





**“Sheer bliss from beginning to end”**

- *Northern Soul on Little Red and the Big Bad Wolf* ★★★★★

**“Take your children to see it, take everyone you know”**

- *A Younger Theatre on Happily Ever After*

**“A gift to Children of all ages”** ★★★★★

- *The Stage on The Jungle Book,*

**“ATT have once again proven themselves as leaders in their field”**

- *Reviews Hub on STATik* ★★★★★

# **‘Collaborating with children and young people to make world-class theatre, merging the *playful* and *political* and exploring new ways of storytelling’**

Action Transport Theatre (ATT) is an award winning young people’s theatre company based in Ellesmere Port, Cheshire and part of Arts Council England’s National Portfolio. Our pioneering work ‘for, by and with’ children and young people has earned the company a strong reputation as leaders in the field.

Participation is at the core of what we do and we create and share our work locally and then regionally and nationally in order to inspire and transform with our work, made ‘in the port’

Annually our professional touring work, co-productions, visiting programme and participatory activity reaches around 15,000 people. We aim to ‘blur the boundary’ between our professional and participation work, with artists and young people working side by side in order to make child-centred, authentic new work.

With its 30+ year track record, ATT is at pivotal point in its journey; the company is at the start of a major capital programme which will transform its venue Whitby Hall in Ellesmere Port, into a world class arts space in 2021, for children, young people families and wider communities.

A combined investment of £2.5M from Cheshire West and Chester Council and Arts Council England, will create a new 150 seat studio-theatre and refurbished building and cafe, signally a new era which will strengthen the company’s local, regional and national reputation as well as providing new opportunities to build on international links, contributing to the regeneration of Ellesmere Port.

ATT is currently recruiting an **Executive Director**, to build on key organisational developments achieved over the last 9 months by the current post holder, Emma Stringfellow who is leaving to take up a new post. This Executive Director, will play a key role in supporting the company through an exciting period of growth and development working alongside Artistic Director, Nina Hajjianni and the ATT team.

## **Our 3 strategic objectives for the next cycle;**

- **The transformation of Whitby Hall in Ellesmere Port leading to the transformation of the Town**

Working with Cheshire West and Chester Council and local and regional partners, our aim is to broaden and increase local engagement through a diverse and exciting, socially driven and arts-led programme including through our town wide, annual **Ellesmere Port Family Festival**. Our partners include Civic Hall, Ellesmere Port Library, Cheshire College South and West, The Proud Trust, Edsential and local schools; most recently working with St Bernard’s Primary school as co-producers



for our new show 'Adrift' by Beverley Hancock-Smith. We also work with Cheshire Rural Touring Arts and the Big Imaginations Network and regional artists in order to present an exciting and accessible programme of work for local audiences.

**- Organisational growth and increased resilience**

Underpinned by funding from Esmée Fairbairn, the company is part way through a company restructure with the post of Executive Director leading our strategic business planning, ensuring that development is at the centre of the organisation.

ATT has a strong case for support in an area which suffers from high levels of economic disadvantage and low levels of aspiration. ATT is in a unique position to build on its successes and secure new investment and support from a range of funders in order to fully realise its potential to transform young lives. Our current supporters as well as the Esmée Fairbairn Foundation include; Garfield Weston and Westminster Foundation.

**- New capacity for reach and scope**

ATT has established strong processes of making new work, 'for, by and with' children and young people, including through co-productions and partnerships. We

are looking forward to new possibilities to inspire and to ***use creativity to realise potential*** through establishing new and diversified opportunities for meaningful engagement, working with a range of arts and non-arts partners. Amongst our recent partners are Edsential UK, Welcome Network, Proud Trust, Cheshire Young Carers and local schools.

**Our programme and activity over the past year includes:**

**The Mystery of the Raddlesham Mumps by Murray Lachlan Young**, co-production with Matthew Linley Productions and Eastern Angles for 7+ audiences.

**Adrift, by Beverley Hancock-Smith**, developed in partnership with St Bernard's primary school, touring to schools as part of a curriculum development programme) and to venues, for 8+ audiences.

**Happily Ever After** – a wordless, visual theatre performance based on the book 'King and King' by Stern Nijland and Linda De Haan created in partnership with LGBT charity, The Proud Trust. The stage show has recently been made into a film for schools, for 5+ audiences.

**Three Up** – Web-based Young Writers Project in partnership with Ryde Theatre, Australia and Young People's Theatre, Canada, for young people aged 13+

**Spring Ball** – an arts party and showcase of local and regional talent at Whitby Hall for young and emerging artists and/or artists developing new practice.

**Ellesmere Port Family Festival** - taking place in October half term across venues in Ellesmere Port, for local families.

**The Company**

Artistic Director/CEO (full time)	Nina Hajjianni
Executive Director (4 days)	Emma Stringfellow
General Manager (full time)	Karen Parry
Producer (4 days)	Jessica Egan-Simon
Production Manager (4 days)	Matthew Bennett
Communications Manager (freelance)	Sam Hutchinson
Associate Writer (freelance)	Kevin Dyer
Community Arts Practitioner (4 days)	from September

**Board of Trustees**

Gemma Johnson — Chair  
Amy Redston-Bonsall, Emma Dunn, Louise Hesketh, Jeremy Grice, Jordi Morell, Lucy Linford, Dave Lyons, Charlie Rachwal, Debbie Tomkinson

For more information please go to [www.actiontransporttheatre.org](http://www.actiontransporttheatre.org)



## Action Transport Theatre

### EXECUTIVE DIRECTOR – ROLE DESCRIPTION

The Executive Director is responsible for the operational leadership and management of ATT working closely with the Artistic Director to develop & deliver the organisation's business, development and fundraising plan in accordance with the strategic vision.

#### **Main Purpose**

To lead the development and implementation of the organisational, development and fundraising strategy, working with the Artistic Director to maximise resources and realise the company's artistic, financial and operational objectives.

The Executive Director deputises for the Artistic Director as required.

#### **Reports to: Artistic Director/CEO**

#### **Responsible for:**

- Line management of; General Manager, Production Manager, and Administrators

**Appraised by:** Artistic Director

#### **Key Responsibilities:**

1. Lead the strategic, business planning of the company working closely with the Artistic Director
2. Lead the development and fundraising strategy for the company ensuring ATT reaches its financial and development targets
3. Develop and implement ATT's audience development and engagement strategy
4. The operational management of the company

#### **Key Tasks:**

1. **Lead the strategic, business planning of the company working closely with the Artistic Director**
- Develop & deliver the organisation's business, development and fundraising plans, including the business model for the new building, working closely with the Artistic Director /CEO to ensure effective planning and delivery in line with the company vision.

- Lead on capital development plans as appropriate, working closely with ATT Artistic Director. Acting as the main point of contact with Cheshire West and Chester Council as Landlord, Investor and Developer
- Ensure the effective running of all ATT operations and systems, working closely with the General Manager and staff team
- Form new partnerships with other statutory and non-statutory organisations to further the mission and artistic policy of ATT
- Represent, advocate & negotiate on behalf of ATT with funders, arts organisations, Cheshire West and Chester Council and other stakeholders in the wider community
- Lead the response to significant developments in the local area, for example in relation to Ellesmere Port regeneration plans
- Lead and work with all staff, volunteers and artists to enable productive collaboration, team building, high levels of performance and individual development, maintaining excellent team morale

## **2. Lead the development and fundraising strategy for the company ensuring ATT reaches its financial targets**

- Lead and deliver ATT's fundraising strategy including in relation to capital plans, working closely with the AD and Trustees, ensuring the company is best able to meet its targets
- Build relationships with existing funders, providing reports and support materials, re-applying where appropriate for repeat or continued funding
- Overseeing the ATT Friends and Business circle schemes, working with staff team members to recruit more members
- Design the fundraising database and processes to ensure all approaches/ applications are timetabled and actioned
- Researching and identifying new trusts, foundations and corporates to build a diverse prospect portfolio
- Delivering ATT fundraising events to grow supporters
- Identifying and seeking potential sponsors for the ATT programme
- Working with the Communications Manager on development campaigns
- Monitor, prepare reports for and evaluate funding applications
- Be the main point of contact for current funding relationships, including Arts Council England

- Manage communication with individual donors, supported by the Communications Manager

### **3. Develop and implement ATT's audience development and engagement strategy**

- Oversee ATT's audience development and engagement strategy, working closely with ATT Communications Manager
- Oversee ATT's PR, Media & Stakeholder strategy as appropriate
- Ensure audience databases & external communications (eg website, e- bulletins & ticketing systems) are high-quality and current, working with ATT Communications Manager
- Ensure the delivery and distribution of ATT's annual report

### **4. Operational management of the company**

- Lead on Human Resources in compliance with legal and statutory obligations,
- Lead on Insurance, legal and statutory requirements of the company
- Report on the Financial and Operational position of the company at Board meetings, ensuring appropriate preparation with the wider team
- Lead on Safeguarding
- Lead on reporting to funders

The Executive Director along with all staff are required to perform front of house duties where agreed, supporting delivery of the ATT programme.

The Executive Director will promote the company principles of diversity, equality and inclusion.

The list of responsibilities is not exhaustive and may be reviewed from time to time by the Board, in consultation with the post holder. The appointee may be required to perform duties outside of this job description, as operationally required and at the discretion of the Board.

## Executive Director Person Specification

### Essential Skills and Experience

- Minimum five years' experience in the arts sector, two at senior/strategic level
- Experience in charity and business management
- Experience of strategic planning and implementation
- Fundraising experience, with demonstrable track record from diverse sources
- Experience of presenting financial information at board level
- Knowledge of marketing and communications in the arts
- Knowledge of good safeguarding practice
- Experience of effective line-management and motivating teams
- High-level inter-personal and written communications skills
- The capacity to work fast under pressure
- A high level of confidence in using Microsoft Teams and experience of managing cloud based systems
- The ability to self-motivate and prioritise within a complex workload
- An appreciation of the value of work made 'for, by and with' children and young people
- The ability to advocate for ATT and represent it confidently in a range of industry and wider contexts
- A proactive attitude to promoting diversity and inclusion across the sector

### Desirable

- Experience of working on capital programmes
- Experience in operations/building management
- Knowledge of good employment practice
- Familiarity with statutory compliance and organisation law
- Experience of using financial systems
- Knowledge of the theatre sector

**Hours** - 28 hours per week, with some evening and weekends required ATT operates a Time Off in Lieu system

**Base** - Whitby Hall, Whitby Park, Ellesmere Port, CH64 9AE

**Salary** - £32,000 (pro rata) for 0.8 /4 days

**Holiday** - 25 days per year plus bank holidays (pro-rata)

The closing date for receipt of completed applications - **10am Tuesday 1<sup>st</sup> September**. Shortlisted candidates will be contacted by email by end of **4th September** and will be invited to an interview on Monday **14th September 2020 either via Zoom or at an Ellesmere Port /Chester (venue TBC)**.

Please email your completed application to ATT to Karen Parry, General Manager at [karen@actiontransporttheatre.org](mailto:karen@actiontransporttheatre.org). If you would like an informal chat about this role, please email ATT Artistic Director Nina Hajjianni – [nina@actiontransporttheatre.org](mailto:nina@actiontransporttheatre.org) to arrange a time for a phone call.

Please note, if you meet all the essential criteria and are interested in applying but cannot make this interview date, please let us know and in some cases, we may be able to make alternative arrangements.