



Executive Director and Joint CEO The Performance Ensemble

Candidate Pack



Deadline: Midnight on Sunday 23rd June



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



Welcome from the Artistic Director

Thank you for your interest in the role of Executive Director and Joint CEO. This is a truly exciting time for The Performance Ensemble.

The Performance Ensemble was created in Leeds 10 years ago. Since then we have been developing and creating contemporary performance and participatory projects with older people for audiences/participants of all ages, locally, nationally, and internationally. We work in the community, on stages, on the streets and online, and always in partnership. We believe in the power and potential of ensemble practice, and through our commitment to it, have forged a new path in the cultural landscape, making visible the astonishing creative potential of older people.

Over 161,000 people are living in Leeds over the age of 60. They have important, sometimes extraordinary experiences and gifts to share, but too many sit at home, feeling unfulfilled and isolated. We believe older people should be able to participate freely in the cultural life of the community. We believe that everybody is creative and has a story to tell. We believe older people have valuable contributions to make to society, but that as we age, we become invisible to others, and that must change.

2023 saw the culmination of our most ambitious project to date – 1001 Stories, staging a 2-week Takeover of Leeds Playhouse, and the presentation of a bustling and diverse programme. We are now one-year in as a newly funded Arts Council England National Portfolio Organisation, producing on a longer-term basis, and giving voice to the stories of older people through Sinfonia, created and performed with our core ensemble and joined by people of Leeds, Doncaster, Selby, Barrow, and beyond, performing in their home towns.

The new post of Executive Director is integral to our future success. I am looking for someone who is strategic, entrepreneurial, courageous, and excited to grasp this opportunity to come and work alongside me and the team and to enable the ensemble to realise its fullest potential and help to write the next chapter of its story.

I am looking forward to receiving your application.

Founding Artistic Director and CEO, Alan Lyddiard

The Opportunity

We are looking for an Executive Director to join The Performance Ensemble at an exciting time of development, bringing to life our values and aspirations to make older people's creativity visible.

The Executive Director is a new and integral role that will drive forward and sustain this growth. It is designed to provide strategic and operational leadership in close collaboration with the Artistic Director as joint Chief Executive, develop a robust and sustainable business model, cultivate an inclusive and positive organisational culture and ensure the delivery of our work in line with our objectives.

We are a small team with big ideas, and the role will be rewarding and demanding. We will work with you to identify and provide the support you need to flourish in this role.



Context of the Role

The Performance Ensemble is a Community Interest Company and is overseen by a Board of Directors that delegates day-to-day management of the company to the Executive. The growth and success of the company has led to a review of our governance structure and the intention has been set to pursue conversion to CIO status.

Leeds is our home; our playground is international.

Arts Council's NPO funding enables the company to cultivate and contract its older people's ensemble on a year-round basis, and employ a full-time administrator to support the team operationally and to deliver our work. This core team is complemented by experts including a freelance fundraiser and marketer. Our work is also funded through income from trusts and foundations, the public sector, and other earned income from co-productions. We are eager to explore new avenues for fundraising and earned income.

About The Performance Ensemble

The Performance Ensemble makes high-quality performance work in support of social change. Our vision is to live in a world where older people enjoy fulfilling, meaningful and connected lives, where their creativity and contribution to society is valued.

We are a company of older performers from different backgrounds and cultures, creating contemporary work that draws on older people's life experiences, hopes and fears, for audiences of all ages. We reject the dominant deficit-based narrative of ageing, and instead celebrate the fullness of life, exploring vulnerability and resilience.

We work locally and internationally from our diverse roots in Leeds: the city that celebrates over 140 spoken languages and has pledged to become the 'best place to grow old in'. You might find us and our work in a train station, a community centre, on stage, or in a garden. Each piece is different and may surprise, delight or move you to tears.

Our ensemble makes work, and also leads participatory work in the community. These are two equally valuable components of our programme. Our community work is where some of our richest partnerships are located, and we are looking forward to extending and developing activities into communities across the North, East, South and West of the city this year and into the future.

Living and Working in Leeds

Leeds is a great place to live and to work.

With brilliant Victorian architecture standing alongside buildings rich in industrial history, the city is at the heart of the action. Leeds has a vibrant creative community, with award-winning national theatre and dance companies and a thriving independent cultural sector. A burgeoning food scene, parks and public spaces, shopping, international sporting events and festivals across the year.

You don't need to travel far to access some of the UK's most spectacular areas of natural beauty. We're close to a stunning coastline, rolling dales and the atmospheric moors – all areas dotted with beautiful villages, and making Leeds the perfect base to explore from. If you prefer urban life, we are close to vibrant towns, cities, and are well-linked to the rest of the UK by rail.

If you are thinking of applying, you are not from the region, and would like to chat to someone about what it's like to live here, then let us know.



How to Apply

In the spirit and ethos of the ensemble, we want to open this opportunity up far and wide, and make it work for the right person. We are actively building a diverse team and welcome applications from people from different backgrounds, with different lived experiences, and we particularly want to hear from people of different ages.

We will make adjustments to support you through every stage of our recruitment process should you need it. This could for example, be an adjustment that enables you to manage a health condition or fulfil caring responsibilities.

We offer flexible working as a matter of course and request your flexibility in return. We are happy to discuss different ways in which this role might be delivered should you wish to propose something.

If you would like an informal and confidential conversation about the role before deciding to submit an application, please contact info@theperformanceensemble.com to book a time to talk to us. If you have any access requirements, please let us know in advance so that we can make the necessary arrangements.

Closing Date: Midnight on Sunday 23rd June

To apply, please send a CV (2 sides of A4 maximum), a Covering letter (1 side of A4 maximum) and contact details of two referees to info@theperformanceensemble.com. Please tell us about yourself, why you're interested in this role specifically, and how your skills and experience match against those detailed in the Job Description and Person Specification. Your CV does not need to include your entire working history, please select what you see to be relevant to this role.

As an inclusive employer, we ask that you complete the monitoring form and email this to info@theperformanceensemble.com. This is strictly anonymous, will not be processed with your application, and is only used to help us gain an understanding of whether we are meeting our priorities to build a diverse team. This information will be processed in line with GDPR regulations.

Interview Process

If your application is successful, you can expect the following process:

- A first-round interview to be held online on 1st July
- If successful, you will be invited to a second in-person panel interview on 11th July

Job Description

Purpose of the Role

As Executive Director of The Performance Ensemble, you will work jointly and collaboratively with the Artistic Director as joint CEOs, to lead The Performance Ensemble. You will have responsibility for strategic planning and financial stability of the company and its work, implement the company's strategic aims and objectives, deliver our mission, and bring all projects to fruition.

You will be a spokesperson for The Performance Ensemble, representing its values in civic and business networks. You will also build strong relationships with our Ensemble and wider team to foster an inclusive culture of collaboration, care and wellbeing. You will be steadfast in your commitment to equity, diversity, and inclusion, and to realising the potential of older people's creativity.

Main Duties and Responsibilities

Strategy and Leadership

- Work with the Artistic Director to deliver on and monitor the strategic vision, mission and objectives for the company through the development, implementation, and monitoring of operational business planning
- Work collaboratively with the Artistic Director to shape the programme of work and to support the creation and delivery of all projects, programmes, and productions
- Lead on audience development and management of freelance specialists for the company

Governance and Policy

- With the Artistic Director, act as the bridge between the Board of Directors and the team
- Jointly work with the Chair of the Board to set board meetings and agendas
- Support good governance by supporting the Artistic Director and the Board of Trustees to carry out their legal duties by ensuring the provision of timely and accurate information
- Ensure the company is compliant with all statutory requirements
- Develop and ensure compliance of key company policies including EDI, Environmental Policy and Action Plan, Health and Safety, Wellbeing and compliance across charity, employment law and GDPR

Financial and Risk Management

- Be responsible and accountable to the Board of Directors for financial management of the company
- Prepare and manage the annual company budget and some individual production budgets
- Collaborate with the external accountant to ensure timely and accurate production of regular management accounts
- Lead the production of financial reporting to funders and other external stakeholders
- Develop and monitor the company's strategic risk register, implementing mitigations as required

Partnerships and Stakeholder Management

- Maintain effective relationships with partners and funders
- With the Artistic Director, develop and maintain long-term partnerships across the arts, voluntary, health, HEI and public sectors to attract and secure investment, advocacy and support
- Play a visible role in the cultural sector in Leeds and beyond, making an active contribution to sector priorities

Accountability

- Reporting to the Board of Directors, share accountability with the Artistic Director for the organisation's leadership and impact.
- With the Artistic Director, be a joint Senior Leadership Team that is responsible for shaping and delivering the organisational strategy and its business planning.
- Lead oversight of delivery of Arts Council of England's Investment Principles, ensuring they are revised and reported in line with the funding agreement.

Company Management/HR

- Ensure that staff and freelancers are managed in accordance with employment law and internal HR policies
- Oversee the development of a staff handbook
- Develop an inclusive, positive working culture that enables older people to thrive, ensuring HR policies are evolved and maintained
- Lead on staff training, learning, development and including an annual performance review process
- Manage company objectives set out in our agreed Arts Council Investment Principles

Fundraising

- Develop and implement the company fundraising strategy
- Lead on fundraising and income generation, working collaboratively with the Artistic Director and the company's freelance fundraiser in support of applications and seeking out investment opportunities

Production

- Support the production of the company's work and project budgets
- Collaborate on the touring strategy, partner and co-producer relationships
- Lead on financial and contractual negotiations with co-producing and tour partners
- Implement environmentally sustainable practice across the company and its work, setting goals and measuring impact
- Keep up to date with news and policy in the theatre sector and creative ageing more broadly, actively participating in relevant networks

Person Specification

Essential

Skills:

- Excellent level of budgeting and financial management skills
- The ability to provide strategic and operational leadership, motivate and inspire teams of people
- An ability to collaborate, share and develop wide-ranging partnerships
- Strong communication skills and experience of dealing with contracts and negotiations
- Excellent administrative, organisational and planning skills
- An entrepreneurial, positive and self-motivated approach, and the ability to work on your own initiative

Experience:

- Arts management experience, gained through working with a company or venue
- Experience at developing and implementing Business, Fundraising and Audience Development Plans
- Proven track record of effective project management, evaluation and report writing

Knowledge:

- Strong working knowledge of the performance sector, and a passion for theatre and the arts
- Knowledge of and commitment to embedding equity, diversity, inclusion and care in policy and practice

Desirable

- Good regional and national networks
- Knowledge or experience of international touring
- Middle/senior level experience of managing public funds, and in particular within an Arts Council NPO
- Experience of managing teams working remotely



Terms and Conditions

Contract term: Fixed term to March 2027 with the possibility of renewal subject to future fundraising

Salary: £45,000 per annum (FTE)

Working hours: This is a full-time post assuming a minimum of 37.5 hours per week, including some evening and weekend work. We advocate flexible working, therefore if you're unable to undertake full time hours, we will look to put alternative arrangements in place to fulfil the scope of the role.

Holidays: 25 days per annum + statutory bank holidays

Pension: TPE offers a workplace pension with employee at 5% and employer at 3% contributions

Responsible to: Board of Directors

Responsible for: Company Administrator

Probation Period: 6 months

Base: We would likely look to a hybrid working arrangement, with some time spent working remotely, and some time from our office base in Leeds. You would be required to be in Leeds and travel to other locations at times during shows and tours.

We look forward to meeting you.

