be asked to arrive early for an informal meeting over coffee with the core team
- 50-minute conversation with the selection panel
- We will send you a task and the interview topics in advance to help you prepare, as well as details of who will be on the panel
- Travel expenses for candidates coming from outside of London will be covered

By July 8 Appointment

We will appoint the Executive Director and let the final shortlist of candidates know whether they have been successful

- o Feedback will be available to all longlisted candidates

QUESTIONS?

You are welcome to contact us for an informal chat.

To arrange, just drop us a line on recruitment@atctheatre.com

Let us know a bit about what you'd like to discuss, and what way you'd prefer us to get in touch – phone, email, video chat, etc.

We will get back to you.

If there is anything we can do to help – please just ask.



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ENGLAND**

