

Complicité

Executive Director
Application Pack and Job Description



An Invitation

Join us for the creative adventure of a lifetime.

Complicité is recruiting an entrepreneurial Executive Director to oversee and deliver the company's programme across a variety of artforms and build a business structure around it to ensure that it can continue its creative journey for decades to come.

You will report to the board of trustees as Chief Executive of the charity, and work alongside Artistic Director Simon McBurney and Senior Producer Tim Bell, who deputises for Simon in all aspects of artistic leadership, to shape the business and programme of one of the most exciting theatre companies in the world.

You will lead all aspects of the company's operations and be responsible for the success of its business.

You might have worked all your life in theatre. You might be a theatre fan with business leadership experience. Your background might be in film, tech, marketing, management or education. You might be an innovator and leader in the commercial or charitable sector who knows and cares deeply about Complicité and its work. You will certainly have the entrepreneurial insight to see the company's potential with fresh eyes, to support its growth and develop its earning potential across established and emerging media and plot a course for its continued success.

Tom Morris, Chair of Complicité

Background



The Company

Complicité is an international touring theatre company and charity, under the creative leadership of Artistic Director and co-founder Simon McBurney.

Over four decades, we have played in more than 40 countries and won more than 50 awards. Through our live productions, streamed work and education & engagement, millions of people have encountered the work of ‘the most influential and consistently interesting theatre company working in Britain’ (The Times).

We believe that experiencing extraordinary culture can transform people, inspiring creativity, delight, imagination and political action. For this reason, we strive to create art of exceptional quality, ambition and innovation, driven by brilliant ideas, and use this to engage the widest range of audiences and participants in the power of creativity, both in the UK and internationally.

Our latest theatre production *Drive Your Plow Over the Bones of the Dead* has achieved rave notices, toured internationally and been seen by over 78,000 people. *Can I Live?*, a vital new

digital performance about the climate catastrophe conceived, written and performed by Fehinti Balogun, *Figures in Extinction* [1.0], a major new collaboration between Simon McBurney and Choreographer, Crystal Pite with Nederlands Dans Theater, and our radio dramatisation of *The Dark is Rising* by Susan Cooper released last December for BBC World Service and BBC Sounds demonstrate our growing success across a variety of artforms.

We take our responsibility as one of the UK’s most celebrated theatre companies seriously and are motivated not solely to create our own productions, but also to share what we’ve learnt and created with other artists, particularly those currently underrepresented in the arts. The familiarity of our name enables us to reach diverse communities

across the UK and internationally, and through our engagement and education work, we empower those we connect with to embrace collaboration and risk-taking as vital to a creative, fulfilling life.

Alongside Simon McBurney's work we support artists through our 'Mudlarks' strand, widening access and pro-actively seeking to support talented artists who are underrepresented in the theatre sector. Learning and engagement are central to our work and our award-winning Creative Engagement programme includes professional development, work in schools and colleges and participatory projects with a range of communities.

Action on the Climate and Ecological Emergency is a burning thread running through all of our work and we have played a key role in Culture Declares Emergency, as well as in developing the Theatre Green Book.



Context, opportunities and challenges of making and touring theatre in 2023

Complicité is a world-renowned national and international touring company that brings forward an immense repertoire of outstanding quality alongside the aspiration for a varied, pioneering and highly engaging future programme. It has healthy reserves and a growing slate of ambitious work across a variety of artforms.

But the costs of creating such theatre have sky-rocketed and the market place for touring theatre is still uncertain after Covid, even for Complicité. The company is embracing the need for reinvention in order to guarantee its future.

At the same time, we have embraced the opportunity of Arts Council England's NPO-Transfer Programme and will build that change into the process of business transformation which is necessary for all arts organisations in the coming years.

With an ethos and way of working established over 40 years of practice, Complicité is a company that never stands still.



Your role at Complicité



We are seeking an exceptional and versatile individual who will lead the company in delivering its artistic vision and create new opportunities for commercial income, based on the company's existing assets, specialist skills, international market positioning and our values.

Strategic Leadership

The Executive Director is the Chief Executive Officer (CEO), reporting directly to Complicité's board of trustees.

As such, you will evolve the company's strategy in collaboration with Artistic Director Simon McBurney and Senior Producer Tim Bell, who deputises for Simon in all creative matters. We see this three-way collaboration as core to your success in the role.

The ED is responsible for leading the delivery of the company's work within its resources. You will have responsibility for leading Complicité's direction as a forward-looking company, within a mixed financial model (combining public funding, earned income and contributed income.) You will hold oversight of functional areas that underpin business planning such as finance, fundraising, risk management, marketing and communications and HR all operating within the charitable framework.

As Executive Director /Chief Executive Officer, you will have overall responsibility for:

- Bringing Complicité's work to a large national and international audience through live and digital presentation, new channels including television and film, the deployment of the company's archive and the work of the creative engagement programme.
- Reviewing and renewing Complicité's business approach to ensure that its current healthy financial position is a platform for a long and secure future.
- Oversee the evolution of the team structure ensuring that the Company has the appropriate staffing model to deliver the vision agreed with the Board and Leadership Team.
- Finalising and delivering the company's journey through the NPO-Transfer programme within the context of its developing business.
- Shaping and evolving operating practice to be future fit, resilient and sustainable.
- Providing rock solid company management and representing the ethos and values of the company with strong external relationships.
- Realising Complicité's action on climate issues.

Finance, Contracting and Governance

The ED is responsible for ensuring the company's charitable objectives are met, that it remains a going concern, that Complicité operates at all times in accordance with its policies, and for reporting fully and accurately to the Board of Trustees on these matters.

You will also be responsible for all contracting, deal-making business agreements made by the company including negotiating and draft agreements, Heads of Terms, and contracts in collaboration with the Senior Producer and ensuring that the contracting of freelance artistic staff is compliant and consistent and take responsibility for the review and regular updating of contracts.

The role demands close work with the Finance Manager, setting realistic budgets in line with the company's ambition, ensuring that accounting information is supplied to the board in a timely manner, that there is a strong cash-flow position at all times and that the company's ambitions for building, maintaining and effective deployment of cash reserves are met. In addition, you will be responsible for:

- Setting the company on a path to financial success to equal its critical acclaim ensuring that resources and income match artistic vision and aspiration, with effective strategic and financial plans, KPI's and key milestones articulated in a critical path.

- Overseeing the robust financial management of the company and charity, ensuring expenditure and commitments are made within available resources, and risk is managed effectively.
- Ensuring full compliance with all legal obligations and statutory requirements, including the preparation of Annual Report and Financial Statements, and annual returns to Companies House and the Charity Commission. The ED must maintain an up-to-date awareness of all such requirements and alert trustees of any changes to charity and company law.
- Addressing serious or business-critical risks and challenges as they arise, including complaints /grievances, health & safety issues and operational issues which may threaten the smooth running of the organisation.

Fundraising, Comms & Strategic Positioning

As ED you will act at all times as an effective ambassador for the Complicité brand and a leading voice for the company, within and for the sector, in wider social and policy making circles and to the public, promoting the organisation with a wide range of stakeholders including audiences, donors, funders and statutory authorities and maintaining a significant public presence for the charity in the UK and internationally.

You will strategically lead and deliver against targets in diversifying earned, raised and restricted programme income from a range of sources.



It will be your role to maintain and develop the company's positive relationship and reputation with major funders, developing and nurturing senior level contacts with a particular focus on maintaining the charity as a National Portfolio Organisation of Arts Council England.

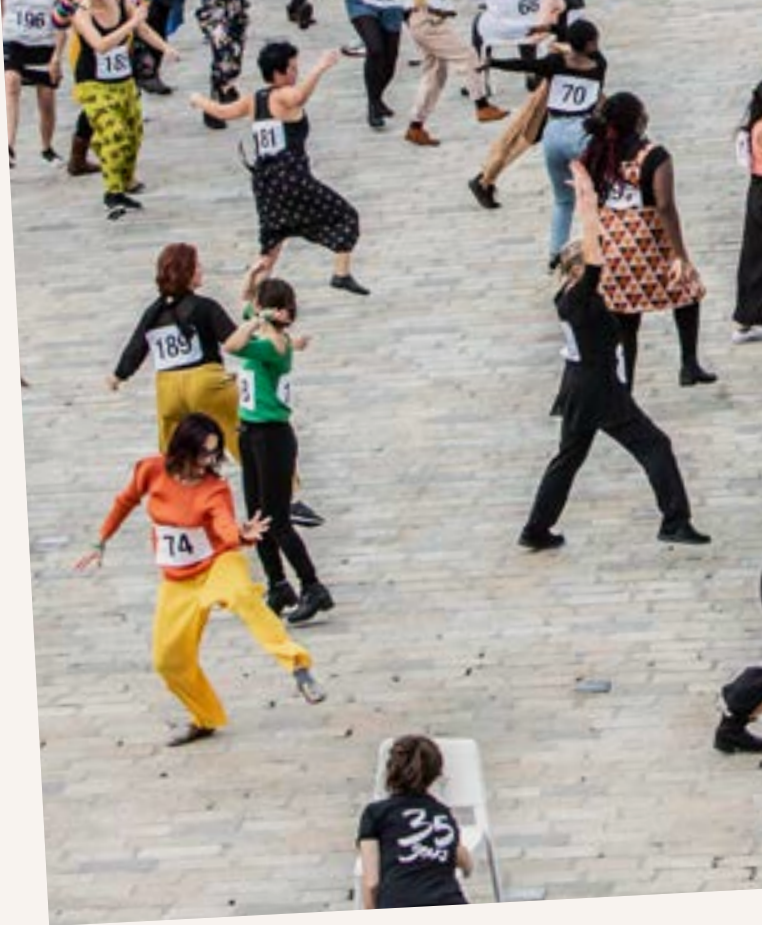
The company's profile should be understood and deployed as an asset in building and diversifying revenue opportunities and in developing new potential for funded and supporter relationships.

Relationship and Stakeholder Management

The role involves building, maintaining, deepening and expanding a strong set of internal and external relationships.

You will also work closely with the Chair and wider Board of Trustees to ensure the Company sustains a dynamic direction as well as functioning with full and appropriate integrity as a charity.

You will be expected to develop collaborative partnerships with theatre, arts and other organisations with whom the Company might expand its artistic and social impact ambitions, nationally and internationally and maintain good working relationships with partners to ensure that the Company is a part of wider activities and debates that contribute to the cultural life of the UK. You will develop excellent relationships with co-producers, partners, agents, managers, and artists including emerging practitioners and new voices. This is



likely to include playing an active role in key sector peer group networks.

In view of the change in location of the company's base, you will also develop and maintain new or emerging relationships with partners and collaborators in the new locality, ensuring an enriching and mutually beneficial relationship potentially to include new ways of working for the Company.

You will lead and develop positive relations with other key stakeholders, including funders such as Arts Council England, significant trusts and foundations and other donors.

You will engender and champion a working environment which fosters collaboration, personal integrity and respect, is receptive and adaptable to change, and which ultimately ensures high levels of staff retention.

Person Specification

Essential Skills and Attributes

- Experience in a senior leadership role
- Experience as a trusted collaborator working with and alongside creative teams.
- Proven ability in business planning and strategic development
- Strong entrepreneurial and commercial outlook and appetite
- Experience of contract negotiation & drafting, and legal matters
- Financial acumen with substantial experience of managing budgets and preparing papers for financial strategising and reporting
- Ability to lead and inspire a team
- Ability to represent an organisation to its supporters and funders
- Experience of fundraising through public and private routes
- Expansive knowledge and passion for the arts
- Commitment to sustainability and in supporting Complicité to be an environmentally responsible organisation
- Commitment to equality of access and opportunity, cultivating an inclusive and representative organisation
- Excellent written, communication and presentation skills
- Knowledge of and passion for Complicité's work



Desirable skills and Attributes

- Experience of working at a senior level in theatre
- An understanding of the international market and/or the commercial West End for the performing arts and the potential for Complicité within this, based on experience
- Experience of digital and screen-based productions for TV and film with a flexible attitude to, and understanding of, the differing requirements of stage to screen
- Experience of working in education, community and learning or participatory settings to support the understanding of the potential for the creative learning and community programmes for the Charity.
- Track record of developing, negotiating and maintaining effective (commercial) partnerships for Theatre productions and cultural assets

Terms of Appointment

Salary: £60k-£70k pro rata, depending on experience

Contract: Permanent. The Company envisages the role to be full time but is open to a conversation about flexible working hours and to co-working arrangements. Evening and weekend work will be required to fit the company's production schedule, for which Time Off in Lieu is given

Holiday: 25 days pro rata in each complete holiday year (April to March), plus bank holidays

Pension: If eligible, Complicité will make a 5% contribution to its workplace pension scheme, employee contributes 3% as a minimum

Training: Complicité staff are supported through training as required and are encouraged to join appropriate networks to support their professional development

References: Offers of employment are subject to receipt of satisfactory references

Probation: The post is subject to a six-month probationary period

Notice period: Three months, following successful completion of the probation period

Equality and Inclusion: We are an equal opportunities employer, and we encourage applications from all suitably qualified persons, regardless of race, sex, disability, sexual orientation, religion/belief or age. We actively welcome applications from those currently under-represented in the arts sector

Location: At present, the company has offices in London, but is in the process of determining the location of its future base as part of Arts Council England's Transition fund, with the South West as the likely preferred location owing to the strength of existing relationships, in proximity to Bristol/Bath/the M4 corridor. The Executive Director will be expected to be able to travel fortnightly to new location within two hours of London, and to touring venues both in the UK and internationally on occasion.

How to Apply

Please write to jobs@complicite.org supplying an up to date CV and letter of application of no more than 3 pages for the attention of Tom Morris, Chair of Trustees, setting out why you are suitable for the role.

Application Deadline

The closing date for applications is 10am on Monday 18th December 2023.

First round interviews will be on 8th January 2024; shortlisted candidates will be invited for a conversation with Simon McBurney and Tim Bell on the morning of 15th January 2024, with second round interviews that afternoon.

For an informal chat about the role, please send an email with any questions to jobs@complicite.org to arrange an initial conversation with a member of staff, one of the trustees or People Make it Work, who are currently providing organisational and business model development support.

