



THEATRE ROYAL HAYMARKET

# Masterclass

TRUST



# Theatre Royal Haymarket Masterclass Trust

Programme Director Job Specification



## GENERAL DETAILS

**Post:** Programme Director

**Salary:** £37,000- £42,000

**Location:** Theatre Royal Haymarket, London

**Starting Date:** January 2020

**Responsible to:** The Board of Trustees

**Responsible for:** Marketing & Press Manager, Programmer, Programming & Marketing Assistant, various freelance roles as required, volunteers

## NATURE AND SCOPE OF THE POST

The Theatre Royal Haymarket Masterclass Trust (Masterclass) is looking for a dynamic, passionate and inspirational arts professional to lead the organisation in the role of Programme Director.

The Programme Director is a senior management role responsible for delivering the strategic vision of the charity. The role would suit an individual with experience in arts management and who is looking for the exciting opportunity to lead an award-winning theatre education programme with an impressive track record of inspiring the next generation of theatre makers. The role would suit an individual with proven leadership experience who is skilled in writing strategic documents, developing strategy, driving an organisation's vision, leading on fundraising activities and managing a passionate and dedicated team.

## ABOUT MASTERCLASS

Based at the Theatre Royal Haymarket, Masterclass is a well-established charity that has, for over 20 years, played an important leadership role in the West End, across London and the wider theatrical community by supporting and nurturing young people for whom theatre is a career choice, a passion or an interest just being discovered. As a registered charity Masterclass provides insight into all aspects of theatre: from writing and acting to directing, producing or a career backstage. It runs a busy year round programme of free talks, workshops, special projects, career advice sessions, showcases, staged readings and a paid apprentice scheme in order to empower and inspire young people aged 16 -30. Masterclass is a place where young people are able to feel close to the professional world of theatre and offers exceptional personal development and creative opportunities with leading practitioners throughout the industry in order to nurture creativity, build confidence, strengthen self-esteem and develop important business and life skills.

Since the charity's launch in 1998 it has welcomed over 80,000 young people and programmed over 400 Masterclasses with leading theatre artists including Elaine Paige, Idris Elba, Ralph Fiennes, Sanjeev Bhaskar, Tanya Moodie, Angela Lansbury, Lenny Henry, Mark Strong, Helen Mirren, Lucy Kirkwood, Emma Rice, Jessica Hynes, Mark Gatiss, Joy Richardson and Bradley Cooper.

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## KEY RESPONSIBILITIES

### Strategy

- To provide visionary and strategic leadership by working with the Board of Trustees to develop and implement the business plan in order to achieve the organisation's charitable aims with emphasis on financial growth and stability.
- To develop and oversee an inspiring programme of work that adheres to the mission statement as well as current cultural and educational trends and to align Masterclass with the industry and its leading practitioners in order to effectively deliver an inclusive, high quality theatre education programme that engages a diverse audience of young people interested in theatre.
- To develop and lead on new initiatives that broadens Masterclass' remit both locally and nationally.
- To ensure Masterclass maintains a strong presence within the theatre industry both within the West End and London as well as developing a strong presence nationally.

### Fundraising

- To build on and implement the long term fundraising strategy across a range of fundraising initiatives including corporate sponsorship, grants, private donations and fundraising events.
- To work with and report to the organisation's development board.
- To act as an ambassador for the organisation by nurturing current and cultivating new funding partnerships.

### Management

- To oversee the administration, press and marketing and programming of Masterclass.
- To manage the financial operations of the charity, including the setting and management of the annual budget.
- To work with and support the Masterclass team in order to fully explore and realise the organisation's full potential.
- To deliver regular and accurate reporting to the Board of Trustees, Companies House and the Charities Commission and any other funding and statutory bodies as required.
- To monitor correct procedural practice across all Masterclass activity.
- To lead on recruitment of new team members.
- To work with the Marketing and Press Manager to develop and deliver a cohesive marketing strategy that maximizes participant attendance and engagement.
- To develop and update organisational policies when necessary.
- To nurture and cultivate existing and new partnerships that strengthen the work of Masterclass including managing multiple stakeholders to deliver pan sector projects such as TheatreCraft, the UK's largest backstage careers fair which is run in partnership with Society of London Theatre, Mousetrap Theatre Projects and the Royal Opera House.
- Attend industry network forums and conferences.
- Any other reasonable duties as set out by the Board of Trustees.



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### PERSONAL SPECIFICATION

#### Essential

##### Experience

- Minimum 3 years or more experience at a senior level within an arts or relevant organisation.
- Experience of developing strategy and the successful transformation of that strategy into reality.
- A track record of success in developing and delivering large-scale, diverse and complex projects, events and partnerships in the theatrical / cultural sector or similar.
- A track record of success in fundraising from a diverse range of sources including public, private and corporate sectors.
- Experience of producing and presenting reports to a range of internal and external stakeholders including Board level.
- Experience of line managing a multi-disciplinary team.

##### Skills, knowledge and abilities

- Ability to provide visionary, creative and adaptive leadership.
- Ability to manage budgets and adhere to the highest standards of public accountability.
- Ability to inspire trust and confidence amongst staff, funders and wider stakeholders.
- Ability to motivate and enthuse others with excellent interpersonal and team working skills.
- A strong interest in creating access and opportunity for young people in the theatre industry.
- A commitment to inclusive practice.
- Exceptional written and verbal communication, presentation and negotiation skills.
- Ability to communicate complex ideas and issues to a variety of audiences and stakeholders.
- Ability to work with a wide range of colleagues, VIPs, members, supporters and participants.
- Rigorous attention to accuracy and detail.
- Excellent IT skills, including Microsoft Office.
- Understanding of GDPR and Health & Safety legislation.
- Creative and innovative.
- Self-motivated and ability to work alone.

#### Desirable

- Knowledge of Masterclass.
- Knowledge and understanding of contemporary theatrical and wider cultural policy issues.
- Knowledge and understanding of the education sector, curriculum and wider cultural issues within the education sector.
- Experience of working with PR, media and marketing organisations.

*This job description comprises the main duties of this post. Tasks may change depending on the activities and needs of the business.*



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### HOURS

Normal office hours are 35 hours per week from 10am to 6pm Monday to Friday.

NB. Agreed additional hours, including working evening and weekends, may be necessary to fulfil the requirements of the role. This overtime will be authorised on a TOIL basis. There will be a probationary period of six months.

### HOLIDAYS

28 days per year including Bank Holidays

### APPLICATION PROCEDURE

Applicants should address their expression of interest by e-mail to Mr Arnold Crook, Chair of the Board, at [chair@masterclass.org.uk](mailto:chair@masterclass.org.uk)

Please attach a covering letter (no more than two A4 pages) outlining how your experience fits the role and a C.V. to the e-mail above with the title **Programme Director** in the subject line.

Closing date for applications: 5:00pm 19<sup>th</sup> November 2019.

We want our team to be representative of all sections of society and welcome applications from everyone.

First round interviews will be held the week commencing 1<sup>st</sup> December 2019.

Masterclass is a Company Limited by Guarantee, company number 9361138 and a registered charity with the Charities Commission, charity number 1159840.