Application Pack for Executive Director
Dear Applicant

Thank you for showing interest in 2Faced Dance Company’s Executive Director role. This pack contains the details of the role alongside some contextual information about the company. To find out more we recommend that you visit the 2Faced Dance Company’s website, https://www.2faceddance.co.uk/, come and see us on tour or pop in and say hello at our new Herefordshire home.

As we near the mid-way point of our 20th Birthday we have taken the time to re-evaluate who we are, what we do and how we contribute locally, nationally and internationally. We are a small but strong team who all muck in to ensure that we leave the biggest impact to all the varied communities we work with/in. This can be from an inner-city primary school to an arts centre, hotel, rural community or large-scale theatre in Hong Kong. Our world is varied, and we thrive on the variety.

2Faced Dance Company is an inclusive employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and all sectors; be it the arts, finance, entertainment, legal or commercial sectors. We will support any access requirements you may have during the recruitment process.

Key dates to note are:

- Closing date for applications is 9am on Wednesday 4 March 2020.
- Successful shortlisted candidates will be notified by Monday 9 March 2020.
- Interviews will take place in Hereford at the Company’s home on Monday 16 March 2020. Reasonable travel expenses will be paid on request.

To apply please complete the online application form by clicking here. Your supporting statement should be no more than 1000 words explaining all the things about you that are not in your application and what you can add to the Company as it turns 21. Remember that shortlisting will be based on how well your skills and experience match the person specification.

Please ensure that you have fully read the job description within this pack. If you would like to arrange an informal conversation about the role, please contact me by email info@2faceddance.co.uk to arrange a mutually convenient time.

Best wishes

Tamsin Fitzgerald
Artistic Director
AN INTRODUCTION TO 2FACED DANCE COMPANY

“Tamsin Fitzgerald has done a canny job of condensing Masefield’s profuse story to a set of sprightly essentials. Cannier still: doesn’t the arc of their evening – wide-eyed wonder and witching tales giving way to communal feasting, accompanied by feats, tricks and entertainment – nicely mirror the idea of Christmas itself?”
The Guardian on The Box of Delights (December 2019)

Celebrating our 20th Anniversary from Sept 2019 – Aug 2020, 2Faced Dance Company are an award-winning, all male company touring the UK and internationally with a highly physical choreographic language, athletic prowess and lung-busting virtuosity.

Having recently moved to our new multi-studio and multi-office home of The Old Court in the heart of Hereford we seek collaborations across art forms enabling the company to connect to its wide demographic of audiences and participants.

2Faced Dance has a national and international reputation for both their performance and education work. The company tours extensively with over 60 performances of seven productions across 2019; we provide extensive learning & participation provision in Herefordshire and the UK alongside exceptional talent development initiatives.

The BENCH, founded by Tamsin Fitzgerald in 2015 was developed in direct response to serious concerns about the lack of equality faced by female choreographers within the dance sector. The programme aims to influence change and current behaviours within the UK dance sector by; Initiating projects, programmes and resources to better support female choreographers, provoking debates about the lack of support and opportunities for female choreographers and building a network of programmers and promoters that have a long-term commitment to equality.


UPCOMING ACTIVITY
EVERYTHING [but the girl] – touring Spring 2020, Autumn 2020 and Spring 2021
MOON – Children’s Hospital Tour Summer 2020
POWER – touring Summer 2020
ID Night – Summer and Autumn 2020 - biannual night supporting scratch works presented in partnership with The Courtyard Theatre
START Programme – multi-year arts and education programme working with four primary and one secondary school from 2018/19 – 2020/21
Public Class Programme at The Old Court – Autumn 2020 onwards
Multi Story – single day, multi-arts participatory festival with over 300 young people
The Box of Delights – December 2020
We’re also developing long term partnerships and relationships with a range of cultural and heritage organisations across Herefordshire, UK and internationally for a range of bespoke and large scale commissions and activities from 2020 – 2022.
JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE
To work alongside the Artistic Director, as joint CEO, in delivering 2Faced Dance Company’s artistic ambition through strategic planning, operational, business and financial management.

RESPONSIBLE TO: The Board of Trustees

RESPONSIBLE FOR: Finance Manager, Company & Marketing Manager, Programmes Coordinator and freelancers/contractors.

WORKING WITH: Artistic Director, Rehearsal Director, Production Manager, Dancers & freelancers/contractors

LOCATION: The Old Court, Gaol Street, Hereford. The postholder will also be required to occasionally travel within the UK and overseas.

HOURS: Full time 40hrs per week. The nature of the role will require the postholder to sometimes work evenings, weekends and bank holidays. Delivering the role in a part-time capacity (32 hours) will be considered.

SALARY: £34,000 - £38,000 (dependent on experience)

KEY RESPONSIBILITIES

STRATEGIC DEVELOPMENT
- Work with the Artistic Director to provide joint strategic leadership of 2Faced Dance Company.
- Seek opportunities for further exploitation of all areas of the company’s work, including commercial and educational opportunities, and external hires of the company’s new premises.
- Build, develop and maintain strong relationships with venue managers, co-producers, partner theatres and potential institutions and partners both in the UK and Internationally.
- Lead, manage and oversee the company’s fundraising bids to trusts, foundations, corporate organisations and individuals with the aim of achieving budgeted income targets.
- Maintain relationships with existing funders and develop 2Faced’s fundraising strategy to secure short, medium and long-term funding.
- Promote the company and its artistic policies to venues, funders, peers and the wider theatre community as a member of 2Faced Dance’s senior leadership team.

MANAGEMENT
- Oversee financial management of all aspects of the company complying with the rules of relevant legislation and current statutory requirements, including cash flows, budgets and management accounts, reporting these to the Board of Trustees.
- Monitor the company’s performance towards its priorities and targets and update the company’s business plan and polices.
• Maintain good relationships with the Company’s auditors, bankers, and all national and governmental agencies relating to the charity and the company.
• Responsibility for the day-to-day management of the company and its premises, including complying with the terms of any leases and licenses, arranging procurement of equipment and services, insurance, security and health and safety.
• Manage and oversee external hires for the company’s creation and meeting room spaces to maximise commercial income opportunities to support the companies work.
• Act as a first point of contact for all key stakeholders including Arts Council England and other funders.
• Act as Company Secretary attending all full board meetings, the Finance and Operations, and Development Group meetings.

ARTISTIC PRODUCTION & TOURING
• Collaborate with the Artistic Director in evolving 2Faced Dance’s artistic programme including revivals, creation of new work and touring.
• Ensure appropriate resourcing of all productions nationally and internationally, in London and on tour, establish co-production relationships and negotiate tour dates with venues.
• Promote and deliver the management of successful tours for the artistic team including the booking and negotiation of contracts for touring in the UK and abroad.
• Secure rights and negotiate rights agreements, for both adaptations and commissions.
• Work with the Artistic Director to ensure new projects & productions can have longevity, managing them as appropriate.
• Ensure there is a regular programme of international work.

DAY TO DAY
• Lead the administrative team driving projects forward to completion.
• Lead on recruitment and appointment processes in support of 2Faced’s strategic objectives.
• Communicate effectively to ensure staff are motivated, informed and trained to do their jobs.
• Working with the Artistic Director, communicate effectively to ensure staff are motivated, informed, supported and appropriately skilled to do their jobs.
• Maintain a positive, flexible and collaborative working culture at 2Faced Dance.
• Develop and promote policy and action to ensure greater diversity across the organisation with equality of opportunity for all those with whom the Company might engage.

Any other duties commensurate with the role that might reasonably be required.

This job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.
PERSON SPECIFICATION

Essential Experience and Skills
- Substantial experience in a senior leadership role, preferably in the performing arts sector or cultural organisation.
- Extensive experience in producing and/or tour booking theatre/dance shows with a clear understanding of contracts.
- A collaborative approach and experience of working in and developing effective partnerships.
- A flexible strategic thinker with clear vision that allows for organisational development.
- Excellent financial management skills with experience of carrying financial responsibility for an organisation and ensuring the delivery of financial targets.
- An entrepreneurial approach and track record of income generation.
- Political acumen, along with the ability to command personal respect and exert positive influence on Policy Makers, stakeholders and the wider performing arts sector.
- Strong influencing skills and the ability to confidently represent the company to a broad range of stakeholders and potential funders in order to maintain existing relationships and attract new support.
- Confident report writing skills and the ability to present these in a formal setting.
- Strong leadership and interpersonal skills to deal effectively with internal and external relationships.
- Good team working with the ability to work with creative talent and strong personalities.
- The ability to work as a self-starter as a key member in a small team with excellent organisational skills.
- A genuine interest in and enthusiasm for 2Faced Dance and its objectives.
- Confident user of MS Office software.
- A demonstrable commitment to equality.

Desirable Experience and Skills
- Experience of the subsidized charitable and arts sectors in Herefordshire.
- Awareness of the British touring dance/theatre environment.
- An understanding of the legal requirements of a charitable organisation.
- Experience of working with a Board of voluntary trustees.
- Experience of booking tours nationally and internationally.