**RECRUITMENT PACK: ARTISTIC DIRECTOR**

**The role**

* **Role**: Artistic Director
* **Line manager**: Executive Director & CEO
* **Line management**: Head of Learning & Participation, Head of Programme
* **Salary**: £60,000 - £65,000, dependent on experience
* **Contract**: Full time, permanent, subject to the successful completion of a 6- month probationary period

**Job description & purpose of role**

The Artistic Director is a key strategic role in the leadership of Hackney Empire. The Artistic Director will drive the creative and artistic vision to ensure a strong and dynamic programme of produced, co-produced and presented work that is inclusive and diverse; a programme that engages with and builds our audiences, and strengthens our relationships with our communities.

The Artistic Director is central to the strategic delivery of Hackney Empire’s Learning and Participation department, and ensuring its importance, prominence and profile within the organisation and the wider sector. With the Executive Director, they are responsible for shaping the organisation's Vision, Mission and Values to ensure the development of the theatre and its role in society, engendering a culture of well-being and contributing positively to the wider cultural industries.

We are looking for someone who will play a pivotal role in the vibrant and varied programme that Hackney Empire is known for and we are open to a broad range of proposals as to how this might be realised, depending on the skills and vision that you bring and how you demonstrate your approach to cultural leadership in whatever form that takes. We are looking for ideas and projects of significance and ambition, regardless of scale – creating or producing work that is directly informed and relevant to our communities and our audiences.

We are looking for someone who can build alliances, strengthen partnerships and inspire creativity from all our varied stakeholders. We expect the post holder to bring passion and drive, underpinned by exceptional communication skills and experience of working with diverse communities.

This role is appointed by the Board of Trustees at Hackney Empire.

**Vision, Mission & Values**

**Vision**

We believe access changes lives, so we will build bridges for everybody to be able to experience and create art & culture.

**Mission**

Hackney Empire is not just a theatre; it is a home, a safe space, and a centre for sharing and storytelling of all kinds. We know that identity, privilege and background should not affect anyone’s opportunity to engage, because great stories exist everywhere and in everyone.

**Values**

We believe that extraordinary art & culture can be created by all people, anywhere.

We want ignored voices to be heard, isolated communities to be engaged, and overlooked ideas to be recognised.

We will face difficult truths, confront prejudice and share experience.

We must safeguard and nurture young people from all backgrounds, who will always have a home at Hackney Empire.

Together we can deepen our understanding of ourselves, our society, and our environment.

**Letter from Sir William Atkinson**

**Chair of the Board of Trustees:**

Welcome to Hackney Empire. I am delighted that you have taken this step to find out more about applying for the role of Artistic Director at Hackney Empire.

The Board of Trustees wish to appoint an outstanding individual as Artistic Director, following the departure of Yamin Choudury after 6 years of inspirational leadership, alongside Jo Hemmant and senior colleagues.

This role offers the opportunity for someone who will bring their own unique talents, experience and passion to harness and develop the creative potential of Hackney Empire and its people, in pursuit of a diverse and inclusive quality programme for the communities and audiences we serve. Through theatre Hackney Empire promotes all forms of social justice, equality, environmental awareness, as well as challenging how theatre is perceived and experienced. We are a dynamic future-oriented organisation ready and willing to embrace the opportunities and challenges that are a feature of our times.

We are looking for someone to join us on this exciting journey and we are open to and welcome a broad range of proposals. We welcome applications from practitioners with a clear vision, passion and drive who are able to build on the excellent existing foundations whilst offering their own distinctive voice. We see the present as a springboard to an even brighter future.

More information about us can be found at hackneyempire.co.uk.

We look forward to receiving your application.

**Sir William Atkinson**

**Chair of the Board of Trustees**

**Representation, Access & Inclusion**

Hackney Empire is a cultural beacon and an influential safe space, which annually welcomes up to 200,000 audience members – an audience that fully reflects the incredible diversity and depth of London’s communities. For decades Hackney Empire has been regarded as a vital and exceptional platform for Black, Asian and ethnically diverse creatives, artists, audiences and participants; and has a proud legacy of supporting marginalised and isolated voices. This continues to be core to the organisation’s manifesto: extraordinary art & culture can be created by all people, anywhere.

Hackney Empire is committed to promoting equality, inclusion and representation in all areas of our work, we are opposed to all forms of discrimination, direct or indirect.

Hackney Empire’s aim is to provide an inclusive and supportive environment for all of our employees, participants, audiences, artists, patrons, clients and all other people with whom we engage to produce and present our programme; deliver our services; and to ensure legal diligence and internal best practice.

**History & background**

For over 120 years, Hackney Empire has been a home for the people of Hackney, East London and beyond to come and share experiences together in our theatre. Every year we welcome up to 200,000 people through our doors to enjoy everything art & culture has to offer: from opera to comedy, theatre to live music, and not to forget our legendary pantomime and so much more.

From starting life as a music hall in 1901 with Charlie Chaplin, Houdini, Julie Andrews and Louis Armstrong on the books, through years as a TV Studio and a Bingo Hall, to our now iconic Grade II\* listed theatre that has played host to the likes of The Rolling Stones, Florence & the Machine, Ralph Fiennes, Dave Chapelle, the British Soap Awards and thousands more!

Each year, we also offer 4,000 local 14 – 25-year-olds the chance to get involved via our Creative Futures programme, providing free projects that build their confidence and help them make new, positive connections.

**Main responsibilities**

**Artistic Programme:**

* Lead and develop an imaginative programme of high-quality entertainment with a diverse range of incoming producers and promoters
* Evolve a programme of visiting productions and hires that reflect the diverse community of Hackney and the wider London region
* Engage with and contribute to the delivery of Hackney Empire’s annual pantomime
* Build good relationships with existing collaborators, seeking out and initiating/ producing possible future collaborations with other venues, artists, curators, promoters and organisations
* Take a strategic approach for the use of data; making best use of data analysis and marketing intelligence to grow and develop the programme
* Report to the Board and Sub-Committees providing information on the artistic policy and programme for decisions to be made for the future sustainability and growth of the Company.

**Management:**

* Line manage the in-house team of producers/programmers and freelance producers and programmers
* Line manage, monitor and develop the work of the Learning and Participation Team
* Lead regular programming meetings to explore future plans and provide a forum for feedback
* Support the Executive Director to monitor and supervise the: negotiation and issuing of contracts for artists and visiting companies and to monitor, review and supervise settlements to hirers
* Ensure effective liaison with the Technical Department to ensure excellent operation of the backstage functions
* Keep up to date with good employment practice and be aware of and comply with Health & Safety Regulations and standards of good practice
* Lead and attend fundraising and development events with the CEO
* Attend and board meetings and provide relevant reports for trustees
* Comply with and contribute to, all organisational policies
* Participate in regular performance review meetings with the Board
* Engage with and undertake personal and professional development opportunities as required for the role.

**In partnership with the CEO:**

* Enhance the artistic reputation and external profile of Hackney Empire
* Develop an artistic programme and business strategy that is resilient and capable of meeting agreed objectives and targets in line with Hackney Empire’s aims and vision, and the requirements of various key stakeholders
* Ensure that the artistic programme is financially viable
* Provide input into the preparation of annual and project budgets
* Lead communications within Hackney Empire on the creative strategy to inspire ownership of the programme
* Work closely with the Marketing Department to ensure an integrated approach to marketing and communications, with an overview of the Company’s promotional materials and PR and contribute to the maintenance of good press relations
* Support the development of income generation initiatives for Hackney Empire. This would include: programme, capital funding, creative learning and touring projects
* Develop and establish Hackney Empire’s long-term resilience
* Uphold and develop best practice in relation to Hackney Empire’s safeguarding.

**In partnership with the Board of Trustees & CEO:**

* Ensure that the artistic objectives meet key stakeholders’ requirements
* Ensure the development of the Learning and Participation strategy and programme so that it remains fundamental to the work of Hackney Empire
* Enable productive collaboration between all staff and artists, team building, high levels of performance and individual development thereby maintaining excellent morale and wellbeing
* Lead external communications to represent the Hackney Empire at official and informal stakeholder events.

 **Terms & conditions of the role:**

* **Notice period**: 1 month during probationary period (on either side), thereafter 3 months
* **Place of work**: Hackney Empire, 291 Mare Street, London E8 1EJ
* **Hours**: Subject to: minimum 35 hours per week, the post-holder will be expected to work the hours necessary for the proper execution of the duties that come with the scope of this post. There will be weekend and evening work
* **Holiday**: 22 days per annum rising to 27 days based on an incremental system, plus bank holidays and other public holidays
* Stakeholder pension contribution.

**Person Specification**

**Essential**

* Significant managerial experience working within a theatre or comparable venue
* Significant strategic programming and/or producing experience including work with young people
* Knowledge and understanding of arts infrastructure, arts funding and current industry networks
* A pro-active approach to promoting equality, diversity and inclusion
* Experience of working with underrepresented and underserved communities
* Experience of developing and enabling other underrepresented creative practitioners
* Experience of managing and leading successful teams
* Demonstrable experience of building strong relationships with artists, promoters and agents
* Experience of contract negotiation at various levels
* Strong financial and entrepreneurial skills with the ability to balance artistic flair with commercial return
* Resilience and ability to manage a complex and demanding workload under pressure
* Ability to manage multiple priorities, work to deadlines and respond well in a dynamic environment
* Experience of managing a multi-skilled team in a diverse environment
* Excellent written, verbal and analytical skills.

**Desirable**

* Working knowledge of Artifax
* Knowledge of monitoring and evaluation
* Understanding and use of social media
* Experience of working in a multi-department organisation
* Working knowledge and understanding of Safeguarding.

**How to apply**

* **Reference**: HEAD
* **Apply by**: Mon 26 Feb 2024
* **Interview(s)**: Wed 13 or Thu 14 Mar 2024

Candidates should apply for this role by providing a:

* Cover letter, of no more than two pages, setting out your interest in the role and examples of how you meet the person specification
* CV
* Completed Equal Opportunities Form

Applications should be sent to recruitment@hackneyempire.co.uk including in the subject line reference **HEAD**, by 5pm on Mon 26 Feb 2024.

Disabled and D/deaf people are currently under-represented at Hackney Empire, we will offer an interview to anyone who identifies as D/deaf or disabled if they are able to demonstrate they meet the person specification.