



115, Upper Street, N1 1QN | 0207 226 8561 | kingsheadtheatre.com

Job Title	Executive Director
Reporting to	Joint-Artistic Director and CEO
Working with	Producer
Responsible for	Development Manager General Manager Theatre Manager
Length of contract	Permanent
Salary	£30,000-£35,000 dependent on experience
Hours	This is a full time role. Normal office hours are 10.00am - 6.00pm, Monday - Friday. Evening and weekend work will be expected.
Holiday	20 days per annum (and bank holidays).
Notice Period	2 months
Probation Period	2 months

Our Organisation

The King's Head Theatre was established in 1970. Passionate about championing ethically produced fringe theatre, we are known for our challenging work and support of young artists. In 2019, 116,151 audience members saw a show of ours: 44,607 at our 110 seater home on Upper Street and 60,269 on tour in the UK and 11,275 internationally. We are committed to fighting prejudice through the work we stage, the artists and staff we work with and by producing work for minority audience groups. We believe in fair pay for all on the fringe and create accessible routes for early career artists to stage their work; work we are passionate about. In 2022, subject to a fundraising campaign, the King's Head Theatre will move into a custom-built space in the heart of Islington Square, directly behind its current home securing the future of the venue for generations to come.

We are an open, hard-working team. Everyone is encouraged to have ownership over the theatre we make and the way the King's Head Theatre behaves. It's a truly rewarding working environment that values diversity of ideas, people and stories.

Job Description

The Executive Director is responsible for leading King's Head Theatre's staff team to ensure the successful day to day management of the charity. Working closely with the joint Artistic Directors, the Executive Director will play a critical role in shaping and delivering a strategic business plan through effective management of key systems and process, and relationships with external stakeholders. Together with the Artistic Director/CEO, you will lead the charity through an exciting period of unprecedented growth and change, ensuring that strategies are in place for our long-term growth and sustainability.

Key Responsibilities

Fundraising and Governance

- Overseeing the fundraising strategy for a major capital expenditure project with support from our fundraising consultancy partners (Achates).
- Work to create and nurture new relationships with trusts and foundations, individual donors and corporate sponsors whilst managing and leveraging pre-existing relationships.
- Identify and apply to trusts and foundations for project funding.
- Work with the Development Manager to ensure the highest standards of stewardship and cultivation for all donors at all levels, encouraging timely renewed donations and identifying opportunities for increased giving.
- Manage the relationship with the GLA and provide regular communications and updates to the Mayor's team.
- Act as Company Secretary to oversee completion of the annual returns for the charity commission and companies house.
- Alongside the General Manager, ensure that all operations correctly implement procedures and maintain records in accordance with agreed policies.
- To ensure that the charity is compliant with data protection, child protection and other appropriate legislation.
- To work with the chair to ensure that all board members are able to contribute to their fullest during their tenure as trustees of the charity.

Business Strategy

- Taking ownership of the current business plan, target setting and the financial solvency of the organisation.
- Overseeing, planning and implementing growth strategies for the theatre and working to diversify the business' income stream.
- Maintain an overview of the workload and resources required to support the team.
- Alongside the General Manager, develop and oversee management of the company's systems including box office, website, contracting and accountancy software.
- Lead on all issues pertaining to leases, insurance and business rates.

Human Resources and Finance

- Help lead a culture of the King's Head Theatre being a healthy, happy and sustainable place to work.
- Take the lead in supporting the core staff and freelance staff including recruitment, contracts salaries, welfare, training, disciplinary and grievance procedures.
- To ensure the implementation of all staff contracts, the staff handbook, and all company policies is achieved in accordance with the legal and best practice advice offered by the designated HR consultants to the company.
- To oversee the financial management of the company, working alongside key accountancy partners (Creative Juice), to create appropriate financial models, annual budgets, cash flow forecasts and oversee all HMRC requirements.
- Supporting the correct implementation of all financial systems and procedures to enable proper and timely financial control.
- To ensure accurate and timely financial reporting to the Board, including quarterly and end-of- year accounts, and preparation of information for auditors.
- Undertake additional tasks as required, commensurate with the overall purpose of the post.

Benefits

- 6 comp tickets to each King's Head Theatre production, plus access to limited friends and family discounts, subject to availability.
- Cycle to work scheme.
- Be part of a theatre with Healthy Workplace Accreditation.
- The chance to attend professional development and training opportunities.

Person Specification

Essential

- o An affinity for the mission, vision and work of the King's Head Theatre and a passion to play a key role in shaping and achieving the theatre's success.
- o Senior experience gained within a venue or arts organisation.
- o Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- o A proven track record of success in fundraising and evidence of effectively sustaining stakeholder relationships.
- o Strong financial skills including drafting and managing budgets.
- o Highly literate, with the ability to communicate in written and oral form with individuals from all walks of life and at all levels of their career.
- o Demonstrable experience of working in a pressured environment and managing competing priorities.
- o Highly numerate, with experience of financial reporting, cash flow projections and payment processes.
- o Experience lime managing a team.
- o A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of the King's Head Theatre.

Ideally

- o Knowledge/experience working on a capital campaign.
- o Experience of working within an arts charity.
- o Knowledge/experience of touring.
- o Knowledge/experience of the commercialisation of charitable projects.
- o Experience of producing complimentary digital work/projects.