

HighTide Theatre

Artistic Director – Job description

Job Title:	Artistic Director
Appointment:	5 years (renewable subject to review)
Responsible to:	The Board of Trustees
Responsible for:	All staff, writers, other creatives and associates
Salary:	£40,000 - £44,000 per annum, commensurate with experience

○ HighTide

Introduction

HighTide has established itself as the first new major British theatre company of this Century. Our alumni playwrights speak for themselves: Luke Barnes, Adam Brace, E V Crowe, Elinor Cook, Theresa Ikoko, Branden Jacobs-Jenkins, Anders Lustgarten, Joel Horwood, Ella Hickson, Harry Melling, Nessah Muthy, Vinay Patel, Nick Payne, Phil Porter, Beth Steel, Sam Holcroft, Al Smith, Sam Steiner, Jack Thorne and Frances Ya-Chu Cowhig.

We have partnered with the highest quality theatres across the UK, from the Traverse in Edinburgh to the Royal Exchange in Manchester, Theatre Royal Bath and the National Theatre in London.

We discover new talent, provide creative development opportunities for playwrights and other creatives, and stage high quality theatre productions both in East Anglia and nationally. We enable new and diverse playwrights to express their visions of contemporary politics and society and demonstrate their potential.

We achieve this primarily through a number of annual festivals – currently held in Aldeburgh and Waltham Forest in September each year, and through touring and co-productions. The planning for these festivals in 2018 is complete and the programmes have just been announced.

We value the diversity of stories, experiences and knowledge, in particular East Anglian writers and narratives, and audiences which are not homogenous. In particular, we value the unique ability of festivals to engage their local audience and contribute towards the social wellbeing and economic future of communities.

HighTide is one of Arts Council England's National Portfolio of regularly funded organisations. It is a registered charity.

Mission

Our mission is to identify emerging British playwrights with brilliant potential, to commission, develop and produce their plays in East Anglia and elsewhere in high profile productions that launch their careers, and engage with audiences nationally in areas of low cultural engagement.

Vision

Our vision is of a constantly developing theatrical landscape where new writers are supported to write prescient and challenging plays that showcase their potential. Our writers are as diverse as the communities we work with and they represent the rich variety of contemporary Britain, and in particular East Anglian experiences.

- **The Role of the Artistic Director**

Description

The Artistic Director reports to the Board and is the lead officer for HighTide. The Executive Producer (Francesca Clark) reports to the Artistic Director and the two roles form the Executive Team.

The Artistic Director sets the strategic vision and direction for HighTide and provides artistic and strategic leadership. While the Executive Producer oversees the day-to-day management of human, financial, administrative and capital resources, the Artistic Director holds overall responsibility for ensuring the long-term sustainability of the organisation. In collaboration with the Executive Producer, the Artistic Director implements the theatre's artistic vision and programme and together the two roles ensure that HighTide maintains and develops its position as a centre of excellence committed to producing new plays to the highest quality in its capacity as a leading producing company.

The Artistic Director oversees all aspects of the artistic programme (including ensuring best practice in literary development) and, in conjunction with the Executive Producer, is responsible for ensuring the financial viability and artistic success of HighTide.

The Artistic Director is also responsible for ensuring effective communication, internally and externally, providing a focus for the articulation of HighTide's mission in the context of a changing theatre landscape.

Culture

The Artistic Director will promote and maintain an organisational culture which values the highest standards in executing the artistic vision and strategy.

Artistic responsibilities

- Programme and produce HighTide's artistic output.
- Ensure that literary development, practitioner development and young people development are at the heart of the company's work.
- Engage artists in the realisation of HighTide's repertoire and, where appropriate, seek collaborative partnerships with other arts organisations.
- Oversee the commissioning and development of new plays.
- Monitor and evaluate all HighTide productions to ensure the highest standard of work.

Leadership

- Effectively communicate HighTide's artistic policies and programming to the Board, staff, funders, artists, press, audiences and other stakeholders. As part of this, to act as the primary public ambassador for the Company in all its operations, communicating the vision for HighTide locally and nationally.
- Lead, manage, support and develop the artistic team, ensuring that they are clear and effective in delivering their areas of responsibility. As part of this, to select and appoint all permanent and freelance artistic staff and, with the Executive Producer, optimise staff resources and ensure staff are given the best opportunities to develop.

Income Generation

- Lead on fundraising and sponsorship activities, developing personal relationships with significant donors and working with staff to evaluate and report on supported projects.
- Set HighTide's strategies with principal funders (including Arts Council England) and work to maintain and develop relationships with these funders.

Executive Team - Joint Responsibilities

The Artistic Director and the Executive Producer collaborate on the following responsibilities:

- Development of HighTide's policies so as to maintain its reputation for discovering, nurturing and producing the best new theatre writers from the widest range of backgrounds, and for presenting their work to the highest possible standards.

- The creation and implementation of strategic plans which will take the Company forward and fulfil the artistic ambition and expectation of the organisation. These strategic plans will include a dynamic artistic policy and programme, development of new audiences, financial/commercial sustainability, environmental sustainability and cultural diversity action plans and management.
- Seek collaborative partnerships with other theatre, arts or creative organisations with whom HighTide might expand its artistic ambitions and share its resources .
- The creation and implementation of fundraising campaigns and initiatives to realise HighTide's ambitions.
- Ensure the efficient, effective and solvent financial management of HighTide and to implement appropriate opportunities for income generation.
- Adhere to, and actively implement, HighTide's policies - including equalities (diversity, access, equal opportunities), environmental and health & safety - and confidentiality of electronic data in line with the data protection rules and regulations.

General

- Attend Board meetings and other meetings as the Board requires.
- Represent HighTide within the creative industries, staying abreast of developments and using this knowledge to inform the programming and running of HighTide.
- Undertake responsibilities outside this brief as required by the Board.

○ **Personal Specification**

HighTide is looking for an outstanding and talented individual who will lead the theatre with passion, imagination, integrity and commitment to the mission, objectives and values of the theatre. S/he will have had experience of the theatre – for example, as a director, assistant director, producer and/or playwright – but it is not a requirement that s/he will have worked as a director or assistant director.

In essence, we are looking for someone to carry out the role of Artistic Director as described in this document.

- Skills and experience

Essential

- Artistic vision and ambition and commitment to artistic excellence.
- Passion for contemporary theatre and new writing.
- Inspiring and effective leadership in a collaborative environment.
- Ability to identify and attract emerging playwrights and provide dramaturgical support.
- Ability to organise and manage theatre festivals.
- Ability to deliver excellent, diverse, inclusive and accessible work.
- Ability to initiate, organise and lead fundraising initiatives.
- An entrepreneurial spirit combined with commercial acumen.
- Capability to develop and maintain relationships with Arts Council England, local government and other funders, including trusts, foundations, companies and individuals.
- A commitment to the development of diverse audiences in areas of low cultural engagement.

Desirable

- A network of contacts in theatre and/or new writing for theatre.
- Knowledge and understanding of arts funding in the UK.
- Experience of touring and co-productions.
- Experience of enabling good organisational governance and working with trustees.
- Understanding of the theatre industry and experience of promoting theatre and new work.
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- Essential qualities

- Commitment to the principles of equality and diversity across all aspects of HighTide.
- Flexibility and responsiveness to the constantly changing theatre environment.
- Excellent team builder with good interpersonal skills.
- Supportive and empowering management style.

- Strong communication skills.

Applications

Your application should be made by sending us:

- a completed application form, and
- a completed Equal Opportunities form

The forms are attached.

Please email your application to Tim Clark, the Chair of HighTide at chairperson@hightide.org.uk – quoting Artistic Director in the subject line.

If you do not receive email confirmation of receipt within 2 days, please call Francesca Clark (020 7566 9766).

Deadline: applications must be received by 5pm on 8 October 2018

Outline timetable (*which may change*):

2018

- 8 October (5pm): closing date for applications
- 10 October - 4 November: discussions with initial list of selected candidates
- Week beginning 12 November: first interviews with shortlist of selected candidates
- Week beginning 19 November: second interviews with shortlist of selected candidates
- 10 December: Board meeting to approve appointment
- 12 December: announcement of new Artistic Director

2019

- 1 April 2019: new Artistic Director joins HighTide



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