



30<sup>th</sup> January 2012

Dear Colleague,

Thank you for your interest in the post of Director of Administration & Development at National Theatre Wales.

After a very successful launch year, we have been looking at how we structure and organise ourselves in the future; how we make the most of the opportunities on the horizon. One of the results of this reflection is the creation of a new post – Director of Administration & Development, to join Lucy Davies our Executive Producer and myself on the Executive team of NTW. Both Lucy and I are hugely excited about welcoming a new colleague on board to join us in imagining and implementing the next stages of NTW's development.

In this pack, you will find:

- information about the company and the role
- a detailed job description
- a person specification

If you would like to apply for the post, please download the application cover sheet and the equal opportunities monitoring form from our website and send them to us, along with your CV and a letter of application. Please refer to the job description and person specification in your letter of application and tell us why you are interested and what skills and experience you would bring to the company.

Your application should be addressed to:

John McGrath, Artistic Director, National Theatre Wales,  
30, Castle Arcade, Cardiff CF10 1BW

**Please mark your envelope Confidential: Application**

The closing date for applications is noon on Tuesday 21<sup>st</sup> February 2012.

We will confirm receipt of your application by email.

Interviews will be held on Thursday 8<sup>th</sup> March 2012 in Cardiff.

If you require any further information, please email us at [work@nationaltheatrewales.org](mailto:work@nationaltheatrewales.org).

I very much look forward to hearing from you.

Best wishes

John McGrath  
Artistic Director

## Background

**“National Theatre Wales is one of the best things to happen to the stage in the past five years” *The Observer***

Conceived as a non-building based, flexible organisation, National Theatre Wales has the ambition to promote and develop national talent, offering opportunities for artists to work with the world's leading theatre practitioners. NTW began producing in March 2010. Its ambitious and highly acclaimed launch year delivered one show a month, every month, across Wales ending in April 2011 with the award-winning Port Talbot Passion (“the year's revelation” *The Observer Review of the Year, 2011*). Our second year programme began at the Traverse Theatre at the Edinburgh Festival 2011 and will conclude with three projects for the Cultural Olympiad ending in September 2012.

More information and the company's pioneering online community can be found at [nationaltheatrewales.org](http://nationaltheatrewales.org), and you can find video clips at <http://www.youtube.com/user/nationaltheatrewales/>

Since the curtain was raised on its first production in March 2010, National Theatre Wales has won 7 awards and .....

### **Gained a reputation for superior site-specific work**

- “[a] supreme, outdoor, site-specific company” *The Observer*
- Productions staged in locations across Wales, including miners' institutes in the South Wales valleys, a house in Penygroes, the entire town of Port Talbot, and a beach in Prestatyn

### **Achieved fantastic audience attendance**

- 88% of all tickets sold
- A crowd of 12,000 watched the finale of The Passion in Port Talbot

### **With consistent critical success**

- “The big success story [of 2010] was the foundation of National Theatre Wales” *Michael Billington*
- Five-star reviews for *The Persians* (*The Daily Telegraph*) and *The Passion* (*The Guardian*)

### **Provided a legacy of ongoing, tangible community engagement**

- helped set up a Young Critics' scheme in Bridgend, a radio station in Barmouth, and a filmmakers' club in Prestatyn
- “Here's to National Theatre Wales continuing to put Bridgend on the map for all the right reasons” *The Telegraph* on *Love Steals Us from Loneliness*

### **Developed a groundbreaking multi-platform approach**

- published a novella, helped create a feature film, commissioned new music and inspired several BBC documentaries
- pioneering use of digital operating systems and online media with an online community of over 2,500 members, groundbreaking viral content, and Augmented Reality Gaming

### **Bucked the trend in arts cuts with increased funding**

- the largest uplift in the Arts Council of Wales' 2010 Investment Review (an increase of 25%)
- awarded a £483,000 grant in October 2010 from the Esmée Fairbairn Foundation to work with emerging artists over a five-year period

### **Collaborated with some of the most high-profile artists and theatre companies in the UK and beyond**

- artists including Michael Sheen, Marc Rees, Paul Clay and Manic Street Preachers
- theatre companies including WildWorks, Rimini Protokoll, and Welsh National Opera

**Director of Administration & Development**  
**The role and contractual details**

|                       |   |
|-----------------------|---|
| Job Title:            | Director of Administration & Development  |
| Reports to:           | The Artistic Director, who is the Chief Executive. The Director of Administration and Development also has direct access and makes reports to the Board.  |
| Responsible for:      | Head of Finance, Company Co-ordinator and Executive Assistant   |
| Main purpose of role: | The Director of Administration & Development is responsible to the Artistic Director for the strategic direction and delivery of the Company's management and business functions in line with the artistic vision of National Theatre Wales   |
| Salary                | £45K+ according to experience   |
| Pension               | National Theatre Wales will make a 5% contribution to the Company Pension Scheme  |
| Term                  | The post is offered as a full time, permanent position, subject to successful completion of a 6 month probationary period   |
| Hours:                | The hours of work for senior staff are not fixed and the post-holder would be expected to work the hours necessary for the proper performance of the duties that come within the scope of the post (subject always to the Working Time Directive).  |
| Holidays:             | 25 days per year plus statutory holidays.   |
| Period of Notice:     | 6 months (The notice period during the probationary period is 1 month)  |
| Criminal Records      | This post is exempted from the Rehabilitation of Offenders Act (1974) and an offer of employment will be subject to satisfactory clearance from the relevant checking authority overseeing work with children, young people and vulnerable persons (currently the Criminal Records Bureau). |
| Residence             | The successful applicant will be required to provide documentation under the Asylum and Immigration Act 1996  |
| References            | All offers of employment are subject to the receipt of satisfactory references  |
| Relocation            | A contribution towards relocation expenses may be available, depending on the successful candidate's circumstances  |

**National Theatre Wales**  
**Job Description: Director of Administration & Development**

**Main Purpose of the Job:**

The Director of Administration & Development is responsible to the Artistic Director for the strategic direction and delivery of the Company's management and business functions in line with the artistic vision of National Theatre Wales

The Artistic Director, Executive Producer and Director of Administration & Development will form the Executive Team, working together to ensure the sound management and financial stability of the company.

**Duties of all company members**

- To act as an advocate for National Theatre Wales, working in line with the company's vision,
- To support and engage with all aspects of the company's work
- To be an active member of the theatre community in Wales

**Line Management Responsibilities**

Line Manager for the Head of Finance, Company Co-ordinator and Executive Assistant and supervision of other core, freelance and short term contract staff as appropriate

**Key Tasks**

- **Governance:** To take responsibility for ensuring that the Board is able to discharge its obligations under the Companies Act and to comply with all relevant legislation, and to take an active role in Board development.
- **Strategy:** To contribute to the development of the Company's Strategic Plan with a particular focus on organisational development
- **Management and Administration:** To take overall responsibility for the company's management infrastructure, including all administrative systems, IT/Digital functions, planning procedures and premises, leading on innovative solutions for NTW's lightly staffed, multi-locational digital operations
- **Human Resources:** To take overall responsibility for the HR function, leading the development of HR policy and strategy, overseeing its implementation and engaging with the wider theatre/arts community to explore opportunities for practitioner development
- **Finance, Fundraising & Business Development:** To manage key funding relationships and oversee the work of the Finance department (the day to day management of which is the responsibility of the Head of Finance), and to develop an overview of fundraising and business development opportunities, implementing initiatives which maximise income from a range of sources
- **Sustainability:** To work closely with the Artistic Director and Executive Producer to champion sustainable work practices

## 1 Governance/Legal

To take responsibility for ensuring that the Board is able to discharge its obligations under the Companies Act and to comply with all relevant legislation, and to take an active role in Board development.

- To act as Secretary to the Board and to make annual returns to companies house, charity commission and any other statutory bodies
- In consultation with the Chair and Artistic Director, to schedule business, prepare agendas and make arrangements for the recording and distribution of minutes of all meetings of the Board and its sub committees and to attend all regularly constituted Board meetings (and sub committee meetings, as required).
- To make arrangements for the appointment of members of the Board and its sub committees
- To research, and explore with the Chair, innovative models for Board engagement
- To take responsibility for ensuring that the Company conforms to all financial, legal, statutory and contractual requirements and to develop appropriate corporate policies and procedures which promote best practice
- To provide the Board with accurate and timely information to enable appropriate decisions to be made on matters of policy, planning and budgeting

## 2 Strategy

To contribute to the development of the Company's Strategic Plan with a particular focus on organisational development

- To take an active role in the development of NTW's Strategic Plan, with particular reference to detailed financial forecasting, risk assessment and the business environment, facilitating input from core staff; to monitor progress and make reports to the Board
- To develop, with the Team Co-ordinator, processes which encourage the involvement of TEAM members across NTW's administrative and organisational functions, and to encourage core staff to include TEAM members in appropriate activities
- To represent the Company, through membership or attendance, at meetings, conferences and external events and to promote the company and its activities, as appropriate, to a range of stakeholders, partners, funders and strategic agencies
- To develop a body of policies for the company in line with best practice, reflecting the Company's core values of Engagement, Sustainability and Innovation

## 3 Management and Administration

To take overall responsibility for the company's management infrastructure, including all administrative systems, IT/Digital functions, planning procedures and premises, leading on innovative solutions for NTW's lightly staffed, multi-locational digital operations.

- To provide an organisational overview in terms of staff responsibilities and company procedures, to facilitate team / cross-departmental working and to develop, with the Artistic Director and Executive Producer, sound planning and evaluation procedures for all company activity
- To develop and implement effective administrative systems which provide flexible support to NTW's core business and management functions, both at its office base and in temporary locations across the country
- To maintain an overview of NTW's digital functions, ensuring that an appropriate infrastructure is maintained and that staff are supported and trained in the use of technology
- To negotiate the terms of service agreements (utilities etc) and hire/lease or purchase of premises, with reference to value for money, effective delivery and environmental issues and to ensure that the company's premises are appropriately maintained and serviced

#### **4 Human Resources**

Overall responsibility for the HR function, leading the development of HR policy and strategy, overseeing its implementation and engaging with the wider theatre/arts community to explore opportunities for practitioner development

- To ensure that the company's HR policies and procedures comply with current legislation, follow good practice, are regularly reviewed and that they are widely communicated and understood
- To oversee all recruitment activities, ensuring that policies and procedures promote equality of opportunity, that appropriate contracts are issued to all staff and that all new staff receive suitable induction
- To arrange for the regular review of Conditions of Service and to ensure that procedures are in place for communicating with staff on contractual and employment issues
- To ensure that all line managers understand their responsibilities and are offered appropriate support and/or training to enable them to carry out their duties
- To ensure that appropriate mechanisms are in place for the health, safety and welfare of staff, including the induction of staff and volunteers
- To maintain personnel records in accordance with the provisions of the Data Protection Act
- To take an overview of Staff Development and Training needs, including strategies for the training and development of free-lancers and core TEAM members, in close consultation with the Artistic Director and Executive Producer, and to seek opportunities through which NTW can contribute to sector development.
- To ensure that relevant and effective communication systems are in place which enable all staff to contribute appropriately to company development and which encourage the involvement of TEAM members and the "family" of free-lance practitioners.

#### **5. Finance, Fundraising & Business Development**

To manage key funding relationships and oversee the work of the Finance department (the day to day management of which is the responsibility of the Head of Finance), and to develop an overview of fundraising and business development opportunities, implementing initiatives which maximise income from a range of sources

- To ensure, with the Head of Finance, that financial systems, policies and procedures (including budget- setting, monitoring and authorisation of income and expenditure, cash flow and payroll, treasury management and reserves) are rigorous and fit for purpose
- Working closely with the Artistic Director and Executive Producer, to oversee the development of annual and operating budgets; to monitor income and expenditure against agreed budgets, focusing on the company's long term financial stability
- To attend meetings with officers of the funding organisations, as necessary, to discuss practical and reporting arrangements and to co-ordinate and monitor major grant applications and requirements
- To maximise earned and grant income and ensure that financial resources are managed responsibly and effectively to further the aims of the company and its charitable objects
- To research and make funding applications to private and corporate donors and to trusts and foundations
- To identify, develop and manage innovative business development opportunities

#### **6 Sustainability**

To work closely with the Artistic Director and Executive Producer to champion sustainable work practices

- To research and implement sustainable solutions for all of NTW's practice and operations

## Person Specification

### ESSENTIAL

#### Experience

- Experience of leadership in a creative environment, and of managing and developing staff
- Experience of developing and implementing effective Strategic / Business Plans and of corporate policy development
- Significant experience of financial management and budget control; experience of the preparation and monitoring of budgets and of production and presentation of financial reports

#### Knowledge and Skills

- Excellent communication skills, both oral and written, and confidence in the use of information technology
- A detailed knowledge of sound financial practice, procedures and systems and an awareness of relevant legislation.
- A high level of people management skills
- Demonstrable organisational and administrative skills, and the ability to analyse processes and to establish systems
- Understanding of the broad range of administrative functions, including Human Resources Business / Strategic Planning
- Knowledge of the publicly funded / voluntary sector and an understanding of the not-for-profit environment and of the role of Boards of Management
- Confidence in the use of digital technology

#### Personal Attributes

- Commitment to team working and a flexible approach to working practices
- Ability to communicate effectively with a wide range of agencies and individuals, both formally and informally
- Highly motivated, proactive in developing own ideas and delivering high quality work and able to plan and organise own workload, meet deadlines and work under pressure on own initiative
- An understanding of and commitment to diversity and inclusion
- Commitment to best practice and continuing professional development

### DESIRABLE

- Experience of fundraising
- Experience of developing income generation strategies
- Knowledge and understanding of the work of a producing theatre company, including contracts, industry regulations, common working practices