

19 April 2021

Dear Applicant,

Artistic Director and joint CEO

The trustees of the King's Head Theatre are seeking to appoint an Artistic Director and joint CEO. They will lead the charity's dynamic team, alongside the Executive Director.

In this Application Pack you will find:

- an outline of the King's Head Theatre
- a job description
- a candidate profile

To apply, please submit:

- the application form
- the equal opportunities monitoring form at <http://bit.ly/KHTeomf>

Your application should be emailed to kht@seabright.org with 'KHT AD Application' in the subject line. Closing date for applications is Friday 21 May 2021 at 12 noon.

Two rounds of interviews will be held during June 2021.

Start dates are to be negotiated with the successful candidate(s), but our hope is that the new Artistic Director will join us in October 2021.

Candidates are welcome to email me at the address above to arrange an informal pre-application conversation, but this is not a requirement of applying.

The trustees are happy to consider joint applications for the post (in such a situation please submit one application form jointly, and individual monitoring forms).

Thank you for your interest in this post.

Yours faithfully,

James Seabright
Chair, King's Head Theatre

About the King's Head Theatre

The King's Head Theatre was founded in 1970 and leads fringe theatre at its iconic 110 seat Islington venue, as well as further afield. It is committed to feeding the theatre pipeline with diverse talent and supporting the development of the industry leaders of tomorrow.

The King's Head Theatre is a producing house, operating without regular funding. The staff team make in-house productions at our Islington home; currently between four and six new shows per year. These shows are an eclectic mix of post-war revivals, lesbian, gay, bisexual and transgender (LGBTQ+) work, opera, musicals and new writing. We challenge ourselves to be an ethical, welcoming, entrepreneurial and supportive organisation.

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. We have succeeded in sustaining a policy which sees us employ all artists and staff according to Equity guidelines since 2015.

The quality and vitality of this work means that audiences are extremely loyal to the Theatre. The King's Head Theatre is never dark (except during pandemics) and most nights the venue hosts two productions, with average audiences of 80%. In turn, this means that the Theatre is resilient, operating to a nimble financial model.

During the pandemic, the King's Head Theatre remained committed to making theatre truly accessible by launching an online programme: KHT Online. To date this has seen 77,000 people engage with our work digitally. We received funding from the Culture Recovery Fund in rounds 1 and 2 enabling our survival through the pandemic and this has provided us with a pathway to reopen in summer 2021 under the guidance of Interim Programme Director Heather Ruck, who stood down from her role as trustee to work part-time for the charity.

After being successful in the GLA's Good Growth Fund, our plans to move to a new space continue, with support from Islington Council who granted planning permission to our new home. To date we have raised the majority of the £3m needed to make that move. The new space will see us move to the Islington Square development, directly adjacent to our current home and will transform us thanks to a much larger main space, our own bar and state of the art facilities. Our hope is to be open in the new space by mid-2022.

Our Artistic Directors to date:

Dan Crawford 1970 - 2005
Adam Spreadbury-Maher 2010 - 2020

Our team:

Executive Director & interim CEO	Fiona English
Interim Programme Director	Heather Ruck
Producer	<i>currently vacant</i>
Assistant Producer	Rohan Perumatantri
Marketing Manager	Oscar French
Marketing Officer	Shaadi Khosravi-Rad
Box Office Manager	Alan Stratford
Theatre Manager	Richard Lambert
Assistant Theatre Manager	Christina Gazelidis

Trainee Resident Directors

Amber Sinclair-Case
Matt Strachan
Monty Leigh
Ella Murdoch

Trustees

James Seabright (Chair)
Mary Lauder (Vice Chair)
Kate Farrell
Amanda Mascarenhas
Amanda Moulson
Molly Waiting
Richard Williamson

Job Title	Artistic Director & joint Chief Executive Officer (CEO)
Reporting to	Board of Trustees
Working with	Executive Director (joint CEO)
Length of contract	Permanent
Salary	Dependent on experience, in the range £35,000 - £45,000
Hours	This is a full time role.
Holiday	20 days per annum (plus bank holidays).
Notice Period	3 months
Probation Period	3 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 71,544 elsewhere. At our home in Islington we had 774 performances in 2019 of 95 different shows. 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. Last year we announced the theatre is on the move. Subject to a fundraising campaign, the King's Head Theatre will move into a custom-built space in the heart of Islington Square in 2022, directly behind its current home securing the future of the venue for generations to come.

Everyone at KHT is encouraged to have ownership over the theatre we make and the way the King's Head Theatre behaves. It is a truly rewarding working environment that values diversity of ideas, people and stories.

JOB DESCRIPTION

Reporting to the Board of Trustees and working closely with the Executive Director, who is joint CEO, the Artistic Director is responsible for creating and delivering (in collaboration with the Board) the King's Head Theatre's artistic programme and strategy. The Artistic Director works in tandem with the Executive Director to create and implement policies, manage relationships with external stakeholders and to deliver on major projects; specifically and most prominently, the capital campaign resulting in the historical King's Head Theatre moving into Islington Square.

Key Responsibilities

Artistic

- Direct productions for the King's Head Theatre.
- Constantly search for diverse, emerging talent by seeing work, reading scripts and meeting artists.
- Pursue artistic excellence across all work we present, everywhere, at all times.
- Attend, where appropriate, castings, rehearsals, dress rehearsals, previews and performances of in-house and visiting work to provide artistic feedback and mentorship.
- Commission and develop new work.
- Appoint and work with King's Head Theatre associates.
- Mentor Trainee Resident Directors and Junior Associates.
- Lead on Book Clubs for TRDs.
- Act as the leading ambassador for the King's Head Theatre in London, nationally and internationally: be visibly present across the industry through networks and events, represent the King's Head Theatre at the highest standard, and build the King's Head Theatre's reputation worldwide.

Producing & Operations (in-house and work elsewhere)

- Lead on the selection and creation of the in-house and elsewhere programme of work, including creative teams and company casting.
- With the Producer, programme and support visiting peak and late-night work.
- Support the Producing Team to curate the late-night programme of work.
- Secure investment and co-producers for in-house work at KHT and Elsewhere.
- Support the Producer on budgeting for all in-house and Elsewhere productions.
- Support the Producer when obtaining licenses to produce work.
- Lead on the negotiation of all contracts relating to artistic output.
- Support the Producer to manage the end-to-end KHT/Elsewhere producing life cycle.
- Lead on the visual branding of work at the KHT.

As joint CEO & Stakeholder Management

- Co-lead with ED to prepare annual budgets for approval by Board.
- Co-lead with ED to plan, prepare and deliver board papers at quarterly meetings.
- Attend all necessary external stakeholder meetings.
- Co-leading with ED to ensure the successful and timely delivery of the Islington Square Capital Campaign.
- Be accountable to the Board of Trustees, funders, artists, audiences and staff.
- Develop a close working relationship with Board of Trustees and its Chair to ensure transparency and constructive debate.
- Co-lead with ED to ensure the organisation is legally and financially stable and adhering to good working practice
- Ensure company-wide buy-in, and Board approval of all policies, enabling the King's Head Theatre to meet and exceed legal requirements and industry best practice in all areas.
- Maintain a dynamic relationship with Islington Council, Councillors and Mayor's office, local MPs and DCMS MPs.

Islington Square

- Support the ED on devising and delivering the strategy for achieving the contributed income needed to ensure Islington Square happens including individual giving, trusts and foundations, business support and events.
- Co-lead with ED in cultivating and stewarding excellent personal relationships with significant funders
- Co-lead with ED in taking a hands-on approach at events and meetings with donors.
- Attracting and developing new relationships whilst creating an artistic vision for Islington Square.
- Support in any other way to ensure that Islington Square becomes a reality.

Financial Management

- Alongside the ED, lead on the financial management of the company, working alongside key accountancy partners, to create appropriate financial models, annual budgets and cash flow forecasts.
- With the ED, support the correct implementation of all financial systems and procedures to enable proper and timely financial control.
- Co-lead with ED on the accurate and timely financial reporting to the Board, including quarterly and end-of year accounts, and preparation of information for auditors.

General

Alongside all other King's Head Theatre staff members:

- Act as ambassador for the King's Head Theatre in London, nationally and internationally
- Represent the King's Head Theatre with diplomacy, discretion and courtesy at all times
- Work alongside the King's Head Theatre team for the good of the venue and its reputation, and to act always in the best interests of the King's Head Theatre

- Promote the work of the King’s Head Theatre both within the industry and to all potential audiences
- Work in an effective and compassionate way that contributes to the health and wellbeing of individuals within the organisation
- Attend and contribute at weekly staff meetings
- Occasionally attend Development events, with all other staff members
- Adhere to the King’s Head Theatre’s health and safety procedures, Equal Opportunities policy, Ethical policy and Green activities at all times
- Undertake additional tasks as required, commensurate with the overall purpose of the post

CANDIDATE PROFILE

Skills, experience and personal attributes

- Clarity of artistic vision
- Proven, high-quality theatre-making experience
- Familiarity with the current landscape of UK theatre
- Driven by the desire to make the King’s Head Theatre an inclusive and diverse theatre
- Proven decision-making ability
- Experience of successful fundraising
- Thorough understanding of theatre management and the production process
- Knowledge of press and marketing
- Experience of budgetary responsibility
- Excellent leadership skills
- Excellent communication and presentation skills
- Excellent networking skills
- Ability to take risks and inspire confidence
- Ability to manage and motivate people with both clarity and kindness
- Ability to organise and prioritise your own workload
- Ability to stay calm under pressure

The King’s Head Theatre is an equal opportunities employer.

This means we welcome applications from all sections of the community, and we encourage people with different backgrounds, skills and stories to join us and influence our working practice.