

July 2021

Thank you very much for your interest in the role of Creative Director

Our long serving leadership, Hamish Glen and Joanna Reid, will be leaving in 2022, and we are now looking for a new leadership team to build on their significant achievements.

We are recruiting for two posts; our new CEO will be responsible for the work to secure a sustainable future for The Belgrade as we embark on a post pandemic journey of recovery and regrowth.

And our Creative Director will work in close collaboration with the CEO to build a new artistic profile for the organisation. This is an exciting opportunity for a bold and brave theatre maker with a rising reputation to put The Belgrade on the local, regional and national stage.

The Belgrade is at the centre of Coventry as a building and as its cultural hub. It is a nationally important theatre and production centre. It also does a substantial amount of work across the diverse communities of this vibrant city and with young people. Its central role in Coventry's 2021 City of Culture will help to develop this work further and create a lasting legacy for the region and beyond.

At its heart, The Belgrade is about Making Life Better. It is about identity, creativity and diversity. We have a proud history and many new stories to tell. This is an exciting time for the City and the role of The Belgrade has never been more important.

We are committed to cultivating a culture of inclusion, and we welcome applicants that represent the diverse communities we serve.

If you would like to have an informal conversation about this role, I would encourage you to get in touch with us – the details are in the 'how to apply' section in the recruitment pack.

We're looking forward to hearing from you.



DAVID HANSON
Chair Designate



ALAN POLLOCK
Vice Chair

Belgrade Square
Coventry CV1 1GS

Tel: 024 7625 6431
Fax: 024 7655 0680

admin@belgrade.co.uk
www.belgrade.co.uk

Belgrade Theatre Trust (Coventry) Limited, registered in England, no. 593331. VAT no. 765 3275 12. The Belgrade Theatre is a registered charity, no. 219163.

Chairman: Stewart Fergusson. Chief Executive & Artistic Director: Hamish Glen. Executive Director: Joanna Reid.

BELGRADE CREATIVE DIRECTOR RECRUITMENT PACK



Vision

Together, with the diverse communities across Coventry and the region, we aim to enrich and fundamentally change people's lives for the better through theatre.

Mission

In our landmark building, across the region, the UK and online, we will use theatre to entertain, inspire, share the city's stories, uncover hidden histories and unleash the creativity in our communities.

Our Organisational Brand Values: Ambitious, Brave and Collaborative

The Belgrade Theatre is the largest producing theatre in Coventry, England's 11th most populous city and the second largest conurbation in the Midlands, and acts as the city and sub-region's commercial and producing theatre. We are situated in Coventry city centre and in our two spaces (850 and flexible 250 seats) offer a broad programme consisting of large and small scale touring productions and our own productions created in-house. Our Seasons are designed to appeal to and broaden our wide range of audiences. Alongside this programme we also offer a wide range of participation, education and talent development programmes, host conferencing and events and operate the catering offer.

In addition to our core work currently the Theatre

- Has completed the second phase of our £5m Redevelopment Project that upgraded our 1958 main auditorium, and improving and expanding our café bar facilities, increasing capacity for our participation and commercial work. (Opened 17 May 21)
- Is delivering our 2021 Project HANDING OVER THE KEYS that is a headline project for Coventry UK City of Culture 2021

You can find more about us in this 2 minute video:

<https://www.youtube.com/watch?v=TpfSBRgOwwI&feature=youtu.be>

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Belgrade Theatre as part of Coventry: UK City of Culture

We are currently delivering a bold and inspiring programme of work for Coventry's year as UK City of Culture. This ground-breaking project is led by a team of three 2021 Co-Artistic Directors; '**Unleashing Creative Power For The City/Handing Over The Keys**' is a strategic shift for the Belgrade in the way that it embeds the priorities of **diversity**, **community collaboration** and **talent development** across the ethos, programming and operations of the Theatre. It builds on and strengthens the integration of our groundbreaking participatory theatre and talent development practices with the professional programming and operations of the Theatre, whilst deepening the Theatre's relationship with its communities.

Effects of the Covid Pandemic

The effects of the global pandemic have been devastating for the theatre industry and the past fifteen months have been very challenging for The Belgrade. Nevertheless, the Theatre has ridden the storm well, due to its sound financial management, and its ability to maximise governmental support through the furlough scheme, local authority grants and Cultural Recovery Funding, and Coventry being UK City of Culture.

The Theatre carries no significant debt and is managing to rebuild its free reserves to an anticipated level of just over £1/2m, which has provided the organisation with a solid foundation on which to rebuild its business model in a post Covid environment.

Draft Annual Accounts 20/21 will be supplied to short listed candidates.

Facts & Figures

The Belgrade is part of Arts Council England's National Portfolio, and receives regular revenue funding from Coventry City Council. You will find lots more facts & figures in our recent Annual Reports <https://www.belgrade.co.uk/about/>

The Belgrade Theatre is an Equal Opportunities Employer

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Who we are looking for:

You are an ambitious, exceptional creative thinker and leader, with a track record of making high quality professional work that inspires and speaks to audiences and participants.

You will have an inclusive leadership style which also enables timely decision making to meet the operational and financial needs of the building.

You will want to build on The Belgrade's reputation for creating new work and for community engagement.

You will have the ability to create a high quality, relevant programme of work which connects with our diverse audiences and responds to ACE's strategic plan, 'Let's Create'.

You have the confidence to make work for large and small stages, and to take artistic risks.

You will be a collaborator who commands respect within the industry, knows how to build relationships and who is comfortable working in a range of partnership contexts. You may well have existing projects that you are looking to find a home for.

You are a passionate advocate for diversity and inclusion, and you will have a track record in talent development.

You will be excited by this opportunity to develop a bold and innovative delivery plan for The Belgrade in this changing and challenging landscape.

You may be new to this role; we will be happy to discuss your development needs and how best to provide a full induction. We can provide mentoring over a period of time to support you as you settle into the role; this might be of particular value if you're stepping up in terms of scale and/or responsibilities from your current post.

BELGRADE THEATRE - JOB DESCRIPTION



Post: Creative Director
Employer: Belgrade Theatre
Line Manager: CEO
Reports To: CEO, Board
Reports From: The CD will receive reports from Senior Producer, Head of Communications and Director of Production for the artistic/creative side of their work.
Line Manager for these posts is the CEO

Purpose of the role

The Creative Director provides clear artistic leadership for The Belgrade and has responsibility for the artistic health of the company and for the development and implementation of its programme of activities across all stages and art forms.

The Creative Director translates the company's mission statement into an annual creative programme, liaising with the CEO who has responsibility for main house visiting company work.

The Creative Director works in close collaboration with the CEO on the strategic direction of the company.

KEY ROLES & RESPONSIBILITIES

Leadership

Grow the artistic reputation and profile of The Belgrade Theatre as a major producing theatre and a key player in the UK theatre ecology.

Champion the integration of producing and participation at The Belgrade Theatre, building on the proud history of the Belgrade's engagement with its communities, and ensuring that the Theatre's creative output is cohesive, coming from one artistic vision.

Work in close collaboration with the CEO on the creation and delivery of the organisation's strategic business plan.

Artistic

Provide inspiring and clear leadership for the company's artistic vision.

Nurture a diverse network of innovative and high quality co-producing partners and direct professional productions as appropriate.

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.

Ensure that the creative programme is designed for the communities that The Belgrade is building relationships with, committing to consistently exploring opportunities for ongoing participation and engagement.

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Advocacy and relationship building

Build a range of strategic and artistic relationships with a wide cross-section of relevant stakeholders.

Represent the company and act as a positive advocate for the company and its work.

Fundraising

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

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

Marketing and media

Work closely with the Head of Communications in order to develop and sustain the company's audiences and brand reach.

Act as spokesperson for the media as appropriate.

General

Carry out such responsibilities as the CEO may reasonably require within the remit of the Creative Director.

Equal opportunities

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

PERSON SPECIFICATION

You will be able to demonstrate this range of skills and experience:

- Commitment to the vision, mission and values of The Belgrade.

Essential

- Excellent industry reputation as an innovative theatre maker with a proven track record of critically acclaimed professional work.
- Ability to provide clear and dynamic artistic leadership for the next evolution of The Belgrade.
- An inclusive leadership style which also enables timely decision making to meet the operational and financial needs of the building.
- Knowledge of the major social, financial and political issues facing subsidised regional theatres.
- Proven experience in delivering a professional programme of creative risk and ambition within agreed resources.
- Experience of building a diverse network of creative relationships, locally, regionally and nationally.
- Track record in securing co-producing relationships.
- Demonstrable ability to undertake strategic thinking and planning.
- Commitment to principles of equality, diversity, and inclusion.
- Excellent interpersonal and communication skills with demonstrable ability to build trust-based relationships with a wide range of people both internally and externally.
- Evidence of an entrepreneurial approach to audience development.
- Commitment to learning, community engagement and talent development.
- Ability to act as spokesperson in a range of settings.
- Leadership of the Belgrade Brand Values to be the people who know and care. The Belgrade's character is AMBITIOUS: we have energy and drive to deliver excellence across all our work; BRAVE: we celebrate and encourage creativity and innovation in everyone; COLLABORATIVE: we work inclusively to achieve our goals.

Desirable

- Significant leadership or senior management experience in a theatre company.
- Significant experience in creating and delivering an artistic programme/season.
- Significant experience of working in a producing theatre.
- Knowledge of marketing and communications strategic planning.
- Experience of successfully raising funds from trusts, individuals and ACE.
- Proven experience in business planning.
- Knowledge of the West Midlands cultural landscape.

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SUMMARY OF TERMS & CONDITIONS

- Salary £45k to £55k dependent on skills and experience.
- Starting date: 1 January 2022.
- This is a permanent contract.
- Probationary period six months, with one month's notice; after confirmation of appointment the notice period is three months
- Working Hours: The working week is 39 hours over 5 days, and working to the Equity Contract over 6 days when in production. The post-holder will be expected to fulfil the hours required to do the job, including evening and weekend work, but is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations.
- Pension: auto-enrolment, with Belgrade currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available.
- Holidays: 28 days including statutory holidays rising by 1 day per complete year worked to 35 days.
- Up to six weeks unpaid time off to pursue other creative projects within a 12 month period may be used, with sufficient notice, and if Belgrade work commitments and needs allow. Maximum period of any kind of leave taken at one time is six weeks
- Location: the Creative Director will be expected to live within easy commuting distance of Coventry in order to sufficiently engage with the City and region. A relocation package is negotiable. The Creative Director will be expected to work from the theatre complex in Coventry.
- The Belgrade operates a House Agreement based on the UK Theatre/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Hand Book outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters.
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café Bar and Bars
- The Belgrade is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Due to the job tasks of this post it will require Standard or Enhanced Disclosure & Barring Service (formally CRB) check
- The Theatre's offices are Covid safe and set up with all facilities that the job requires. If home working is agreed this is at the staff member's cost, there is no allowance payable.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- The Theatre's Anti Covid Strategy and for Health & Safety reasons (for the Belgrade staff and its customers), staff are required to have both all Covid vaccinations offered unless there is a medical or religious reason not to

HOW TO APPLY

We are keen to hear from a diverse range of candidates; if you need to receive this recruitment pack in a different format, please email or send a voice note to recruitment@belgrade.co.uk.

If you would like an informal conversation about this opportunity, please contact Mary Caws, an independent consultant who is working with us on this recruitment: cawsmary@gmail.com

Please send us:

- a 1 page A4 statement (12 point minimum), telling us why you want to be the artistic leader of The Belgrade, giving us details of the qualities and experiences you would bring to the role, and how these meet the person specification. This can also be provided as a 2 minute voice note.
- A 1 page A4 statement which addresses the question “What is the role of a regional producing theatre in 2021?” This can also be provided as a 2 minute voice note.
- your CV (maximum 2 pages 12 point minimum) with the names and contact details of two referees.
- a completed equal opportunities form.

Please send your application by email, with the Subject Title of Creative Director, to recruitment@belgrade.co.uk

Timeline:

- **deadline for applications: 12 noon on Monday 30 August**
- **first round interviews w/c 20 September**
- **second round interviews: w/c 27 September**

Recruitment will take place in two stages. First, a short-list of applicants will be drawn up and they will be invited to an interview. If you are invited to an interview we will contact you with more information and to find out whether you need us to make any access arrangements.

We will aim to reach a prompt decision after the interviews and aim to contact all short-listed applicants as soon as possible after a decision has been made. All applicants for jobs at the Belgrade Theatre will be contacted in writing whether or not they have been short-listed for interview.

If you are invited to an interview, please let us know if you have any access requirements so that we can accommodate your needs in advance.

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