



THE  
BELGRADE  
THEATRE  
COVENTRY

Interim Chief Executive  
(maternity cover)

# CANDIDATE PACK

# HELLO

# + WELCOME!



**Thank you for your interest in joining the Belgrade Theatre.** This is a pivotal and exciting time to be part of our journey, as we move forward with renewed purpose, following a £5.5m capital redevelopment, new leadership, and our uplift to Arts Council England National Portfolio Band 1 status.

At the Belgrade, our **vision is to be a people-first theatre, where diversity powers storytelling.** Everything we do begins with people — our audiences, artists, staff and communities — and a belief that the most powerful stories come from a rich mix of voices, perspectives and lived experiences.

The Belgrade is one of the largest producing and presenting theatres in the West Midlands, welcoming over 250,000 people each year through performances, training and outreach. Our venue includes two main auditoria (858 and 250 seats), four studios, a production workshop, café, bar, conferencing facilities and a digital innovation space.

In 2022, **Laura Elliot** and **Corey Campbell** launched a new chapter focused on people-powered leadership, community connection and creative excellence. Building on the Belgrade's proud history of pioneering participation and talent development, we're committed to creating a home where everyone can thrive, belong, and tell their story.

This is a key role to continue to drive and implement this chapter, alongside Corey, while Laura is on maternity leave.

We're delighted you're considering joining us — and we look forward to the possibility of welcoming you to the team.

**Laura Elliot and Corey Campbell**

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# Our mission and values



**OUR VISION:** To be a people first theatre, where diversity powers storytelling

## **OUR MISSION:**

As a “Stage for Coventry”, we create theatre with, by and for the city and region, and share it with the world. Through a co-created, community-led approach we deliver:

- **Diverse Stories:** We produce and present work that reflects and celebrates Coventry’s diverse communities.
- **Transformation:** We provide safe spaces and create opportunities for people to enrich their health, wellbeing and education in turn supporting the local economy.
- **Learning:** We invest in the talent of the city and region., providing skills development and pathways for creative careers.

## **OUR VALUES:**

- **ACTING TOGETHER:** We believe by collaborating and co-creating, we’ll be greater than the sum of our parts, working collectively to the power of Coventry’s people.
- **COME AS YOU ARE:** We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience
- **ALWAYS EVOLVING:** We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

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# Job description



**Post:** Interim CEO

**Salary & Band:**

£80'000 upwards dependent upon experience

**Department:**

Executive

**Contract:**

15 months Fixed Term

**Hours:**

Negotiable 4-5 days / week

**Reporting To:**

The Board of Directors

**Line Management of**

Senior Leadership Team (SLT)

**Location:**

The Belgrade Theatre Coventry

**Job Purpose and Role:**

The interim Chief Executive is an executive leader, who co-leads the Belgrade with the Artistic Director, reporting to the Board. They are responsible for driving strategic planning with SLT, programming, advocacy and fund-raising, stakeholder management, and overseeing the finance and operations of the organisation. They are one of the public faces of the Theatre, alongside the Artistic Director.

The interim CEO works in close collaboration with the Artistic Director to:

- curate a high quality artistic programme and support the organisation to deliver the artistic strategy.
- provide effective and inclusive leadership for the staff team, drawing on the collective strength of the SLT in their decision making.

The interim CEO drives the income generation for the Theatre, to achieve the balanced budget, and is chiefly responsible for the Main Stage visiting work programme.

The interim CEO line manages an SLT including a Chief Operations Officer (who in turn oversees finance, HR, production and operations); Director of Audiences and Growth, Director of Producing and Co-Creation and Head of Business Support.

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# What you will do



## Leadership & Management

- In collaboration with the Artistic Director;
  - Provide inspirational leadership and a clear sense of direction to the senior team and wider organisation
  - Drive and oversee SLT in the development and delivery of the Belgrade's story of change and business plans that support the Vision, Mission and Values of The Belgrade, communicating these internally and externally.
- Take an inclusive approach to line management of the SLT which fosters a culture of clear timely decision making and communication.
- Oversee the SLT to ensure the experience all artists, audiences, visitors receive from the Belgrade is inclusive, informed and enriching; and the building provides a welcoming, safe space.
- Ensure a commitment to equality, diversity, inclusion, and environmental sustainability throughout the organisation.

## Programming

- Work closely with the Artistic Director and SLT to curate and deliver a high-quality and relevant programme which balances artistic, financial and operational needs, taking chief responsibility for the visiting work.
- Develop strategic relationships with a wide range of commercial producers and visiting companies to secure appropriate visiting work and negotiate the deals maximising the benefits of these partnerships for the commercial benefit and artistic reputation of the Belgrade.
- Support the Artistic Director to shape the artistic strategy and creative direction of the theatre.
- In collaboration with the Artistic Director,
  - agree lead productions and secure co-producers
  - Bring in co-productions that enhance the programme.

## Governance

- Work closely with the Chair and Board of Trustees to ensure best practice in governance, maintaining effective working relationships with all Trustees.
- Support the implementation of the Board Effectiveness plan.
- Develop and maintain robust and effective risk management systems with SLT.
- Work closely with the SLT to ensure full compliance with all legal obligations and statutory requirements, including the preparation of Annual Report and Financial Statements, and annual returns to Companies House and the Charity Commission.
- Carry out any other tasks that may be allocated by the Board of Trustees.

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# What you will do



## External Relations

- Nurture excellent working relationships with key stakeholders, partners and supporters, including Arts Council England (ACE) and Coventry City Council (CCC); specifically, leading on NPO applications, and working to meet the objectives of CCC's Cultural Plans.
- Continue to develop The Belgrade's role as a strategic partner and cultural leader locally and regionally.
- Act as advocate and ambassador for the Belgrade, representing the organisation publicly, seeking out opportunities to raise the profile of the Belgrade.
- Lead on the Reporting to Funders, with support of Head of Business Support, and in collaboration with the AD.
- The Interim CEO will represent the theatre in strategic and cultural development forums including Culture Works, and UK Theatre, in collaboration with the AD

## Financial and Operational Overview

- Oversee the Chief Operating Officer to ensure;
  - Robust financial management of the organisation, ensuring expenditure and commitments are made within available resources, risk is managed effectively.
  - Budgets are appropriately set and monitored.
  - Accounting information supplied in a timely manner and ensuring there is a strong cash-flow position at all times.

## Income Generation

- Take a pro-active approach to the continuing growth of the Belgrade's commercial capability, ensuring all opportunities for generating income are maximised through;
  - Oversee the Director of Audiences and Growth and COO in driving the Belgrade's commercial capacity, ensuring the commercial potential of the building is maximised, particularly through catering and conferencing.
  - Oversee the Director of Audiences and Growth in the delivery of The Belgrade's fundraising strategy, playing a visible leading role in fundraising events as appropriate.

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# What are we looking for?



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

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

**EITHER:** significant senior management experience in a theatre of a similar scale to The Belgrade

**OR:** significant experience of leadership at a senior level in the cultural industries, in an organisation of a similar scale to the Belgrade.

- Considerable experience in financial management of complex, large scale budgets, and a proven track record in balancing Artistic risk and ambition with sound financial management.
- Proven track record in programming commercially and artistically successful seasons of work.
- Ability to nurture a diverse network of industry contacts nationally and internationally.
- Understanding of the UK arts and theatre scene; knowledge of the issues facing subsidised theatre.
- Track record of negotiating and maintaining effective partnerships for theatre productions.
- Experience of developing and implementing strategic business plans.
- Strong leadership skills with the ability to provide clear strategic direction and manage a large team.
- An innovative approach; the ability to recognise and exploit commercial opportunities with energy.
- Excellent interpersonal and communication skills with demonstrable ability to build trust-based relationships with a wide range of people both internally and externally.
- Commitment to learning, engagement, talent development and inclusivity.
- Ability to act as spokesperson in a range of settings; experience of senior stakeholder management
- Ability to articulate the role of The Belgrade in ACE's Let's Create strategy
- Leadership of the Belgrade Brand Values to be the people who know and care.

## **Desirable**

- Experience of carrying financial responsibility for an organisation of a similar scale.
- Detailed knowledge of marketing & audience development; knowledge of the regional theatre context.
- Experience of effectively managing a fundraising and individual giving strategy.
- Experience of working with a voluntary Board of Trustees.
- Experience of working collaboratively with an Artist/Artistic Director.
- Experience of managing Arts Council England NPO relationship.
- Understanding of Theatre Tax Relief.

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# Other info...



- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars
- **Starting date:** 13 October 2025 /ASAP
- **Probationary period:** 3 months
- **Notice period:** 3 months
- **Working Hours:** Your normal hours of work will be 39 hours per week over Monday to Friday, but we are flexible to those considering a 32 hour week post. There will be occasional evening and weekend work. You are expected to offer reasonable flexibility in your working arrangements where it is considered necessary to undertake the duties you have been employed to perform and in the interests of the Theatre. There is no provision for payment of overtime
- **Overtime:** Is not payable but 6th day working and excessive additional hours will attract TOIL (time off in lieu) if agreed in advance with the Line Manager
- **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:** 25 days a year plus 8 Bank Holidays, increasing by a day per year to a maximum 28 days plus 8 Bank Holidays
- **Location:** This role is based at the Belgrade Theatre in Coventry. Short term relocation / accommodation can be considered as part of the remuneration package.

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# How to apply...

Please send a **CV** and **covering letter** by **10am on 8 August** to **[recruitment@belgrade.co.uk](mailto:recruitment@belgrade.co.uk)** or via post to: **Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.**

Please clearly mark the subject of your email, or address on the front of your envelope, as **interim CEO Application.**

**Your CV should include:** dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

**Your covering letter should include:** why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself, with reference to the **What You Will Do & What We Are Looking For** sections. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats, including voicenote or video. Your covering letter should be no more than two sides of A4/500 words or a video/voicenote of no more than five minutes in length.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and also complete the disability confident survey via this link: **[Disability Confident Survey](#)**.

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry.

**Interviews will take place as follows**

1st Round w/c 11th August (likely 13th August)  
2nd Round w/c 18th August (likely 21st August)

Please advise us in your application if you are unable to make the above dates.

## EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

**Please complete our monitoring form via this link: [Diversity and Equal Opportunities form](#).**

**If you would like an informal conversation about this role with either our CEO or Chair, or the headhunter Mary Caws, please contact [execassistant@belgrade.co.uk](mailto:execassistant@belgrade.co.uk) or Mary directly on [cawsmary@gmail.com](mailto:cawsmary@gmail.com)**



# BELGRADE THEATRE

BE



PAR

OF



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

Belgrade Theatre Trust  
Registered Charity Number 219163



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