

Executive Director Recruitment Pack 2023

A full-page photograph of a ballerina in a white tutu, captured in a dynamic pose against a dark background. The ballerina is looking upwards and to the left, with her arms extended. The lighting is dramatic, highlighting the texture of the tutu and the contours of her body. The text 'balletLORENT' is overlaid at the bottom in a large, white, sans-serif font.

balletLORENT

balletLORENT

In July 2023, our Executive Producer Christine Grimwood will leave balletLORENT after 22 years of steering the company. We are now looking for an exceptional successor to take us into the next stage of our journey.

Post: Executive Director
Responsible to: Artistic Director & CEO/Board of Trustees
Responsible for: Office staff and Freelance Fundraiser and Bookkeeper
Salary/Hours: £48,000 per annum/Full Time

Application deadline
9am, Monday 6th March 2023

First round interview will take place at John Marley Centre, Newcastle upon Tyne on
w/c 13th March 2023

Second round interview will take place at John Marley Centre, Newcastle upon Tyne on
w/c 27th March 2023

We welcome applications from those that are underrepresented within the arts, and are committed to diversity and inclusivity. If you are excited about this role, but your experience doesn't exactly meet all the requirements, we still encourage you to apply.

If you would like an informal and confidential conversation about the role ahead of applying, please contact christine@balletlorent.com or call 0191 233 1811. For general queries about the application process, access, or if you would like this information in alternative format, please contact thomas@balletlorent.com.

“balletLORENT's endearing work conjures a state of being from which the world at large might well benefit.

- Donald Hutera, reviewing The Lost Happy Endings

“Art should not leave you out in the cold; it should open the door to a possibility of a fuller, richer life. For me, this happened with a performance by balletLORENT

- Suzi Feay, Financial Times

Cover photograph: Luke Waddington
Dancer: Caroline Reece

This page photograph: Luke Waddington
Dancers: Virginia Scudeletti and Toby Fitzgibbons

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About balletLORENT

balletLORENT has been an Arts Council of England National Portfolio organisation since 2012, and we have recently received an uplift, increasing our annual ACE funding and supporting our vision for the next three years. We are one of the most recognised dance companies in the country with a female Artistic Director, and the only dance company from the North of

**England that regularly
tours the UK in middle to
large-scale venues.**

Founded in 1993, the enduring strength and longevity of our 30-year lifespan is fuelled by Artistic Director and CEO Liv Lorent's commitment to innovation, her determination to create dance theatre for people with limited access to arts and culture, and a passion to broaden opportunities for the professional artists and diverse communities that we engage with.

We regularly create new, large-scale, and visually stunning productions from an unmistakably female vantage point and with a feminist sensibility. Each production is designed to be easily understood, with imagery, story, and emotion and where everyone is welcome to find joy and connection with others through dance.

Our association with a wide range of world-class collaborators - including poets, composers, musicians, actors, costume, set and lighting designers – encourages teamwork to bring our vision to life.

We have a regular presence in London, having performed on the main stage at Sadler's Wells since 2013, with them commissioning four full length fairytales from us, and we are one of their Strategic National Partners. We also regularly tour to Scotland with support from Creative Scotland and have presented our work at Festival Theatre, Edinburgh; His Majesty's Theatre, Aberdeen; and Eden Court Theatre, Inverness.

Furthermore, we have a wealth of experience in performing to diverse audiences and in unusual locations. This has included but is not limited to an aircraft hangar in Cornwall; a city museum in Leeds; The Waterfront Stage at Latitude Festival; Tyne Tower in Newcastle; and Logen, Bergen.

Our offices and studios are located just ten minutes' drive from Newcastle City Centre, in the John Marley Centre. This extraordinary Art Deco building was formerly both a school and part of Newcastle College, and is now populated by many independent artists and charities. Based in Scotswood, an area that is in need of further artistic provision, this base allows us to connect directly with the local community.

We know through decades of working at grassroots level that talent is abundant, but opportunity is not. Our learning programmes go the extra mile to remove barriers to engagement and focus on giving meaningful cultural opportunities to children and young people, older people, refugees, and those living in poverty and/or from underprivileged communities. As part of increasing our inclusion, we have recently undertaken training in neurodivergent conditions and are seeking to be progressive in our support of neurodiverse audiences, artists, children, and staff.

We are an ethical, unpretentious, and hardworking team that has a strong social conscience for the audiences we reach and the participants we include in our work. We continue to improve accessibility to our balletLORENT experiences and seek to offer opportunities to culturally or economically disadvantaged people.

We have a modest staffing structure of permanent employees which is supported by a team of freelancers that includes a production manager, as well as dancers, collaborators, and technicians. A part-time bookkeeper and fundraiser support the long term running on the company and help us achieve our charitable objectives, and we also employ a part-time PR specialist to support marketing of our artistic and learning and participation programmes.

Photograph: Luke Waddington
Dancer: John Kendall

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Our Education Programmes

We have developed a unique model of creating dance productions with invited guest community casts of young children and adults, who are involved as integral creative members and who become part of the evolution of our shows. Since 2012, more than 580 children, 130 parents and babies, and 55 older adults have taken to the stage alongside our professional dancers in Rapunzel, Snow White, Rumpelstiltskin, and The Lost Happy Endings.

The balletLORENT Youth Academy launched in 2021 to offer exceptionally talented children (aged 7-14yrs) who we have met through workshops in schools and communities in Newcastle, the opportunity to advance their dance and theatre creative, technical and performance skills, for free. We provide chaperoned transport where needed, and healthy lunches and refreshments for all our intensive and weekly sessions. The planned expansion of the Youth Academy will see up to 40 children per year participate in introductory or advanced creative training and performance / film work with our professional dance artists and guest collaborators.

We offer a wide range of engagement experiences for schools, colleges and community groups across the country, with a focus on engaging with those in areas of economic exclusion, for whom creative opportunities may be limited.

We are an Arts Award Centre, a Trinity Champion Centre 22-23 and an Artsmark Partner.



Photograph: Luke Waddington
Dancer: Gavin Coward

Our Key ambitions 2023-2026

- National touring programmes of adult, family and early years dance theatre productions.
- Capital development of our new base at John Marley Centre in Newcastle's West End, to facilitate a studio theatre, second dance studio, sensory space, and public zones. Establishing the base as an artistic hub with opportunity and activity for local people to participate in high quality dance and fitness activity, and to watch professional performance.
- Establishing of balletLORENT and our new home as a National Centre for Creative Inclusion.
- Continued development of our digital capacity, as we create and distribute world-wide a series of feature length and short form films.

Recent Awards and Recognition

- The Lost Happy Endings – one of The Stage's Top Five Dance Shows of 2022, and one of Darren Henley's (ACE CEO) 20 cultural highlights of 2020
- Parade (2022) - Winner, Best Dance Film, Swedish International Film Festival 2022; Winner, Best Dance Film, Beyond The Curve International Film Festival (France) 2022
- ANIMALIA (2021) - Winner, Best Horror Short, Cotswold International Film Festival (UK) 2021; Winner, Best Horror Film, WRPN Women's International Film Festival (USA) 2022
- She Weathers The Change (2020) - Winner, Inspirational Film, WRPN Women's International Film Festival (USA) 2022; Winner, Gender, Equality Issues and Rights, Mannheim Arts and Film Festival (Germany) 2022

Our Filmed Work

There are multiple trailers, shorts and full length films on our website, www.balletlorent.com, and we feel the below in particular showcase the breadth of our work. We also have films available to purchase and view on Marquee TV and Sky Arts.

- Rapunzel tour trailer (2023) - <https://bit.ly/3jr3wGx>
- After Dark (2018) - <http://bit.ly/3XgU6LL>
- Rapunzel Professional Guest Artist and Youth Academy Cast Project, Newcastle (2022) - <https://bit.ly/3X3Hxmy>

The Role

balletLORENT is seeking an Executive Director to support an experienced team of artists and administrative staff through our next chapter. This is a rare opportunity to take a senior role in the leadership of one of the leading independent dance companies in England in its 30th Anniversary year.

We are seeking someone with a hands-on approach and a “can do” spirit to their own role, with leadership qualities that allow a reliable team to be their best, and that has the motivational and problem-solving skills to succeed in a varied and exciting company.

Great financial management is key to allowing us to be flexible towards upcoming opportunities and changing circumstances. The Executive Director role will be expected to support a conscientious way of working that controls cash flow and supports freelancers and continues our reputation for paying people on time.

We place great value on the long-term relationships that the company has developed. Good relationship skills with artists is vital, as is continuing balletLORENT’s excellent relationships with venues nationally. We have been able to develop many trustworthy relationships with our audiences too, and prioritise their experience as much as the experiences of our touring party.

Appreciation of our work is desirable, and a respect for it is essential. An understanding and passion for supporting our model of mixed funding from earned income, ACE subsidy and charitable fundraising is a requirement of this role.

balletLORENT champions equal rights across the LGBTQ+ community and will not tolerate any racism or sexism in our organisation. We seek to make our working environment accessible to disabled people as well as adults with caring responsibilities. We welcome applications from communities that are underrepresented within the arts.

Photograph: Luke Waddington

Dancers: Alys North, Natalie MacGillivray, Jenny Chrisp, Virginia Scudeletti, Gavin Coward, Benedicta Valentina Mamuini, Lizzie Klotz and Megan Brown



Job Description

Key Responsibilities

Strategy

- In collaboration with the Artistic Director & CEO lead on the company's strategic development to realise the artistic ambition and vision.
- Create, implement and update business plans.
- Lead on the reporting against ACE investment principles and activity plans with the Artistic Director & CEO and Education & Project Manager.
- Deliver an effective fundraising strategy in line with the company's ambition and budgets, including plans for a Capital project at John Marley Centre.
- Establish new, and maintain, major partnerships to provide a sustainable regional, national, and international touring programme.

Financial & Reporting

- Together with the Artistic Director & CEO set and monitor the company's annual and project budgets.
- Responsible for overall management of financial systems, financial forecasting, financial risk register and report on financial outcomes to Board of Trustees, external stakeholders, and accountants.
- Work closely with the General Manager and Bookkeeper to manage financial systems and deliver accurate management accounts and cash-flow forecasts.

Tour Booking

- Maintain and develop balletLORENT's national touring programme at middle to large-scale and for other touring projects including site-specific works.
- Liaise with production, education, marketing, and creative teams to deliver all aspects of the touring programme.
- Establish international networks to achieve an international touring programme.

Funding & Philanthropy

- Strong focus on maintaining core revenue funding from Arts Council of England and maintain this relationship during funded periods alongside the Artistic Director & CEO.
- Together with the Artistic Director & CEO be accountable for achieving fundraising targets.
- Develop and secure regular and major income streams with key funders, including trusts and foundations, local authorities, philanthropists, and other potential funders.
- Lead on funding applications alongside the freelance fundraiser to deliver against the fundraising plan.
- Lead on funding applications to extend our reach for touring in the UK and Internationally.
- Coordinate inputs from the relevant members of the team to provide statistical information and establish outcomes for applications and reporting.
- Lead on quarterly and end of year reporting to Arts Council of England, and project reporting to trusts and foundations, local authority funding, and other funding bodies.

Operations & Governance

- Ensure good governance across the Board of Trustees.
- Lead on coordinating and writing quarterly Trustee and AGM reports and documentation for approval, and in line with ACE funding requirements.
- Line-manage and carry out annual appraisals for core office team.
- Ensure positive development of core office staff through outcomes of annual appraisals.
- Lead and oversee the effective management of the company's Human Resources and HR policies.
- Ensure all HR policies (including equal opportunities, health and safety) are implemented and compliant with all relevant legislation.
- Lead on recruitment, performance management, discipline, and grievance in line with the Company's staff policy for the core and freelance office team.

General

- Responsible for effective management of robust contracts produced internally and externally.
- Align activities with the Education & Project Manager and the Marketing & Communications Manager to ensure audience development is considered and balletLORENT's profile is raised.
- Act as an ambassador for the company during public facing events and communications.
- Any other reasonable duties appropriate to the role, and achievable during contracted hours.

Person Specification

Essential

- Demonstrable strategic management experience.
- Demonstrable experience of working across complex budgets and models of financial operation and control.
- Ability to prepare and present clear, accurate and timely financial statements.
- Demonstrable experience of writing successful high value funding applications.
- Excellent communicator, negotiator, and team player.
- Understanding and experience of managing and following HR processes.
- A strong commitment to core principles of equality, diversity, and inclusion.
- Ability to work under pressure with a high degree of attention to detail.
- Ability to manage workloads and multiple priorities.
- A strong commitment to balletLORENT's mission and values.

Desirable

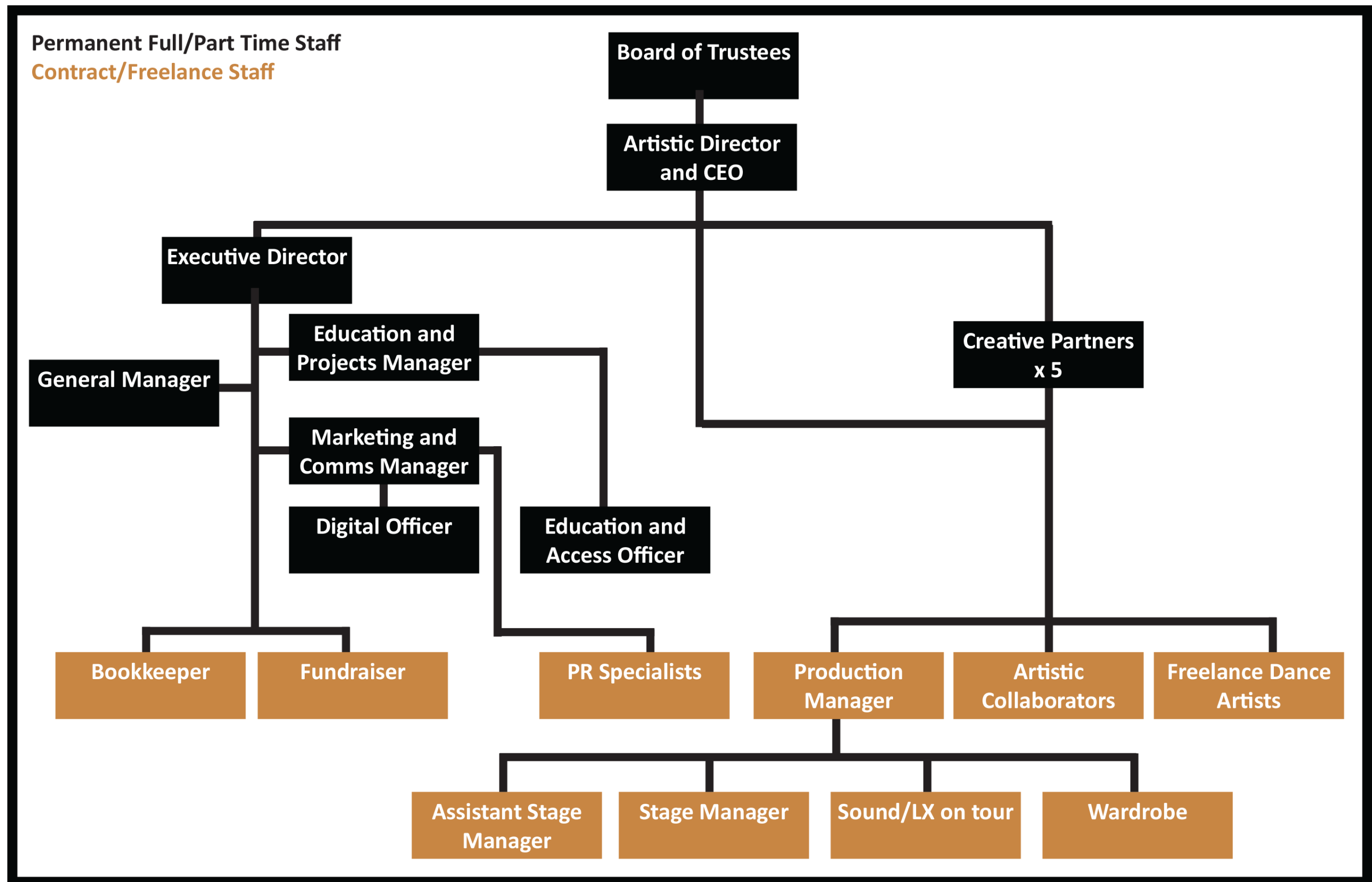
- Experience of working in the Cultural Sector.
- Good knowledge and understanding of charitable administration and governance.
- Knowledge of ACE NPO reporting requirements.
- Knowledge of XERO or other accounting software.

Our Company Structure

balletLORENT is very much an artist-led company with a mature team of creatives who are employed by the company to fulfil our touring work and community engagement, and manage some of the associated administration. The team will be involved in strategy and development planning of the company’s work alongside the Artistic Director & CEO and the Executive Director.

Photograph: Luke Waddington
Dancers: Gwen Berwick and Toby Fitzgibbons
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balletLORENT

— Photograph: Luke Waddington
Dancers: Emma Savoldelli-Harris, Gwen Berwick, Gavin Coward, Toby Fitzgibbons, Natalie MacGillivray, James Mounsey and Benedicta Valentina Mamuini

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Employment Terms

Hours of Work - 40 hours per week, and our normal working hours are between 9.30am – 5.30pm, Monday - Friday, with some weekend and evening work expected.

Place of Work - We support flexible and hybrid working, but it is expected that the majority of work will be undertaken at the company's base in Newcastle upon Tyne. Some national and international travel may be required.

Benefits - We offer 25 days holiday per year, plus bank holidays. Staff are enrolled on our company pension scheme (NEST), and we offer all staff CPD training expenses.

Reporting - this role will work in conjunction with the Artistic Director & CEO and report directly to the Board of Trustees.

balletLORENT is proud to be a Parents and Carers in Performing Arts Charter Partner. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangement.

Photograph: Luke Waddington
Dancer: Natalie MacGillivray

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How to apply

To apply, please send the following information to christine@balletlorent.com:

- Your CV and a covering letter of no more than two pages outlining your experience, and why you are interested in becoming our Executive Director.
- As an alternative to the above, you can also send a sound/video file of up to five minutes in length.
- A completed Equal Opportunities Monitoring Form, available from our website. This is for monitoring purposes only and will not form part of the assessment process.

Deadline for applications is 9am, Monday 6th March. First round of interviews will take place w/c 13th March, and the second round of interviews will take place w/c 27th March.

If you would like an informal and confidential conversation about the role ahead of applying, please contact christine@balletlorent.com or call 0191 233 1811. For general queries about the application process, access, or if you would like this information in alternative format, please contact thomas@balletlorent.com.

Thank you for your interest in balletLORENT, and we look forward to hearing from you.



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**ARTS COUNCIL
ENGLAND**

**John Ellerman
Foundation**



Supporting cultural education, endorsed by Arts Council England



Trinity Champion Centre 2022-2023

info@balletlorent.com www.balletlorent.com 0191 233 1811

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