

# Executive Director Recruitment Pack

china  
plate

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Thank you for your interest in the new role of Executive Director at China Plate Theatre.

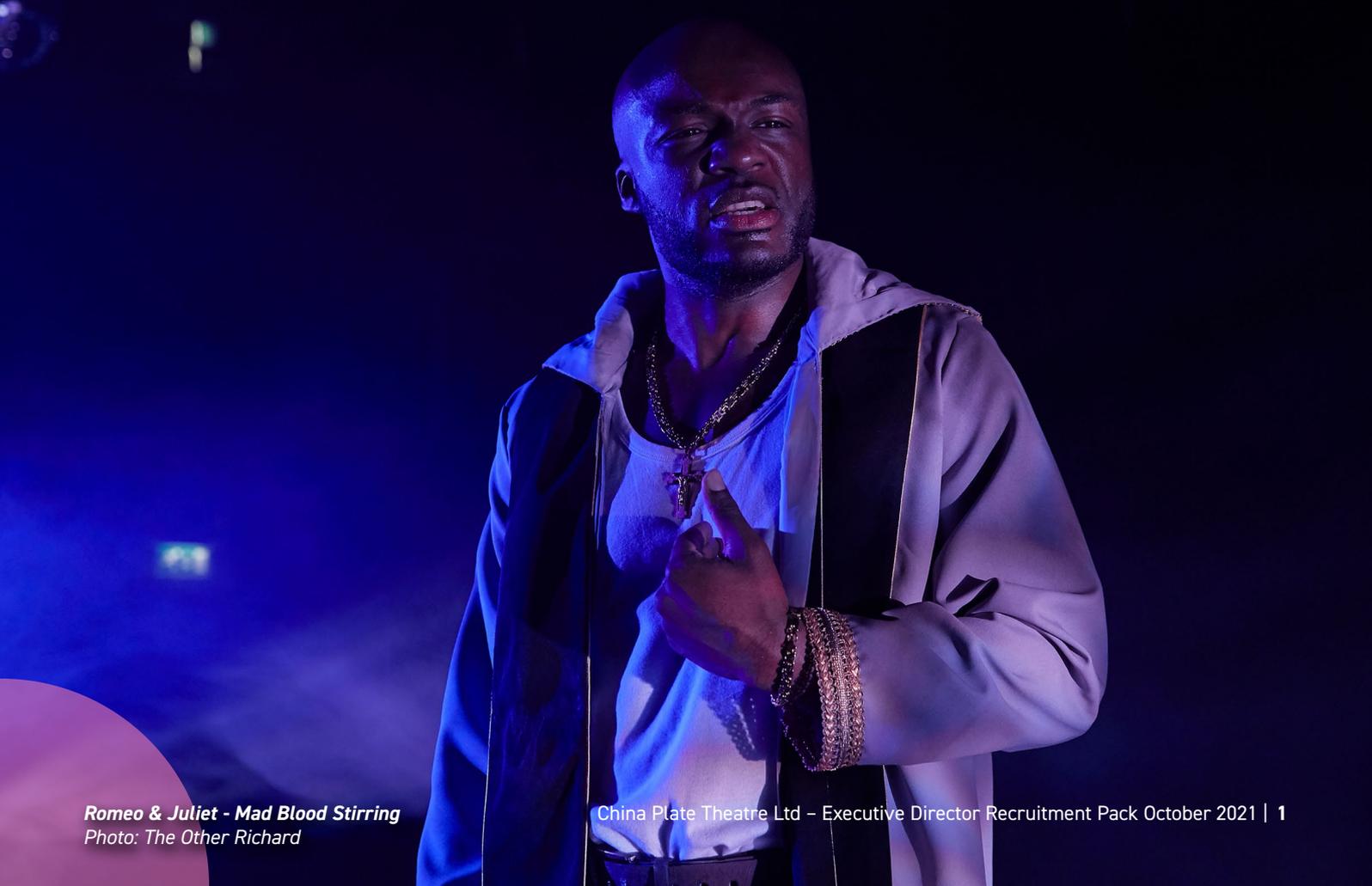
This pack contains all the information required to make an application.

To find out more about the company and our work check out [www.chinaplatetheatre.com](http://www.chinaplatetheatre.com)

If you would like to discuss any element of the role, we would be happy to set up an informal meeting, please email [info@chinaplatetheatre.com](mailto:info@chinaplatetheatre.com)

Best wishes

Ed Collier and Paul Warwick  
Co-Artistic Directors



# The Opportunity

China Plate Theatre is seeking to appoint a dynamic and inspirational Executive Director to develop and deliver the company's business plan and strategic vision. This is a senior executive position working alongside our Founder Co-Artistic Directors Ed Collier and Paul Warwick to ensure the company continues to thrive artistically and financially.

2022 is an exciting moment for China Plate Theatre that will see the company embark on a post-Covid re-opening journey that will take in a series of firsts, including new midscale shows, original musicals and large scale co-created arts initiatives and festivals at sites across the UK and beyond. It is a significant year of growth which will see an expansion and restructuring of the core team to meet the demands of a growing programme.

As part of this, we are looking for a new Executive Director who is truly passionate about the performing arts and has the leadership skills and business planning experience to help China Plate realise our ambitious programme and create impact that will enhance the communities we are ambitious to reach.

You will be an experienced arts leader with a track record in organisational management and development. You will have confidence and

experience in financial strategy and management, a track record in fundraising and good knowledge of governance. You will have the communication skills to be an effective advocate for the company, the people and communities it works with, and a management style that reflects the values of this highly collaborative organisation which prioritises the wellbeing of its core team, freelance staff, communities and audiences. You will embrace our values and prize equality and diversity in all aspects of your work.

China Plate Theatre will be applying for a second round of National Portfolio Organisation funding from the Arts Council of England early in 2022. We anticipate that the successful candidate will join the company towards the end of this process and work with the Board and Co-Artistic Directors to deliver our 2022/23 programme and prepare the company to embark on a new relationship with Arts Council England through the 2023/24 – 2026/27 National Portfolio – including leading the renaming and rebranding of the company.

This is a new senior role and marks a significant moment of development for China Plate Theatre. It is the first time the company have appointed an Executive Director, who will also become Deputy CEO.



*Status by Chris Thorpe*  
Photo: The Other Richard

# About the Organisation

Launched in 2006, China Plate is an independent producer of contemporary theatre. In 2019, we created, toured and programmed work for over 33,000 people across 134 venues (nationally and internationally), with a diverse programme of shows and events. In 2020, we created, distributed, and programmed work for over 36,000 people across a range of online digital platforms – pivoting our shows and events to adapt during the height of the pandemic. Our productions have won multiple industry awards including 5 Fringe First Awards and 3 The Stage Edinburgh Awards and been nominated for an Olivier Award and multiple Offies.

At the heart of our model is a suite of development programmes designed to nurture artistic practice, facilitate collaboration, commission work, increase access and widen diversity across scales.

In the last 2 years we have explored new ways of working through co-creation and co-curation. These approaches have fostered creative collaboration with young arts producers (including young people not in education, training or employment), supported intergenerational activism, empowered audiences and emerging artists from underrepresented communities and supported healthcare workers impacted by Covid.

China Plate works across the UK producing regional and national artists and delivering successful artist and sector wide development initiatives that have helped lead the growth of a resurgent independent sector. With offices in Birmingham and London, China Plate has a particular focus on activity in the Midlands and are Associate Producers at Warwick Arts Centre.

## Our vision:

China Plate's vision is of a dynamic and diverse culture of performance that fires the imagination, celebrates live encounters and affects positive change.

## Our mission:

Challenging the way performance is made, who it's made by and who gets to experience it.

## Our values:

Quality and expertise  
Collaboration and connectivity  
Integrity and courage  
Inclusivity and openness  
Diligence and generosity

China Plate supports the More than a Moment pledge, and as such is committed to a number of actions to support Black\* artists and theatre makers, especially in the Midlands. This includes representation across the organisation, and as Black people are currently under-represented on the Board, we welcome applications from anyone from these groups.

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\* Black African, Caribbean, Afro-Latinx and African-American heritage and those of mixed Black heritage who identify as such (definition as adopted by the Black Ticket Project)

# About Our Work

"...a bawdy feminist history lesson with anarchic spirit" ★★★★★ The Guardian on *Gin Craze!*

"...a fantastic opportunity to learn from veteran industry experts about what it takes to thrive in the theatre industry. What I've learned on this course will support my work for the rest of my career."  
Optimist Participant 2020

"...this digital version has such an intensity of focus, allowing you so directly inside the woman's head... this is a piece with the impact of a stone dropped in a mill pond. It ripples and ripples" Lyn Gardner on *Where I Go (When I Can't Be Where I Am)*

"I absolutely loved it! Gaining practical experience by actually putting on an event has been life-changing. I didn't know what a producer actually did before I started the programme and now I want to be one."  
Young Producer 2020

"... the words are eloquent, the music essential and powerful, and the performance full of a brilliant, prowling precision..." *Status* - Scotsman Fringe First Award Winner

"Moving. Cathartic. A special workshop to be part of"  
*Humans Not Heroes*, Healthcare Worker Participants 2020

Artists we have recently worked with include:  
April De Angelis, Rachel Bagshaw, Dawinder Bansal, Rachel Chavkin, David Edgar, Lucinka Eisler, Giulia Innocenti, Emmavie, Christopher Haydon, Caroline Horton, Michael Oakley, Urielle Klein Mekongo, Tim Sutton, Rochi Rampal, Lucy Rivers, Rukus, Jane Thakoordin, Chris Thorpe, Nick Walker, Roy Williams, Nilupa Yasmin

Organisations we have recently collaborated with include:  
Attenborough Arts Centre, Battersea Arts Centre, BBC Arts, Birmingham Hippodrome, Birmingham Museums Trust, Black Heritage Walks Network, Camden Peoples' Theatre, Coventry University, Derby Theatre, English Touring Theatre, In Good Company, The Place, Royal and Derngate, Midlands Arts Centre, Overhear, The Rural Touring Dance Initiative, Take Art, The Space, Staatstheater Mainz, Warwick Arts Centre, University of Warwick

Recent Funders Include:  
Arts Council England, Birmingham City Council, Coventry Creates, Coventry City Of Culture 2021, Esmée Fairbairn Foundation, Garfield Weston, The Winston Churchill Memorial Trust, The Rayne Foundation, Greater Birmingham and Solihull LEP, Garrick Trust, Without Walls



# Job Description

## Terms of appointment

Role: Executive Director and Deputy CEO

Contract: Permanent

Probation: 6 months

Notice period: 3 months

Salary: £45,000

Working hours: This is a full-time post assuming a minimum of 40 hours per week. We anticipate some evening and weekend work and travel within and outside the UK. Standard office hours are from 10am - 6pm, Monday to Friday.

Location: The post will be based at the Birmingham office, but we anticipate a degree of home working and are open to remote working proposals.

Holidays: 20 days per annum, plus bank holidays

(currently 8 per year) plus discretionary additional days over Christmas for two week office shut down.

Time off in lieu (TOIL) applies, but the role is remunerated at a level that reflects the need to work the hours required to fulfil the duties listed.

Pension: Auto-enrolment via NEST with 3% employer contribution.

Reporting to: Board of Trustees

Line manages: Core China Plate Administrative team including the Digital Lead / Administrator, Assistant Administrator, Apprenticeships / Placements.

## Purpose of the role

This is a senior position working alongside and sharing responsibility with the Co-Artistic Directors to set and deliver the strategic aims and objectives of China Plate Theatre, ensuring the organisation thrives both artistically and financially.

The Executive Director is responsible for business management, the financial stability of the company and will operationally lead the organisation. The Executive Director will have a direct reporting relationship to China Plate's Board, act as Deputy CEO and as Company Secretary.

## Key Areas of responsibility

Strategy:

- Develop, implement and update business plans that support and build the strategic aims of the company. These plans will include a dynamic artistic programme (led by the Co-Artistic Directors), development of new audiences, financial and environmental sustainability, and the Equality Action Plan.
- Advocate and lobby for China Plate Theatre, seeking opportunities to promote the organisation nationally and internationally.
- Establish and maintain effective relationships with partners and funding bodies.

Finance:

- Be jointly responsible for the financial stability and future solvency and viability of China Plate Theatre with the Co-Artistic Directors.
- Oversee the preparation, monitoring and control of annual budgets.
- Work with our accountants/agencies to produce management accounts, cash flow projections and statutory accounts including submitting annual accounts.

- Manage the bookkeepers to ensure payroll and company pension planning, management and delivery and quarterly VAT returns are delivered to the agreed timeframes.
- Manage and submit Theatre Tax relief claims with the support of the bookkeeper and accountant.
- Manage the Company's overall financial affairs within the rules of relevant legislation and current statutory requirements. Maintain good relationships with the Company's auditors, bankers, and all national and governmental agencies relating to the charity and the company.
- Review and ensure that China Plate Theatre's financial systems are fit for purpose and kept up-to-date.

## Organisational Leadership

- Create an energised environment and realise the very best from all staff, with a focus on wellbeing and professional development.
- Take responsibility for the facilitation of the Company Management Team, promoting a dynamic open and collaborative working style with an active approach to achieving increased diversity in all areas of the organisation.
- Support the Co-Directors in the development and delivery of China Plate's artistic vision.
- Responsibility for ensuring, with the Company Management Team, that China Plate Theatre has in place policies and procedures to ensure the organisation is managed in an effective and compliant way, safeguarding its reputation and building on its values.

## Development

- Develop an effective fundraising strategy, ensuring that new opportunities for generating income through grants, sponsorships or donations are continually explored and developed and targets are met.
- Alongside the Co-Directors, maintain regular and positive relations with Arts Council England leading on NPO applications and regularly reporting to them via the annual returns process as well as through formal and informal communication.
- Manage contracted fundraising agency and freelancers.
- Lead on the writing of core company applications and support the Producers in applications for specific projects. Maintain company fundraising records.
- Explore a new commercial strategy for China Plate Theatre, working with Co-Directors and Producers to maximise revenues whilst remaining aligned with China Plate's values and agreed risk profile.

## Management and Human Resources

- Ensure staff are motivated, informed and appropriately trained.
- Line manage the core China Plate Administrative team including the Digital Lead / Administrator, Assistant Administrator, Apprenticeships / Placements.
- Oversee the recruitment of China Plate Theatre staff, freelancers and contractors.
- Ensure compliance with all relevant legislation as employer, limited company and registered charity. Ensure appropriate compliance for all freelance staff and contractors. Lead on all complaints, grievance and disciplinary procedures with direct involvement as required.



## Company Administration

- Manage the delivery of all aspects of the administration of China Plate Theatre with the support of the Digital Lead / Administrator, Assistant Administrator, Bookkeeper, Accountant, Apprentices and other freelance staff.
- Maintain and updating all Company administration and IT systems.
- Manage all Company and project/production based insurance.
- Manage ITC membership and compliance with appropriate guidelines.
- Draft partnership agreements and similar contractual documents.

## Governance and Compliance

- Attend board meetings and assist the Trustees to discharge their legal responsibilities as Trustees, ensuring that they receive accurate and timely information enabling them to make informed decisions.
- Ensure that major areas of policy and legal matters are appropriately discussed at Board level and that China Plate Theatre is compliant with all statutory requirements including the Charity Commission and Companies House.
- Work with the Co-Directors and Trustees to ensure the company maintains the highest

standards of governance and strategic planning.

- Maintain and update the company's Risk Register. Ensure that risk is well managed, and the Risk Register is regularly reviewed at board level.
- Ensure effective policies and plans are in place, regularly reviewed and implemented to promote equal opportunity, access and diversity and compliance with best practice and legal requirements, including employment law, data protection and environmental sustainability.

## General

- Oversee the maintenance of effective operational systems.
- Act as safeguarding lead and with the support of the Engagement and Participation Producer be responsible for all policies, procedures and oversight of risk assessments for China Plate Theatre led activity.
- Act as company Health and Safety Officer.
- Work closely with Producers to provide effective monitoring and evaluation and ensure that both feed into future planning.
- Any other duties of an executive nature as determined from time to time by the Board and Co-Artistic Directors.



# Person Specification

## **ESSENTIAL**

### **Experience**

- Substantial experience (3 years minimum) in a senior leadership role in an arts organisation.
- Experience of carrying financial responsibility and ensuring the delivery of financial targets.
- Experience of strategic management and the ability to keep across multiple agendas with differing timeframes.
- Knowledge and understanding of the arts funding system and infrastructure in the UK.
- An entrepreneurial approach and proven track record in fundraising and development.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas China Plate Theatre's programme.

### **Skills & Ability**

- Excellent organisational skills and the ability to deal effectively with multiple workstream demands.
- Sound financial understanding and excellent financial management skills.

- Strong leadership and motivational skills and the ability to work with a broad range of people.
- Excellent written communication skills with application and report writing, funding proposals and evaluation documents.
- Excellent communication and interpersonal skills, with the ability to represent China Plate Theatre convincingly to a broad range of funders and stakeholders and an ability to attract new support.

### **Attributes**

- A genuine interest and enthusiasm for China Plate Theatre and its values and objectives.
- A collaborative approach and a desire to work in partnership with the Co- Artistic Directors.
- A positive attitude with a high level of self-motivation and ability to work on your initiative.
- Confidence in managing financial and creative risk, and an understanding of the role of risk in shaping the medium and long-term health of a creative organisation.



## **DESIRABLE attributes, skills and experience**

- A passion for the arts in general and for theatre and the performing arts in particular.
- Experience of enabling good organisational governance and working with trustees.
- A thorough understanding of and networks in the UK's theatre and arts ecology.
- Knowledge of contract, employment and equality legislation and charity and company legislation.
- Experience of the subsidised or charitable not-for-profit sector.
- Experience in producing theatre and of successfully overseeing complex project and production budgets.
- Experience of West End producing and/or commercial co-producing.
- Experience of national and/or international touring.
- Experience and understanding of a full range of contracts and in negotiating partnership and coproduction contracts.
- Experience in building and maintaining relationships with private and corporate donors.
- Demonstrable experience as a safeguarding lead.



# How to Apply

Please send your CV (including two references, one of which must be your current/most recent employer) and a cover letter highlighting your relevant experience and how you would approach the role, to: [info@chinaplatetheatre.com](mailto:info@chinaplatetheatre.com).

Please use the subject line Executive Director Application for your email and include a completed equal opportunities form, available [here](#).

The deadline for applications is **9am 24<sup>th</sup> November 2021**.

Interviews will be held on the **14<sup>th</sup> of December in Birmingham**.

To arrange an informal discussion about the role with the Co-Artistic Directors Ed Collier and Paul Warwick, please email [info@chinaplatetheatre.com](mailto:info@chinaplatetheatre.com).

## Equal Opportunities

China Plate is committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people with and without disabilities. Please contact us should you have any access requirements or need any reasonable adjustments to be made in order to apply or attend an interview.

Our recruitment process is open to all, but we are particularly keen to hear from applicants who may have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness, as these groups are currently underrepresented in our team and the wider theatre sector. The shortlisting and interview panel will include at least two members who may have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness.



# Supporters

The breadth and depth of our programme is due in no small part to the essential support generously provided by Trusts, Foundations and our other long-standing funders.

These organisations play a vital role in partnering with China Plate Theatre to support artists, make new work and reach diverse audiences.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**Garfield Weston  
FOUNDATION**

Supported by



**Birmingham  
City Council**



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