

Head of Theatre, Arts & Culture

Salary: £43,217

Plus Benefits

Newport Live is a not-for-profit organisation and registered charity delivering theatre, arts, sports, leisure community and cultural services within the City of Newport across venues and the wider community. Newport Live operates one of the leading arts venues in South Wales, The Riverfront Theatre and Arts Centre, and is now seeking to appoint a Head of Theatre, Arts & Culture to lead the service through the exciting times ahead.

The Head of Theatre, Arts & Culture is a hugely important role within Newport Live and demands a candidate to have a high level of creative thinking, excellent leadership and business management skills and the ability to manage a varied workload in a fast-paced environment. The successful candidate will be a cultural champion with a passion for the arts as well as demonstrable experience in leading and inspiring a diverse team, ensuring that the Riverfront Theatre & Arts Centre and Newport Live's theatre, arts and cultural programme operates to the highest possible standards, maximising the potential across all areas of the arts and seeks to engage with all communities across the region.

The Riverfront Theatre plays a vital role in developing a high quality and ambitious cultural offer in Newport and its surrounding area. It presents a diverse cross art form programme throughout the year including commercially focussed events and experimental and risk-taking work that supports the professional development of artists living and working in Wales.

The Riverfront is currently receiving business development support through the Arts Council of Wales' Resilience Programme and is also developing a new and diverse Arts & Culture Sub Group to enhance and support the Newport Live Board to shape and support the new and emerging 3–5-year strategy for the Theatre, Arts and Culture for Newport Live, which will integrate into the cultural strategy for the City of Newport.

The Head of Theatre, Arts & Culture will lead an artistic vision for The Riverfront Theatre & Arts Centre, which will include broad Engagement and Participation Programmes as well as continuing to develop a wide-ranging programme of both commercially driven and artistically led events, effectively leading the liaison with a range of stakeholders both internally and externally is a key to success in this role.

Application Process

You can download an application form and job description via the Newport Live website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk.

For an informal discussion regarding the post you can contact Newport Live's Director of Business Development, Andrea Ovey on 01633 656757 or via andrea.ovey@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

Closing date for applications:

Monday 18 October 2021, 12noon

Interviews scheduled week commencing:

Monday 1 November 2021

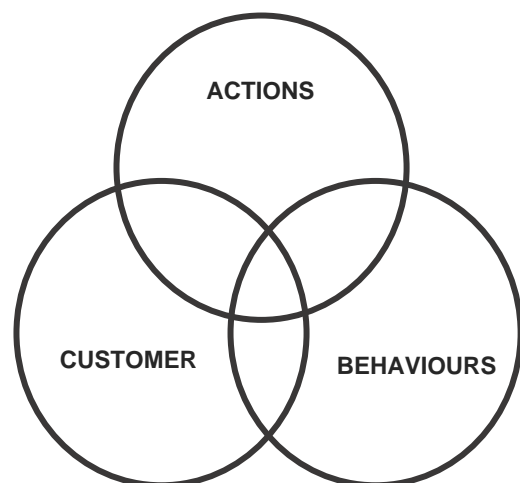
JOB DESCRIPTION

POST:	Head of Theatre Arts and Culture
JOB PURPOSE:	Responsible for leading and inspiring a diverse team, ensuring that the Riverfront Theatre & Arts Centre and Newport Live's theatre, arts and cultural programme operates to the highest possible standards, maximising the potential across all areas of the arts across the City of Newport.
RESPONSIBLE TO:	Director of Business Development
SALARY:	£43,217 plus benefits
KEY RELATIONSHIPS:	Colleagues across Newport Live, Artists, Performers, Producers, Presenters and Promoters; stakeholders including the Arts Council of Wales, Newport City Council and Welsh Government and the wider communities across the arts.
BASE LOCATION:	The Riverfront Theatre & Arts Centre
MANAGEMENT RESPONSIBILITY:	Creative Producer, Technical Manager, Productions Executive, Community Arts Development Officer, Education & Participation Officer

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded

as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

KEY RESPONSIBILITIES:

- 1.** To create, embed and lead the artistic strategy for the Riverfront Theatre & Arts Centre that mirrors the Vision, Mission and Values of Newport Live, delivering on the strategies, transforming them into actions and engaging with all audiences and communities across the region.
- 2.** To engage and inspire teams, stakeholders, producers, communities, and customers ensuring that the Riverfront Theatre & Arts Centre operates to the highest possible standards, maximising its potential as one of Wales's leading venues.
- 3.** To create, lead and deliver the annual Riverfront Theatre and Arts & Culture business plan, setting and developing teams to achieve all targets, whilst effectively managing the Riverfront's operating budget, ticket income, secondary spend opportunities, performance forecasts and business cases including those for revenue and capital improvement project applications.
- 4.** To develop and manage an annual fundraising strategy for the Riverfront Theatre and Arts Centre and its event programme by proactively applying for funds from trusts, foundations, charitable and grant giving bodies that support culture and the arts and relevant programme outcomes
- 5.** To be a strategic lead, and support the Executive Team, on all Arts Council of Wales business planning and monitoring requirements as well as administer and champion the Arts & Culture Sub Group.
- 6.** To create and lead the development and delivery of an annual arts, education, workshop, and community programme that offers engagement opportunities to a wide range of community and youth organisations, schools, health & wellbeing agencies, and other key partners/stakeholders.
- 7.** To be the strategic lead for all Arts Council of Wales business planning and monitoring requirements, ensuring achievement of all agreed Key Performance Indicators with future development aligned to all strategic and organisational objectives.
- 8.** To own and lead on all areas of operations, technical, ticketing, programming, and producing while collaborating with teams across Food and Beverage, Finance, Human Resources, Marketing & Communications, Business Development, Community Sport & Wellbeing, and IT departments to ensure all strategic and operational objectives are achieved.
- 9.** To develop an ambitious artistic programme that offers a broad performance portfolio, delivering growth in audience attendance and community arts participation, including the Riverfront's broad artistic programme offer, alongside the annual Pantomime, and other events in line with targets and strategic objectives, both at the Riverfront and across our broad and diverse communities.
- 10.** To Identify and develop opportunities for commissioning new work with local, national, and international partners to enhance the Riverfront Theatre and Arts Centre and Newport Live's reputation as a host and catalyst for artistic innovation

- 11.** To utilise business insights from Customer Relationship Management systems and other reporting solutions to analyse data including sales performance, customer engagement and venue utilisation data of all areas, to ensure KPIs achievement, taking swift action to ensure continuous improvement for a successful outcome.
- 12.** To be an effective Leader and Manager of people in line with all Newport Live policies and procedures including but not limited to; recruitment and training, employee appraisals, managing performance and discipline, financial management of payroll and other processes including the procurement of contracts, addressing complaints, and resolving personnel issues.
- 13.** To liaise with a variety of internal and external stakeholders effectively managing the Riverfront's positive working relationship with the wider arts community including theatrical producers, agents, advertising agencies, press representatives and other professionals from the theatrical community, including potential sponsors, promoters, and contractors.
- 14.** Strategically identify new business opportunities, service provisions and social value projects, including Creative Learning, to contribute to Newport Live's plans for revenue growth and community relevance and impact.
- 15.** Work collaboratively with Newport Live's marketing team to develop positive relationships with the press and media and act as Newport Live's spokesperson on artistic and cultural programming.
- 16.** To be committed to upholding Newport Live's core values and standards, which includes providing first class customer service and delivering professionally always.
- 17.** To lead and oversee effective maintenance and repair of the theatre in line with Newport Live's protocols, manage capital improvements projects and always seek opportunities to deliver greater effectiveness and efficiencies within the Riverfront.
- 18.** To maintain safety and security protocols and ensure compliance with operational standards, company policies and legislation.
- 19.** To be an ambassador for the Newport Live, representing the organisation in dealings with all internal and external stakeholders; managing the collective expectations, queries and objections of Newport Live colleagues and leading relevant business meetings where necessary.

You will be expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

HEAD OF THEATRE, ARTS & CULTURE – PERSON SPECIFICATION

Area	Essential	Desirable
<p>Education, Training & Qualifications</p>	<p>1.0 Educated to degree level (A)</p> <p>Or</p> <p>at least three years' Management and Leadership experience achieved in a Theatre / Cultural environment (A, I)</p> <p>1.1 Demonstrated business, management or cultural and arts industry professional development training undertaken. (A, I)</p>	<p>1.2 Educated to degree level within an art or business-related subject (A, I)</p>
<p>Knowledge, Skills & Competencies</p>	<p>2.0 Excellent breadth of knowledge across the arts and cultural industry. (A, I)</p> <p>2.1 Leadership and management skills to manage and inspire teams to deliver excellent performance and customer services. (A, I)</p> <p>2.2 Experience of devising and successfully delivering new initiatives to increase diversity and equality in the arts (workforce, audiences, and participation programmes)</p> <p>2.3 Capable of attracting new business, retaining existing clients and customers whilst increasing income through commercial or fundraising activities. (A, I)</p> <p>2.4 Able to establish and deliver on innovative and engaging strategies to achieve artistically engaging and commercially successful performances. (A, I)</p> <p>2.4 Able to demonstrate commercial management acumen and skills to maximise occupancy of artistic facilities and community programmes (A, I)</p>	<p>2.6 Ability to present to potential partners of the important social value of the Arts to the community. (A, I)</p> <p>2.7 Excellent breadth of knowledge across the arts, cultural and creative industries in Wales (A, I)</p> <p>2.8 Hold a wide range of contacts and have excellent relationships amongst key artistic and commercial promoters to attract the best artists to perform, (A, I)</p> <p>2.9 Ability to communicate effectively using the Welsh Language. (I)</p>
<p>Experience</p>	<p>3.0 Proven track record in successfully devising and implementing a cross art form strategy including significant</p>	<p>4.0 An understanding of funding systems and processes. (A, I)</p>

	<p>fundraising and revenue generation activities. (A, I)</p> <p>3.1 At least 3 years' experience in programming theatres and delivering large events including the commissioning and promotion of new work and innovative approaches to producing work. (A, I)</p> <p>3.2 Experience of owning and delivering business plans which deliver effective commercial and cultural programming to achieve financial and audience development, engagement, and participation targets. (A, I)</p> <p>3.3 Experience of successfully establishing and managing large venues and associated budgets, ability to successfully review performance of business using multiple indicators and sources of data and business intelligence to achieve targets. (A, I)</p> <p>3.4 Creating artistic strategies and producing or co-producing events and or large shows. (A, I)</p> <p>3.5 Demonstrable understanding of the operational and technical management needs of a theatre or live performance venue. (A, I)</p> <p>3.6 Demonstratable experience of managing and leading teams responsible for the digital elements of an arts and cultural organisation, including CRM systems, and ticketing solutions. (A, I)</p>	<p>4.1 Generation of revenue streams from sponsorship and grant applications. (A, I)</p> <p>4.2 Sales and marketing experience within a cultural and commercial environment. (A, I)</p> <p>4.3 Developing services and participation opportunities within a community environment. (A, I)</p> <p>4.4 Experience of working with national organisations to benefit arts engagement and participation within the arts and cultural sector. (A, I)</p> <p>4.5 Experience of producing management and strategic reports linked to key performance indicators. (A, I)</p> <p>4.6 Experienced in developing digital media solutions, including streaming platforms when creating digital content to support live and pre-recorded theatre to develop the arts offer digitally. (A, I)</p>
<p>Personal Attributes</p>	<p>5.0 An effective leader of people with excellent communication and inter personnel skills. (A, I)</p> <p>5.1 Able to evidence the achievement of targets and outcomes. (A, I)</p> <p>5.2 Excellent negotiation and communication skills. (A, I)</p> <p>5.3 Intrinsically motivated and driven to achieve excellence. (A, I)</p>	

	<p>5.4 To be passionate about the value of arts and culture within a community environment. (A, I)</p> <p>5.5 able to balance a wide and varied workload and prioritise effectively. (A, I)</p> <p>5.6 Possess the ability to work regular, evenings, weekends, and bank holidays. (A, I)</p>	
Other	<p>6.0 Able to deploy a number of communication techniques to achieve effective understanding. (A, I)</p> <p>6.1 Ability to travel widely within the UK. (A)</p>	<p>6.2 Understanding of operating in a charitable and not for profit environment. (A)</p> <p>6.3 Full Current Driving Licence. (A)</p>

- A: Application form (including shortlisting)
- C: Certificate
- E: Exercise
- I: Interview
- P: Presentation
- T: Test
- AC: Assessment Centre

Candidates must demonstrate in their application that they meet **all essential** shortlisting requirements to be considered for an interview with Newport Live.
