

# LAWRENCE BATLEY THEATRE HUDDERSFIELD



We're recruiting

## Head of Creative Programme

Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact [recruitment@theibt.org](mailto:recruitment@theibt.org) for support.



## Who we are

We are a community of likeminded people who are passionate about regional theatre.

As a venue built by and for the people of Huddersfield we believe everyone has something to offer and by bringing together a variety of unique skills, magic can happen. We are proud to be an organisation that nurtures individuals, developing skills and providing new opportunities for our staff members to prepare them for a bright and illustrious career.

**If you'd like to find out more about us,  
click here to read about all that we've  
achieved over the past year.**

★★★★★ ***"a game-changer"***

- The Telegraph on *What A Carve Up!*

★★★★★ ***"Gripping and visceral"***

- The Stage on *Jesus, Jane, Mother & Me*



## About us

We are a mid-scale theatre in the heart of West Yorkshire that was created by and for our community. Within the building there are three performance spaces – the Main House seating 461 people, the Cellar Theatre with up to 120 seats and the Attic Theatre, with up to 60 seats – as well as a number of meeting and function rooms, Gallery space and our café bar. The theatre is run by a team of approx. 90 full-time, part-time and casual staff and we are also incredibly proud and grateful to have an exceptionally loyal team of approx. 80 volunteers at the theatre.

Participation is absolutely at the heart of the organisation, and we do a huge amount of work both at the theatre but also in Kirklees more widely – all of this work is seen through a lens of tackling isolation and 'otherness' as well as building a stronger sense of community.

★★★★★ ***“Impressively realised”***

- The Stage on *A Christmas Carol* (2020's Community Production)

★★★★★ ***“Ultimate gem in pantoland's crown”***

- The Yorkshire Post on *Robin Hood*



## Vision, Mission & Values

### Why we are here

We're here to do our community proud.

We're here to share exciting and entertaining stories.

We're here to build a stronger sense of community.

We're here to encourage creativity, to nurture confidence, and to develop talent.

### What are we aiming for?

We want to be the creative heart of Huddersfield.

### What makes us tick?

We are friendly and welcoming.

We are inclusive, diverse and accessible.

We are collaborative.

We are locally rooted with national ambition.

We are brave and unafraid of taking risks



## Being part of our team

Lawrence Batley Theatre is the home of live performance in Huddersfield and for Kirklees. We are committed to discovering and developing the best talent from across the sector. We work with people from all backgrounds and with all levels of experience and we're especially keen to hear from creative people who feel they are under-represented in UK theatre.

To help support this we have a flexible working policy and will consider job shares, working from home and flexible working patterns wherever possible.

### We offer our team:

- On-site parking
- Discount in our theatre café bar
- Free entry to selected performances at the theatre
- 20 days annual leave, increasing to 25 days after 1 year's employment and 30 days after 5 year's employment
- Free 24-hour employee assistance support service
- Training and development opportunities tailored to you
- An additional day's annual leave for your birthday

# We're recruiting for...

Job title: Head of Creative Programme

## Main purpose of job:

We are looking for an exceptional individual to join Lawrence Batley Theatre as Head of Creative Programme. You will be open, curious and passionate about performance, and enjoy working in a busy and exciting environment.

The role supports Lawrence Batley Theatre's vision to be the creative heart of Huddersfield, bringing the best performances to the town and championing the wealth of talent in Kirklees and West Yorkshire.

The Head of Creative Programme will realise an ambitious programme of performance in our various performance spaces including a Main House seating 461, our Cellar Studio theatre and Courtyard space as well as developing a programme of offsite work. The Head of Creative Programme is a key member of the Programming Committee, made up of other Heads of Department to deliver a cohesive, building-wide programme that's aligned to the overall artistic strategy.

The role will also involve line managing the Sales and Events Co-ordinator to oversee event hires and maximise programming income. The Head of Creative Programme will also play a key role in contributing to Lawrence Batley Theatre's educational, outreach and artistic planning for the future and a good knowledge of outreach work and Let's Create would be beneficial.

The individual will also be involved as a Producer on the theatre's annual Pantomime and Community Production as well as working closely with our Storytelling Companies ThickSkin and Gary Clarke Company and other ad-hoc producing projects that fit with the artistic vision.

**Responsible to:** Chief Executive Officer

**Responsible for:** Sales and Event Co-ordinator

## Working relationships with:

Participation Team

Marketing and Communications Team

Programming Committee

## Responsibilities:

- Design, plan and deliver creative projects including taking a leading role in the annual Community Production and Pantomime
- Lead the Programming Committee for the theatre alongside the CEO
- Programme across the theatre spaces, in line with the organisation's overall artistic strategy and commercial targets
- Review and develop a refreshed programming strategy for the Cellar Studio
- Lead on the Summer in the Courtyard programme of events in the external space and out in community venues
- Develop the visual arts programme in the theatre's gallery space
- Work closely with the organisation's Community Ambassadors to ensure that the theatre's programme is representative of the community in Kirklees
- Work closely with the Participation Team to align engagement activity with the programme
- Undertake research trips where relevant to the programme, acting as an ambassador for the organisation
- Manage enquiries and co-ordinate bookings for rehearsals and R&D programme across all theatre spaces
- Contribute to funding proposals and develop income streams that feed into our theatre programme, where required
- Line manage the Sales and Events Co-ordinator to maximise income and development opportunities
- Take a pro-active approach to shaping the future of the theatre in line with our ambition to be the creative heart of Huddersfield
- Support the organisation to create a welcoming, inclusive environment for all
- Ensure all activities run in accordance to Safeguarding, Health & Safety and Inclusivity & Diversity policy & procedures

## Personal attributes:

### Essential

- At least 2 years' creative experience within an arts, culture or charitable organisation
- A strong understanding of participation and community engagement work within an arts organisation
- A proven track record of effectively managing budgets
- A demonstrable understanding of and passion for theatre or other live performance
- Experience of working collaboratively or individually to create new work
- Ability to develop connections and relationships with a number of individuals/groups including colleagues, artists, participants, funders and stakeholders
- An understanding of delivering against local and national funding priorities
- Experience of working with hard to reach and diverse groups
- Experience of Producing, Directing and/or Adapting work for the stage

### Desirable

- Experience of fundraising in line with organisational priorities

- Line management experience
- An understanding of the ecology of Kirklees and the wider West Yorkshire region

## Terms & Conditions

**Salary:** Up to £35,000 per annum dependant on experience

**Hours:** 37.5 hours per week

Hours will be flexible as evening and weekend work will be required. No overtime is payable but time off in lieu may be taken with agreement of line manager.

**Holidays:** Annual holiday entitlement is 20 days per year plus bank holiday entitlement. This increases to 25 days per year after the first year's service.

**Notice period:** Three months

Standard terms and conditions of the Lawrence Batley Theatre apply.

## Recruitment procedure & guidance

Lawrence Batley Theatre's success is down to the passionate and creative people who make up our team.

All we ask is that those who want to join us are passionate about what we do, dedicated to local theatre and have an open mind.

These guidelines set out our approach to recruitment to give all potential applicants clarity about the standards and practices that are applied in our recruitment and selection processes.

### Job Description

The job description contains information about the main purpose of the role, covering as comprehensively as possible the responsibilities of the post holder and what skills are required in the performance of their duties.

### Essential and desirable attributes

This section of the recruitment pack lists the criteria that are required for someone to be able to perform the role to the required standards. The criteria are used in the shortlisting process and will inform the basis of the tasks/questions asked at interview.

### Equal opportunities

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates. Recognising that the theatre sector, including ourselves, has a great deal of work to do to become truly



equal we issue an Equality Monitoring form to everyone who applies to us. This form is anonymous and the information it contains is not considered as part of the selection process, however, after every round of recruitment we use the monitoring information we collect to understand who is and is not applying to our theatre – which allows us to identify areas in which our workforce is not representative of our community and developing ways of improving representation off the back of this.

## Advertising vacancies

All of our vacancies will be advertised for a minimum of one month where practically possible. As standard all posts will be advertised on our website, social media channels and Arts Jobs. On some occasions vacancies will be advertised on job's boards such as Guardian Jobs, Arts Professionals and Arts Marketing Association.

## Application process

For most of our vacancies we ask candidates to complete an application form to be considered for the role but in some circumstances, we may hold open recruitment days for certain posts.

## Submitting your application

Below are some tips for submitting your application:

- Complete all sections of the application form
- Type or write clearly in black or blue ink
- Try explaining any gaps in your work history
- In the Please tell us why you think you are suitable for this role section please tell us how your previous experience demonstrates your ability to fulfil the role you are applying for.

## Shortlisting

Once a vacancy has reached the closing date no further applications will be accepted. Before being reviewed we anonymise the applicant's name, educational institution and dates of study on each application. Applications are then reviewed by a team of at least two members of staff with direct knowledge of and skills relevant to the role being applied for. They will shortlist candidates based on the Job Description and application.

As soon as a decision has been made, we will contact shortlisted applicants to arrange interviews. Normally you would expect to hear from us within one to two weeks of the closing date if you have been selected for interview. If you do not hear from us within two weeks you have not been successful on this occasion.

## Interviews

The interview is an opportunity for us to get to know you and to better understand your skills, experience, knowledge, and abilities. Interviews are conducted by the same two or three people who shortlisted applications and will include the line manager of the post being advertised. One of the team will act as Chair which means they are responsible for ensuring any particular access needs for candidates are taken into account as well as

ensuring interviews are conducted professionally, fairly and in line with our Recruitment Procedure. The Chair also ensures that each panel member has an opportunity to give feedback on candidates in relation to the selection criteria and that those criteria and not any other factors are the basis for the panel's decision making. The Chair is also responsible for ensuring interview notes are completed for every candidate to help us record the panel's decision but also to enable us to provide feedback for all Interviewees so that you can understand the outcome of the interview.

## Staff Structure

