

Job Title	ARTISTIC DIRECTOR (FREELANCE ROLE)
Hours	FULL TIME (SOME FLEXIBLE HOURS)
Fee	£24,000.00 PA
Reports	To THE BOARD OF TRUSTEES

## **ABOUT THE HOPE THEATRE**

The Hope Theatre is an award winning 50-seat venue above the world famous Hope & Anchor pub on Islington's Upper Street. The Hope opened its doors in November 2013 with Matthew Parker taking the helm as Artistic Director in October 2014. The Hope Theatre was the first Off West End venue to open with a House Agreement with Equity, the UK's largest performers union, to ensure a legal wage for all actors, stage managers and box office staff working at the theatre. The Hope Theatre is a place for audiences and companies to explore BIG ideas. We nurture and develop new producing models, working with exciting companies to present a mix of new writing, lost gems from well-known writers, re-polished classics and innovatively staged musicals and gig theatre.

More info can be found at <http://www.thehopetheatre.com>.

## **ROLE SUMMARY**

Solar Plexus Productions Limited (SPP) is seeking an organised, driven and passionate person to lead our micro-team at award winning The Hope Theatre. Working as our Artistic Director, you will be responsible for the day-to-day running of The Hope Theatre and first point of contact for all incoming companies to ensure their show fits well into our space and ethos and has a successful and mutually beneficial run along with managing all members of in-house staff and delivering the strategy for continually striving to be the little theatre with BIG ideas. As The Hope Theatre is very small this role encompasses that of programming manager, general manager etc. It is not necessary to have a directing background or to have managed a theatre building before, though a sound knowledge of Fringe Theatre is essential.

## **REPORTS TO**

The Hope Theatre is managed by SPP. The Artistic Director of The Hope Theatre reports to the SPP Board of Trustees. There is also a dotted-line reporting line to the Landlord of the Hope & Anchor pub.

## **ROLE DESCRIPTION**

### ***Artistic Leadership***

- Manage the submission process to encourage project submissions from as wide a pool as possible and curating innovative programming for all runs at The Hope including full runs, Sunday/Monday short runs and one-off readings and events.
- Ensure that the programming at The Hope Theatre strives for equality and is a leader on the Off West End scene in terms of gender equality, ethnic diversity and a range of socio-economic 'voices' and work being heard.
- Attend and note the Dress Rehearsal of all shows at The Hope (except very short runs) to ensure that the theatre space is used well, safely and that the audience experience will be as good as possible.

- Attend all Press Nights and build and maintain strong working relationships with the press.
- Programme and manage in-house productions, subject to Board approval and budget allowance.

### ***Finance***

- Create and manage the annual budget of The Hope Theatre.
- Manage payment of all staff members twice per month (usually on 15th and final day of each month).
- Monitor cash box levels and carry out company banking as and when required.
- Manage all incoming and outgoing spend on behalf of SPP and The Hope Theatre and keep up to date and accurate financial records of all income and expenditure.
- Seek all possible avenues of funding and additional revenue to ensure income is supplemented throughout the year.
- Create final Box Office reconciliation for all shows and ensure payment is sent to the visiting company in line with the contract.

### ***Marketing***

- Put shows on sale on Ticketsource (current ticketing provider) and The Hope Theatre website.
- Ensure The Hope Theatre website is kept up to date.
- Manage all social media channels for The Hope Theatre ensuring the strong brand message is conveyed and that all incoming shows are promoted in the lead up and during the run.

### ***Team Leader and Staff Management***

- Clear and continuous liaison with the Hope & Anchor Landlord to ensure all requirements of our residency within the building are met.
- Manage all members of staff at The Hope Theatre including current regular staff members Deputy Artistic Director, Technical Manager plus the Box Office staff.

### ***Administration***

- Regular liaison with the Equity Low Pay No Pay officer to ensure our Equity House Agreement is kept up to date with legislation and is renewed annually and used by all companies bringing a show

to The Hope Theatre.

- Create contracts for all incoming companies.
- Liaise with all incoming companies to ensure that all contractual deadlines are met (print, design plans, LX plan etc).
- Act as first point of contact for all incoming companies for venue queries, ticket sales, comp ticket bookings and troubleshooting to ensure a smooth process for the company and The Hope Theatre.
- Manage the Box Office systems including signage, spreadsheets, cash handling, banking and monitoring the Box Office Spreadsheet during every performance (by email).
- Ensure that all visiting companies are aware of the Fire Exits and management of them.
- Monitor Show Reports and respond on behalf of The Hope Theatre to any venue related matters raised therein.
- Create and send a bi-monthly mail shots via Mailchimp software.
- Maintain stock levels of tickets, hand towels, signage, flyer holders, paint, refuse sacks.
- Manage all administration of the quarterly meetings of the SPP Board of Trustees including creation of the Agenda and all papers and creation of accurate and timely Minutes.
- Manage and promote rehearsal bookings and any other hires of the space, e.g. Rehearsed Readings.
- Manage, maintain and promote any fundraising schemes.
- Manage all reviews of shows playing at The Hope Theatre and liaise with the incoming companies on what press feedback to share on social media.
- Create press listings for all shows coming to The Hope Theatre and maintain a strong and up-to-date Press List.
- Maintain and update a photo library of production photos of all shows.

## **COMMITMENT**

This is a full time position but working times can be flexible and many of the administrative tasks can be done remotely without having to be at the venue. However, attendance at all Dress Rehearsals, opening nights and Press Nights, except for very short runs is required. It is also likely that the Artistic Director would need to attend The Hope to solve issues or troubleshoot at very short notice.

The start date for the new Artistic Director will ideally be 1st February 2024 but will be dependent on the

appointed candidates other commitments.

## **ESSENTIAL SKILLS AND EXPERIENCE**

The ideal candidate will be connected to the world of theatre in some way but does not necessarily have to be a director or to have managed a building before. You will be driven, highly motivated to succeed, able to multi-task and be an excellent communicator and motivator of people.

A strong understanding and at least 2 years experience of being in or working in some capacity on Fringe / Off West End productions.

Computer literate and own your own laptop that you can use for this role.

Excellent written and verbal communication skills.

Good with numbers and confident with spreadsheets.

Excellent time management skills with the ability to multi task effectively.

Strong attention to detail, especially when dealing with email communication.

Knowledge and experience of managing and motivating a team of people.

The ability to say 'no' when required if for the good of the project and/or theatre.

A practical approach to problem solving.

## **DESIRABLE SKILLS AND EXPERIENCE**

Budgeting for a Fringe / Off West End show.

Some technical knowledge of lighting and sound systems.

Experience of working with the press including drafting press releases and obtaining editorial coverage.

Experience of online ticketing systems.

Established contacts within the London Off West End scene.

## **INTERVIEW**

Interviews will take place on the afternoon of 20th and 21st January 2024 at The Hope Theatre. Please do not apply for the role if you cannot make one of these interview dates.

## **TO APPLY**

Applications are by email to [info@thehopetheatre.com](mailto:info@thehopetheatre.com).

Please make the Subject Line of your email Artistic Director Application and address it to The Board of Trustees.

You should attach your theatre CV (this can cover any aspect of theatre experience e.g. acting, directing, producing etc) and include contact details of two referees.

The covering email should outline your response to the following: -

1. How do you meet the Essential Skills and Experience?
2. Do you meet any of the Desirable Skills and Experience and, if so, how?
3. How do you plan to ensure The Hope Theatre retains its status as a leading Off West End theatre but also continues to develop in the theatrical landscape?
4. What would becoming Artistic Director of The Hope Theatre mean for you at this point in your career?

Please also include the names and contact details of two referees who know your theatre work and can vouch for your suitability for this role.

Deadline for receipt of your email application is 12noon on Friday 12th January 2024.

## **WHAT WILL HAPPEN NEXT**

We will acknowledge receipt of your email application within 72 hours.

All applicants will be informed whether they have been shortlisted for interview or not by Monday 15th January.

We will not be able to provide feedback on your application other than whether you have been shortlisted or not.

Shortlisting will be based on your CV and the responses to the four questions detailed above. SPP is committed to providing equal opportunity. All applicants will receive equal treatment during the shortlisting process regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. This policy will also apply during the interview process to all applicants who are shortlisted.

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Registered Address: 2 Old Palace Lane, Richmond, Surrey, TW9 1PG