



## Spare Tyre Artistic Director/joint CEO Job Pack 2019

*“Spare Tyre has fearlessly explored difficult territory, ahead of these issues being talked about more widely in mainstream discourse.”*

Elizabeth Lynch, Arts Producer & Theatre Research Fellow Birkbeck

*“The Garden is a brilliantly delivered, caring experience from a fantastically imaginative theatre company.”*

Stuart Cox, Head of Participation, Jacksons Lane

### **Spare Tyre – theatre without prejudice**

Our vision is for a society where everyone can engage with the arts to have their voices heard.

We have been at the forefront of debate on identity politics around enduringly prescient themes: Women and Gender; Age and Dementia; and Learning Disability. We are widely acknowledged for our pioneering approach to participatory arts.

We are a leading professional arts charity with 40 years experience working with diverse, voiceless communities. We challenge prejudice and transform lives, supporting individuals and communities to share and celebrate untold stories. We receive regular funding from Arts Council England and are a National Portfolio Organisation.

Our mission, vision and passion have remained constant for 40 years. We raise the voices of disadvantaged and marginalised people within the UK through fun, play, and empowerment. Throughout our projects we enable hidden stories to be validated, moving from personal fulfillment to political recognition.

We produce multisensory, accessible and inclusive touring theatre and outreach arts activities locally and nationally.

It should not matter who is telling the story, but it does matter. Often our shows and work are seen as political statements simply because we have disenfranchised people standing on a stage telling their stories. Our shows have often been called ‘honest theatre’. That label eludes to the emotional impact our work has on both the people we co-create with, and the audiences who see it. Sometimes it is also seen as ‘protest theatre’.

During weekly workshops people open up to us, telling us their secrets, their wishes, their desires, their anger. We are privileged to be let into their lives – older people, women, learning disabled people, carers, artists...

We put a lot of emphasis on the way we engage with people, through a process of co-creation, going on a journey that may lead slowly to a co-produced product that must be of quality – our audiences are buying a ticket after all.



It matters how things are created, who is touched by it, where the stories originate. It matters that care is taken to listen, to represent communities honestly, to take time to nurture and to build confidence and skills. Our approach is collaborative and done with immense care. What does care mean? It is about being responsive to people's individual needs, treating their stories with respect, honouring their intentions and giving people control even if that means taking risks.

Our mission, vision and passion are driven by the need to challenge lack of opportunity – we fight to be seen, to be heard, to take part, to create art and theatre.

We are Spare Tyre – theatre without prejudice.

**What is in this job pack:**

- Letter from our Chair of the Board
- About Spare Tyre
- How to apply
- Job description
- Person specification
- Staff structure
- Diversity monitoring form

If you require this pack in an alternative format please let us know by emailing: [pauline@sparetyre.org](mailto:pauline@sparetyre.org) or calling our office on 0208 692 4446 (ext. 273)



## Letter from our Chair of the Board

Dear applicant,

Hello and thank you for your interest in Spare Tyre.

Following the unique and inspirational leadership of Arti Prashar (Artistic Director/CEO) who is stepping down in June 2019 after 19 years, Spare Tyre is seeking a new Artistic Director/joint CEO to lead the organisation confidently into the future.

The Trustees are looking to appoint a dynamic Artistic Director who will lead the company in partnership with the Executive Director/joint CEO. We expect the Artistic Director to be involved in recruiting the Executive Director. Together you will offer a clear vision for the future development of the company. You may have worked in one or several areas of the arts but should have a strong track record in participatory or community or socially engaged theatre.

As a leader in the field of participatory theatre we are ultimately looking for creative leadership that will continue and develop the unique ethos of Spare Tyre and provide the strategic leadership and business skills to steer the company. You may be an experienced director and come from any performing arts background e.g. immersive theatre, disability arts, visual arts, music, etc but you must have an understanding and commitment to participatory arts. Passion, creativity and working collaboratively should be at the core of your practice.

We have longstanding and good relationships with our key funders and we will expect these to be maintained whilst developing new funders and relationships. Please note the role of Artistic Director/joint CEO is a full time position.

We look forward to hearing from you.

Michelle Smith  
Chair of the Board



## **About Spare Tyre**

We are a leading UK participatory theatre company. Our work exists to engage those least involved in arts and cultural activity. We produce multisensory, accessible and inclusive touring theatre and outreach arts activities locally and nationally.

## **Mission**

Our mission is to transform lives through theatre. We engage with disadvantaged communities where opportunities are lacking, because we can see the benefits that participatory theatre can bring to them. We champion untold stories and are experts in engaging with hard-to-reach individuals and communities; we bring their voices to the forefront through theatre and other art forms to improve wellbeing and support them to fulfil their potential.

## **Vision**

Our vision is a society where everyone can engage with the arts to have their voices heard. To achieve this we:

- Facilitate people to tell their stories
- Nurture people's creative impulse
- Respond to the changing needs of communities
- Offer training, support and mentoring

Spare Tyre [website](#).

Read our latest Annual Review [here](#).



## **How to apply**

Your written application should comprise:

1. A covering letter (addressed to Michelle Smith) outlining your interest in the role at Spare Tyre, and how you meet the job description and person specification. No more than 2 sides of A4.
2. A CV - no more than 2 sides of A4. **Please include a current email address and phone number.**
3. Names and contact details of 2 referees and at what point during the process they can be contacted.
4. A link of up to 10 minutes of examples of your work, providing the timing of the section you wish us to review if sending a longer clip.

We will accept video application submissions to include points 1 – 3 as stated above. Video applications should be up to 8 minutes long. Please send video applications to us via email or WeTransfer to this address [pauline@sparetyre.org](mailto:pauline@sparetyre.org).

If any of your shows happen to be on the road during the recruitment process, we would be very interested to attend.

We have included a Diversity Monitoring Form which is unattributed and will be separated from your application at point of receipt.

All applications will be dealt with in confidence. We will respond to each applicant on receipt of their application by email and with regard to the progress of your application.

Please mark clearly at the top of your application that you are applying for the Artistic Director/joint CEO post and get in touch if you need to submit your application in another format for accessibility reasons. Large print versions are available on our website: <https://www.sparetyre.org/>

We are happy to talk through the job description and application process over the phone. To arrange an informal discussion with Arti Prashar (Artistic Director/CEO) please get in touch with Pauline Walker at [pauline@sparetyre.org](mailto:pauline@sparetyre.org).

Please email your application to [pauline@sparetyre.org](mailto:pauline@sparetyre.org) by **5pm on Thursday, 28<sup>th</sup> February 2019** or send in the post addressed to Pauline Walker, Spare Tyre, The Albany, Douglas Way, Deptford, London, SE1 4AG.

## **Interview dates**

First interview: **Monday, 25<sup>th</sup> March 2019**

Second interview: **Thursday, 11<sup>th</sup> April 2019**

Interviews will be held at The Albany, Douglas Way, London, SE8 4AG.

## **JOB DESCRIPTION**

Post title:	<b>Artistic Director/joint CEO</b>
Salary:	<b>£38,000 - £40,000 per annum (dependent on experience)</b>
Responsible to:	<b>Board of Trustees</b>
Directly responsible for:	<b>Marketing and Project Manager, Associate Artists and other freelance creative and production staff</b>
Holiday entitlement:	<b>33 days per annum (inclusive of 8 statutory holidays)</b>
Hours:	<b>35hrs per week (office hours 9.00am to 6.00pm but flexibility will be required with this role).</b>
Pension entitlement:	<b>5% employer contributory pension with 5% employee contribution from April 1<sup>st</sup> 2019 (after 3-months)</b>
Additional Benefits:	<b>Use of a prepaid oyster card for specific company business</b>

**A 25% contribution towards mobile phone usage in relation to company business outside the office**

### **Other Conditions:**

This role will include regular work at a variety of project locations across London and the UK, at the company office and from home as necessary. The postholder will regularly be required to work in the evenings and weekends. At these times the company operates Time Off in Lieu (TOIL).

After successful completion of a 6-month probationary period, this post holds a company credit card.

As part of the senior management team this post is subject to a 6-month notice period. During the probationary period the notice period on both sides is one week.

### **Main purpose of the job**

**The Artistic Director is the joint Chief Executive of the organisation alongside the Executive Director and reports to the Board of Trustees.**

The Artistic Director/joint CEO is responsible for conceiving, developing and implementing the artistic and strategic vision and mission of the company, for major decisions about the on-going development of the aesthetic values and activities and is jointly responsible with the Executive Director/joint CEO for setting the financial plans and objectives of the organisation.

The Artistic Director is expected to exercise initiative within the context of the company's vision and be proactive to emerging opportunities.

The Artistic Director is the key spokesperson for the organisation and has overall responsibility for the company's creative operation to achieve the company's stated ambitions.

The Artistic Director manages the Marketing and Project Manager, freelancers and other staff as necessary.

### **Artistic**

- Provide strong, inspirational and high-profile leadership to enable Spare Tyre to achieve its artistic and strategic objectives within a changing cultural, social and commercial environment.
- Devise, direct, manage and deliver artistic projects to the highest standards maintaining the company's position as an exemplar of participatory practice and production.
- Continue to nurture the company's Associate Artists as the artistic leaders of the future.
- Provide guidance and advice to the Board of Trustees on the artistic and strategic vision and mission of the company.
- Recruit all creatives as required and monitor and evaluate their performance.
- Supervise shows on tour and contribute to evaluation of all artistic projects and tours.
- Maintain the highest level of awareness in theatre, arts and participatory arts practice.
- Seek out new collaborations and partnerships.

### **Profile, Communications, Marketing and PR**

- Lead on strategic communications for Spare Tyre and maintain and develop the company's positive profile.
- Be the key spokesperson for the organisation.
- Manage the Marketing and Project Manager to deliver the company and production marketing and communications strategies.
- Advocate for Spare Tyre and build upon the company's profile by contributing dialogue and debate in a pro-active manner e.g. attending conferences, seminars, submitting articles for publication and positioning the company to respond to emerging partnerships.

### **Governance and Management**

- Develop and realise a close working relationship with the Executive Director.
- Ongoing review and development of Spare Tyre's strategic and business plan in collaboration with the Executive Director.
- Ensure financial modelling and management is effective together with the Executive Director.
- Develop and realise a close working relationship with the Board ensuring that members are kept fully informed about the company's activities and opportunities.
- Ensure regular contact with the Chair of Trustees and attend quarterly Board meetings and other relevant Board meetings as required.
- In liaison with the Executive Director and Chair to agree the agenda for board meetings and the annual Board of Trustee Away Day.
- In liaison with the core team create and maintain company project plans through regular Development and Planning sessions.

- Create individual, task orientated artistic work-plans to ensure delivery of the company objectives.
- Work with the Executive Director to ensure staffing structures are responsive to emerging need and conducive to effective team working.
- Awareness of Spare Tyre's legal obligations and working closely with the Executive Director to ensure compliance.

### **Financial and Fundraising**

- To work closely with the Executive Director to ensure a properly resourced programme is planned and delivered in line with the artistic and strategic vision and mission of the company.
- To agree and ratify the company's funding strategy, proposals and applications working closely with the Executive Director
- Awareness of the strategic financial management of the company in close collaboration with the Executive Director.
- Support the planning and creation of annual company and project specific budgets in consultation with the Executive Director.
- Support the Executive Director to ensure that all financial procedures, reporting and relevant legislation requirements are fully met.
- Be responsible for leading/working on specific fundraising bids as necessary.
- Awareness of emerging opportunities and sources of funding.
- Act as the main point of contact for some funders alongside the Executive Director.

### **Strategic Partnerships**

- Liaise with Executive Director to initiate, research and develop potential projects in liaison with the Executive Director to maintain the company's status as one of UK's leading participatory arts organisations.
- To maintain and develop established and emerging strategic partnerships as necessary including relationships with core funders in particular Arts Council England, artists, arts organisations, social care and educational organisations.



## Person Specification

### Essential Experience, Skills and Knowledge:

- Minimum 2 years proven experience leading purpose-driven initiatives/organisations.
- Minimum 2 years proven experience as a Director devising, leading and delivering participatory arts and theatre projects.
- Proven experience of working with artists/creatives from across disciplines.
- Demonstrable experience of working with a wide range of hard to reach people and communities in both professional and non-professional venues / spaces.
- Extensive proven knowledge and understanding of current trends in arts funding, social policy and innovative participatory arts practice.
- Proven experience of developing and negotiating strategic relationships and partnerships with an extensive range of partners to deliver innovative participatory arts projects including artists / venues / the third sector / commercial / private / statutory partners.
- Setting strategy and business planning.
- Building and leading successful teams and organisations.
- Financial oversight for an organisation and projects.
- Demonstrable experience in recruiting and managing creative and administrative teams to deliver company objectives.
- Proven experience of advocating for the participatory arts sector.
- Experience of reporting to and working with a Board of Trustees.
- Excellent communication skills, both written and spoken.
- Experience of working within a small busy team working to individual deadlines to achieve company objectives.

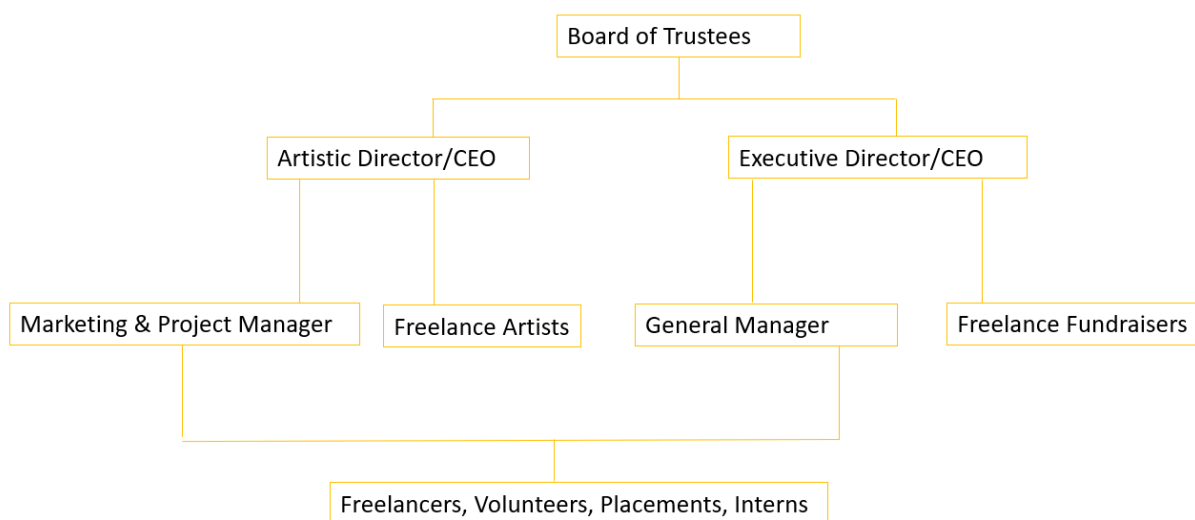
### Desirable Experience, Skills and Knowledge:

- Experience and an understanding of audience development and marketing campaigns.
- Experience of setting and monitoring an organisation's evaluation practices and processes.
- Experience of project and company financial management processes and procedures, including legal requirements.
- Experience of effective governance and legal requirements of a charity.
- Experience of working in an international context.
- Knowledge of the UK national theatre touring scene and current issues/challenges.

### Attributes:

- Have enthusiasm, energy and passion for participatory theatre.
- Have an openness and positive approach to collaborative working.
- A willingness to work occasional flexible hours and travel as necessary.

## Spare Tyre Company Structure





## **Spare Tyre Team**

### **Staff**

Louise Coles – Executive Director (Interim)

Gemma Williams – General Manager

Sarah Dormer – Marketing and Project Manager

### **Associate Artists**

Fauve Alice

Yolande Bramble-Carter

Nick Cattermole

Maria Da Luz Ghomrassi

Caroline Jeyaratnam-Joyner

Genetic Moo

Jo Paul

Victor Rios

Rajha Shakiry

SilverSage Theatre

Filipe Sousa

Alice Theobald

Nuno Veiga

### **Trustees**

- Livvy Brinson - Director of Development, Bletchley Park Trust
- Duncan Eastoe - Residential Care Worker for adults with learning disabilities (retired)
- Kathy Everett (Treasurer) - Head of Development, Discover Children's Story Centre
- Sophia Linehan - Head of Communications, UK Supreme Court
- Sebastien de Morelos (Vice-Chair) - Organisational Development Consultant at Croydon Council
- Jim Mulligan - Retired educationalist, Spare Tyre Artist
- Michelle Smith (Chair) - Associate Director of Communications & Engagement (BNSSG CCG)

### **Patrons**

The Rt Hon. The Baroness Elizabeth Barker

The Rt Hon. The Baroness Rosalind Grender MBE

## **Diversity Monitoring Form**

We wish to measure the extent to which our staffing is generally representative of the community in which we are based and whom we serve.

To help us in this, we would be grateful if you could complete this form and return it with your Application. The categories we use are in line with those we report on as part of our Annual Review for Arts Council England.

When your application is received, this form is removed and is not used during the short-listing process. The information submitted is kept in the strictest confidence, in line with our current [privacy policy](#).

### **Post applied for: Artistic Director/joint CEO**

Please complete each section by marking the relevant box with an 'x'.

#### **Gender Identity**

Female (including male to female trans women)	
Male (including female to male trans men)	
Non-binary (for example, androgyne)	
Prefer not to say	

#### **Sexual Orientation**

Bisexual / Pansexual	
Gay Man	
Gay Woman / Lesbian	
Heterosexual / Straight	
Prefer not to say	

#### **Age**

0-19	
20-34	
35-49	
50-64	
65+	
Prefer not to say	

## Ethnicity

<b>WHITE</b>		<b>BLACK / BLACK BRITISH</b>	
British		African	
Irish		Caribbean	
Gypsy or Irish Traveller		Any other Black background	
Any other white background		<b>OTHER</b>	
<b>MIXED</b>		Arab	
White and Black Caribbean		Any other ethnic group	
White and Black African		Prefer not to say	
White and Asian			
Any other mixed background			
<b>ASIAN / ASIAN BRITISH</b>			
Indian			
Pakistani			
Bangladeshi			
Chinese			
Any other Asian Background			

## Disability

Non-disabled	
Visual impairment	
Hearing impairment/Deaf	
Physical disability	
Cognitive or learning disability	
Mental health condition	
Other long-term/chronic condition	
Prefer not to say	

## How did you hear about this role?