

LAWRENCE BATLEY THEATRE HUDDERSFIELD



We're recruiting

Chief Executive Officer

Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact recruitment@thelbt.org for support.



Welcome from our Chair of the Board

Dear Candidate,

Thank you for your interest in this position.

After three exciting and turbulent years, Henry Filloux-Bennett is leaving us to join HOME in Manchester. Henry successfully led the Lawrence Batley Theatre team through a challenging period of restrictions on live performances, we became a radical new digital producing company, creating online theatre productions that were seen across the world. During this time, we also completed a full refurbishment of our Main House and created a brand new studio for our community engagement activities.

We are now seeking an exceptional person with the vision, ambition and strategic skills to lead the Lawrence Batley Theatre through this next phase of development and build on our history of 28 years of inspiring local communities to engage with the arts. The successful applicant will come into a strong programme, a high-performing team, a dedicated Board, and a secure financial base. This is a unique opportunity to shape and grow a theatre that genuinely strives to offer something to everyone in the diverse communities of Huddersfield, Batley and Dewsbury in West Yorkshire.

Our vision for 2025 is to be seen as a creative centre for both artists and communities; to engage more people in the arts and to be actively involved in the local area and creative economy. If leading us on this journey sounds like the job for you, we look forward to hearing from you.

Andrew Bird

Chair of the Board, Lawrence Batley Theatre



Where we are

Huddersfield in West Yorkshire is the largest town in England situated in the Borough of Kirklees (pop. 480,000 approx.). Kirklees is made up of suburbs and small villages/towns each with their own cultural activity and identity. Huddersfield is the southern part of the borough with the large towns of Dewsbury and Batley in the north. Kirklees has a rich cultural and artistic history which is still active today with numerous organisations and independent artists based in the area. There are small local festivals and a strong engagement with digital technology and design. Huddersfield has a gold-rated University with nearly 20,000 students choosing to study here.

Lawrence Batley Theatre is the only professional stage in Kirklees and is the only theatre to receive core revenue funding from both the local authority and Arts Council England. We are arguably the largest independent arts and culture provider in the borough in terms of audiences, artistic delivery, reach and footprint. We are only one of only 5 National Portfolio Organisations in Kirklees.

Our local Council has transformative plans for Huddersfield town centre which would place the theatre (with other new and refurbished cultural venues) around an open public space. This presents an opportunity to collaborate and extend our offer and our audience.

**If you'd like to find out more about us,
click here to read our story.**



Who we are

We are a community of likeminded people who are passionate about regional theatre. Our small and creative team comprises of 18 full-time, 9 part-time and 26 casual staff, supported by 54 equally passionate and determined volunteers.

Lawrence Batley Theatre opened in September 1994 because of an almost 20-year long campaign by a coalition of stakeholders, supported by Kirklees Council, determined to give Huddersfield a professional stage after the last of its theatres had been closed in the 1960s.

The theatre is housed in a Grade II* listed building which was previously a Methodist mission built in 1819 - then the largest in Europe. We are a locally rooted organisation with a national ambition. We serve local people: 70% of our audience is within 30 minutes of our venue. We present a wide variety of visiting family work, dance, drama, comedy, and live music. We have grown from being a receiving house for touring and local amateur productions, to also producing and co-producing new work – we also curate exhibitions in our gallery space. Our participation programme seeks to authentically support our local community and continues to evolve as we move out of the pandemic. We are here to share exciting and entertaining stories and to build a stronger sense of community in our area.

None of our work would be possible without a dedicated team and we are immensely proud of our staff and volunteers who are so passionate about making the Lawrence Batley Theatre the creative heart of Huddersfield. We are accessible, inclusive, and diverse.

Lawrence Batley Theatre is the trading name for Kirklees Theatre Trust and is a registered charity.



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 support service
- Training & Development opportunities tailored to you
- An additional day's annual leave for your birthday

We're recruiting for...

Job title: Chief Executive Officer

Main purpose of job:

The Chief Executive Officer (CEO) is responsible for developing and delivering the Lawrence Batley Theatre's strategic vision. It is an exciting opportunity for an ambitious leader to drive the organisation forward post-pandemic as we seek to further develop our artistic offer, diversify our earned income opportunities, and grow fundraising capabilities.

The CEO will develop, communicate, and implement an outstanding artistic vision that will ensure the Lawrence Batley Theatre achieves its mission to be the creative heart of Huddersfield and grows its reputation nationally.

The CEO will play a pivotal role in inspiring people and communities in Kirklees to engage more with the arts and the Lawrence Batley Theatre and to nurture local talent. They will continue to build-on and develop strong collaborative relationships with partners and stakeholders in the arts and the wider local community. Stakeholder management is an important aspect of the role, with key partners including Kirklees Council and Arts Council England.

Central to the CEO's role is managing the finances and the successful candidate will be ultimately responsible for the financial viability of the Lawrence Batley Theatre and will need proven business acumen and attention to detail.

Responsible to: Board of Trustees

Responsible for: Senior Management Team consisting of: General Manager, Head of Finance, Head of Visitor Experience, Head of Technical and Premises, Head of Marketing and Communications, Heads of Participation (job share)

Personal attributes:

Experience

- Senior management and leadership experience in an arts organisation
- Accountability for the financial viability of the organisation
- Managing change in a complex and dynamic environment
- Demonstrable track record of responding to unexpected events with speed and agility
- Working with a non-executive Board of Trustees
- Working with a range of theatre makers and companies
- Managing major stakeholder relationships and partnerships
- Experience of strategy development and implementation
- Experience of community engagement
- Experience of operational delivery of productions to budget

Knowledge and Skills

- Strong interpersonal and team building skills
- Excellent knowledge of the arts sector
- Knowledge of audiences and how to develop them
- Entrepreneurial and innovative approach
- Experience of fundraising strategies and approaches
- Financial acumen – able to create budgets and write accurate reports
- Demonstrable commitment to inclusion and diversity
- Demonstrable understanding of marketing strategies

Terms & Conditions

Salary: Up to £55k per annum

Hours: 37.5 hours per week

Hours will be flexible as evening and weekend work will occasionally 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, which can be found in our [staff handbook](#).

Our last published accounts can be [found here](#), which may be of assistance in your application.

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 for this role

To apply for this role email recruitment@thelbt.org with:

- A full CV and covering letter
- Covering letter of no more than 3 sides A4 showing your skills and experience to address the needs of the role as listed in the job description
- A completed Equal Opportunities Monitoring Form
- Application deadline is noon on 8 June 2022

Shortlisting

Once the 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 will then be reviewed by a team of board members with direct knowledge of and skills relevant to the role. They will shortlist candidates based on the Job Description and their application.

As soon as a decision has been made, we will contact shortlisted applicants to arrange initial zoom 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 final interviews will take place in person over two days 5-6 July. This is an opportunity for us to get to know you and to better understand your skills, experience, knowledge, and abilities. Initial interviews will be conducted by the same 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.