

# NEW/ADVENTURES

# Executive Director

Application Pack  
November 2017



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**ARTS COUNCIL  
ENGLAND**

# Executive Director Application Pack

Thank you for your interest in the post of Executive Director at New Adventures.

The contents of the pack include:

- guidance for applicants
- information about the company
- a job description
- a personal specification

## How to apply

Before submitting an application please read the information and guidance notes provided in this pack carefully.

To apply, please provide a covering letter (no longer than three sides of A4) detailing how your skills and track record meet the requirements of the role along with your CV. All applicants must also complete and supply the additional information form and the diversity monitoring form.

This pack, and the various forms can be downloaded from our website: [http://www.new-adventures.net/the\\_company/auditions\\_jobs](http://www.new-adventures.net/the_company/auditions_jobs)

If you require this pack or any supplementary paperwork in an alternative format please contact us on 01252 597050.

## Our Annual Review

Our recently published annual review gives a very good insight into the company. You can find a digital version here: [https://issuu.com/mbnewadventures/docs/annual\\_review\\_16\\_17\\_final](https://issuu.com/mbnewadventures/docs/annual_review_16_17_final) as well as on our Jobs page on the website. Hard copies can be posted out. Please contact James Mackenzie-Blackman on the email address below.

## Confidential conversation in advance of an application

Confidential conversations about the role can be had with the Chair of the Board, Jeanette Siddall, our Group Managing Director, Robert Noble, and the current post holder, James Mackenzie-Blackman.

To arrange a conversation with Jeanette and/or James please contact James directly on: [james@new-adventures.net](mailto:james@new-adventures.net). To arrange a conversation with Robert please email Zory Mishchiy at: [zory@camack.co.uk](mailto:zory@camack.co.uk)

## Submitting your application

Please submit your application to: [EDrecruitment@new-adventures.net](mailto:EDrecruitment@new-adventures.net) by Monday 27 November at 12 noon.

## Recruitment Timeline

Closing Date:	Monday 27 November at 12 noon
First Round Interviews:	Monday 4 December in London
Second Round Interviews:	Monday 11 December in London
Announce Successful Candidate:	w/c 18 December

Travel expenses will only be available to candidates who make the second round of interviews.

## Matthew Bourne's New Adventures

Welcome to a great British success story.

Mixing popular appeal with a ground-breaking, unique theatrical language, world-class dancers and high-quality production values, New Adventures is one of the great success stories of British theatre.

Under Matthew Bourne's inspired leadership, the Company has won the Manchester Evening News Dance Award four times, and been given a Special Theatre Managers Association (TMA) award for its commitment to national touring and audience development. In 2015 Matthew Bourne received a special UK Theatre Award for Outstanding Contribution to British Theatre and in 2015 the Company also won the Stef Stefanou Outstanding Company Award at the National Dance Awards. In 2017 New Adventures won The Stage International Award in recognition of taking *Sleeping Beauty* to audiences across Asia in 2016. The Asia Tour reached over 70,000 people and many workshops and masterclasses were delivered to a range of people and ages.

New Adventures has notched up numerous international awards and a staggering 12 Olivier Award nominations. Over the past 30 years Matthew Bourne has created 10 full-length productions and a triple bill of short works. In 2016 Bourne created his 11<sup>th</sup> full-length production *The Red Shoes*, based on the film by Michael Powell and Emeric Pressburger and the Hans Christian Andersen fairytale, with music by Bernard Hermann.



**Matthew Bourne's production of *The Red Shoes*, 2016**

(Photo: Johan Persson)

This award-winning repertoire has inspired and thrilled over 4.5 million people worldwide. Perhaps best-known for its now legendary *Swan Lake* with its corps de ballet of menacing male swans, New Adventures' intriguing twists on the ballet classics also include *Nutcracker!*, *Sleeping Beauty*, *Cinderella*, *The Car Man* based on the opera *Carmen* and *Highland Fling* based on *La Sylphide* set in contemporary Glasgow. Bourne has also been inspired by film and literature in his innovative productions of *Edward Scissorhands*, *Dorian Gray*, *Play Without Words* and *Lord of the Flies*, which united professional dancers and young men with no previous dance experience. *Early Adventures* re-visited some of Bourne's early works for Adventures in Motion Pictures and toured to mid-scale theatres across the UK as part of the Company's 25th Anniversary celebrations returns in 2017, as part of the Company's 30<sup>th</sup> Anniversary celebrations.

New Adventures tours to more UK and international venues and gives more performances each year than any other UK dance company. For over 10 years the Company has been British dance's biggest export, performing seasons at the world's most iconic venues including Sydney Opera House, New York City Center, The Chatalet in Paris, The Kennedy Center and The Moscow Arts Theatre, and the most prestigious Festivals such as Edinburgh, Ravenna and Chekhov International Festivals. It regularly tours to Japan, the USA, Australia and Europe.

A pioneer in taking dance to wider audiences through the medium of film, most of New Adventures' productions have been filmed for television broadcast or cinema screenings. The recording of *Swan Lake* by Sky Arts 3D became the first ballet to be shot in 3D for cinema and DVD release.



**Matthew Bourne's *Swan Lake***

(Photo: Helen Maybanks)

Investing in the future of dance and theatre, Re:Bourne, the charitable arm of New Adventures, was formed in 2008. Every year Re:Bourne engages in inclusive projects with thousands of people of all ages and ability, as well as emerging artists across the UK. Projects have also been delivered in China, Singapore, Japan, South Korea and across the USA.

In 2014, the national tour of *Lord of the Flies* visited 13 cities, engaging over 8,000 young people in dance activity, many for the first time, delivering 80 performances and reaching some 75,000 people as audiences. Following the success of the show in the UK the production will have its first international season at Arts Centre Melbourne, Australia in 2017.

As part of Re:Bourne's work with emerging talent the New Adventures Choreographer Award was launched in 2010 to support and encourage the next generation of dance-makers. It has become one of the most prestigious and sought-after choreography awards for new artists and biennially showcases the work of a young choreographer. Re:Bourne continues to work with universities and conservatoires to support the next generation of artists as well as Overture, an exceptional professional development opportunity for dance practitioners working in communities across England.

Re:Bourne delivers a range of diverse projects to support health and wellbeing. In partnership with Dementia Pathfinders, Re:Bourne works in care homes to lead dance workshops for people living with dementia.



**William Patten Primary School Workshop**

(Photo: Alicia Clarke)

Employing over 1,500 dancers, musicians and theatre professionals over the last decade, New Adventures supports the artistic and professional development of artists at all stages of their careers.

Matthew Bourne was knighted in the 2016 New Year's Honours List for services to Dance.

# New Adventures

## Executive Director

Job Description: November 2017

### Purpose

Alongside the Artistic Director and Group Managing Director the Executive Director provides vision, strategy and leadership, with particular responsibility for the charitable and public funding aspects of the organisation widely known as New Adventures under the umbrella of the registered charity 'Re:Bourne'.

The Executive Director has high-level responsibility for relationships with Arts Council England and other charitable and public funders, with the wider Arts Council funded dance and arts sectors, with partners and hosts of participatory projects, with the charity's trustees, and with the various parts of New Adventures including creative, performing and freelance contractors. A key advocate for New Adventures, the Executive Director ensures high standards for all aspects of the organisation and for positioning and promoting New Adventures as a leading national and international cultural organisation.

### Business Structure

Re:Bourne is governed by trustees. A number of trading subsidiaries exist within the business structure through which New Adventures productions are funded and produced. Re:Bourne is the body that receives public funding from Arts Council England. The organisation is moving towards one singular public facing brand of 'New Adventures' under which all activity falls. This slight shift in how we refer to ourselves is a piece of work that is on-going. The Executive Director reports jointly to the board and the Group Managing Director who fulfils his duties on a part-time basis. The leadership team consists of: Artistic Director, Group Managing Director, Executive Director, Associate Artistic Director, General Manager (Productions) and General Manager (Re:Bourne). The leadership team is supported by a small and dedicated team of staff on payroll and contractors. The Executive Director oversees the management of the office based staff. Some members of the office team are directly managed by staff members who report to the Executive Director.

**Responsible to:** Group Managing Director and Board of Trustees

**Line management responsibility for:** All Re:Bourne Staff (under review)

### Main accountabilities:

The New Adventures Business Plan is structured in three categories: On Stage, Talent and Development, and Children, Young People and Communities.

### On Stage

- With the Artistic Director and Group Managing Director set the strategic direction of the artistic programme
- With the Associate Artistic Director lead initiatives in the areas of dancer health and dancer career development
- Lead and implement the company's commitments to the Creative Case for Diversity ensuring positive progress on a year-by-year basis
- Support the General Manager, Productions as required

- Working with the General Manager, Productions, the General Manager, Re:Bourne and independent accountants NLP ensure the group of businesses is appropriately cash-flowed to ensure productions are adequately resourced
- Represent the company at touring venues in the UK and overseas as required
- Responsible for monitoring that the company is meeting relevant commitments made in its business plan and Arts Council funding agreements

### **Talent and Development**

- Provide strategic overview of all talent and development programmes including but not limited to:
  - The Biennial New Adventures Choreographer Award
  - Overture – A National Programme for Community Dance Artists
  - Research and Development of new work
  - Projects & Initiatives with Conservatoires and Training Institutions
- Responsible for monitoring that the company is meeting relevant commitments made in its business plan and Arts Council funding agreements

### **Children, Young People and Communities**

- Provide strategic overview of all projects for children, young people and communities including, but not limited to:
  - National Schools Workshop Programme
  - Partner Schools Programme
  - Productions uniting dancers from the New Adventures company and young people
  - Dance for Life – A Project for older people living with Dementia
- Responsible for monitoring that the company is meeting the relevant commitments made in its business plan and Arts Council funding agreements
- The post holder acts as the Designated Safeguarding Officer for the company

### **Advocacy and strategic relationships**

- With the Artistic Director and Group Managing Director ensure that the company continues to develop a national and international presence and profile as a strategic force in the development of dance
- With the Artistic Director and Group Managing Director advocate for the company and dance industry at the highest possible level
- Lead on the development of partnerships with key stakeholders, including Arts Council England, the Farnham Maltings and Surrey County Council

### **Fundraising/income generation**

- Lead on the development, implementation and successful delivery of a fundraising strategy to include income from sources such as trusts, the corporate and public sectors and individual donors
- Take a lead role in developing and maintaining relationships with funders and potential funders

### **Finance and legal**

- Working with the Group Managing Director and General Managers ensure company budgets are monitored and work to mitigate financial risk when necessary.
- Ensure timely reporting of financial matters to the board and Arts Council England
- Ensure the company is compliant with charitable, business and financial law

## **Management & Governance**

- Lead and inspire the Re:Bourne staff team, creating a working environment where employees can flourish and develop
- Work closely with the Board of Trustees to ensure that they are provided with all relevant data and information in a timely manner so that they can fulfil their statutory duties
- Fulfil the role of Company Secretary for the Re:Bourne charity

## **Personal Specification**

### **Essential:**

- At least five years in a strategic leadership role within the arts
- Excellent people management, team-building and motivational skills
- Strong advocacy skills
- Outstanding written and verbal communication skills
- The ability to engage with people from a variety of backgrounds
- Ability to delegate appropriately and develop staff
- Proven negotiation skills
- Excellent networking skills
- Strong entrepreneurial skills
- Demonstrable knowledge of dance
- Understanding of and demonstrable commitment to diversity
- Understanding of the context within which cultural organisations operate – at local, regional, national and international levels
- Knowledge of funding systems and structures
- Understanding of budgeting and financial management
- Understanding of marketing, PR and audience development within the cultural sector

### **Desirable personal attributes, behaviours and attitudes:**

- Through vision and values is an inspiring, motivational and empathetic leader
- Embraces the challenge of managing multiple priorities, expectations and realities
- Is able to act upon critical issues and identify key milestones in developing and implementing strategies
- Flexible approach to work demands, including UK and international travel
- Is a confident and persuasive communicator, able to articulate position, beliefs and rationale in an inclusive way
- Fosters an open and trusting working culture, leading this through her/his own actions and behaviours and encouraging others to work positively and collaboratively
- Is a creative problem-solver, comfortable in addressing difficult issues and able to take responsibility for actions
- Approaches planning in a clear but flexible way and able to review and refine plans in response to internal and external factors
- Takes a clear role in setting the bar for quality and standards in delivery and execution of work and in building relationships

## Summary of Main Terms and Conditions

Salary:	Commensurate with a position of this importance
Hours of Work:	The working week is 40 hours including a one-hour lunch break. Usual office hours are 10:00 – 18:00, Monday to Friday. The nature of the responsibilities is that additional working may be required. No overtime will be paid but time off in lieu may be taken with prior agreement.
Location:	Re:Bourne is based at the Farnham Maltings in Surrey. New Adventures and Re:Bourne has a small office at Sadler's Wells in London. The post holder will also occasionally be required to travel around the UK and worldwide with our touring productions. The most regular working location for the successful candidate will be discussed at offer stage.
Probationary Period	One month, during which time one week's notice is required by both parties
Subsequent Notice Period	Four month from both parties
Paid holiday entitlement	Twenty days per annum, increasing by one day for each year of service up to 25 days. When possible the office is closed between Christmas and New Year, this is additional leave allowance in addition to the annual holiday entitlement.
Identity checks	The successful applicant will need to provide official documents to confirm they have the right to work in the UK and undergo a check with the Disclosures and Barring Service.