

tiata fahodzi

africans in british theatre

ARTISTIC DIRECTOR

Job Description and Personal Specification.

Job Title	Artistic Director
Reports to	The Board of Directors
Responsible for	Administrative Director and all creative production staff employed on <i>ad hoc</i> bases

Summary of Role and Responsibilities

The Artistic Director has overall responsibility for the artistic management of the company and for the development and implementation of its artistic output. As chief executive officer of the company, the Artistic Director is responsible for aligning the company internally and externally with its strategic vision. The Artistic Director reports to the Tiata Fahodzi Board of Management and works in collaboration with the company's Administrative Director.

The Artistic Director translates the company's mission statement into theatrical productions. She/he facilitates the maintenance, development and review of the company's philosophy as stated in its vision and mission statements, in consultation with the Board and other key stakeholders. A summary of particular duties follows.

Artistic

Develop, articulate and deliver a creative programme in line with the company's vision and mission statements and aims and objectives, and within given resources.

Develop partnerships with other relevant creative organisations in UK and abroad.

Oversee recruitment of all performers and creative personnel.

Manage and provide effective leadership on all aspects of the company's production processes.

Ensure the company sets and maintains highest possible standards in all productions.

Management and Financial

Provide supervision for the Administrative Director and other administrative and creative staff as necessary.

Act as the certifying official on all contractual or legal matters.

In conjunction with Administrative Director, prepare, monitor and oversee company's operational and production budgets.

Work with the Board and other staff members to create, update, implement and evaluate the company's Business Plan.

Governance

Attend all regularly constituted Board meetings (and sub committee meetings, as required).

Keep Board members fully informed of plans and outcomes by compiling and presenting an artistic report for each Board meeting and special project reports as required.

Take responsibility, with the Administrative Director, for ensuring that the Company conforms to all financial, legal, statutory and contractual requirements.

Advocacy and Relationship Building

Represent the company and act as a positive advocate for the company and its work with funding bodies, management and theatre organisations, local and national government, press and the media, and venue managements.

Build, develop and sustain positive working relationships with various organisations and individuals that will help to facilitate the realisation of the company's mission and vision.

Fundraising

Play an active role in securing funding, to include contributing to fundraising applications and maintaining relationships with key funders, especially Arts Council England.

Inspire new funders through the expression and delivery of a compelling artistic vision.

Marketing and Media

Oversee the company's press and media relations strategy, including planning and executing effective press, publicity and marketing campaigns for all productions.

Act as the key company spokesperson for the media.

Facilitate the development of media skills within the company.

Personnel and Staff

Review and plan staffing levels with the Board.

Agree job descriptions, interview applicants and appoint staff for key positions.

Agree a staff appraisal procedure and undertake staff appraisals, if required.

Manage all staff, including those recruited to deliver a production, in a fair, equitable and effective manner.

Education and Outreach

Support any education programmes that may be arranged.

Encourage the emergence and nurturing of new talent and new work.

General

Carry out such responsibilities as the Board of Management may reasonably require within the remit of the Artistic Director.

Equal Opportunities

Tiata Fahodzi is an equal opportunities employer. The post-holder is expected to discharge their responsibilities in line with the company's commitment to equal opportunities

TERMS AND CONDITIONS

Salary: c.£33,000 per annum

Holiday: 30 days (inclusive of Bank Holidays), rising to 35 after 2 years service.

Contract: A fixed-term contract of 3 years; 6 month probationary period.

The Artistic Director will be required to work such hours as are required to effectively carry out the requirements of the job.

The contract with the Artistic Director will be framed to allow the inherent flexibility required of such a post-holder whilst adhering to the letter and spirit of relevant employment legislation.

The starting date is to be negotiated but is expected to be in **August 2010**.

Performance Review: appraisals are undertaken twice a year by the Board of Management.

PERSONAL SPECIFICATION

Essential and Desirable Qualities

Essential	Desirable
At least 5 years' professional experience in the performing arts	Entrepreneurial attitude
An outstanding record of achievement in leading performing arts projects	A record of supporting emerging talent
Strong team leadership and interpersonal skills	Financial management skills and experience of budget management
Skills in developing new projects and nurturing artists	Aptitude for policy creation
Excellent communication skills, especially in presentation and advocacy	Fundraising expertise and experience of managing relationships with funders
Active knowledge of the touring / producing houses circuit	Experience in producing and overseeing work that has toured extensively
Excellent stakeholder management skills	Strong, positive existing relationships with renowned organisations and individuals within theatre and wider culture
Empathy with, working experience of and demonstrable passion for African performance aesthetics	