



Executive Director Job Pack

Hoxton Hall is a Victorian grade II* listed music hall theatre built in 1863. The venue also houses adjoining music rooms and recording space, meeting and rehearsal rooms, dance studio, art studios and creative industry workspace; Hoxton Works. In 2015 Hoxton Hall completed stage 2 capital restoration and refurbishment works supported by the Heritage Lottery Fund, Arts Council England and other partners. The project restored the theatre to its Victorian glory, significantly increasing its capacity to up to 290 and with improved technical capabilities.

Hoxton Hall seeks to create exciting communal live performance experiences that are accessible to a wide range of communities. Facilitating and creating work that responds to this uniquely atmospheric and intimate venue.

Diversity is at the heart of Hoxton Hall with an aim to develop a staff team, Board, participants and audiences that reflect the inspiring mix of Hoxton in terms of gender, race, culture, age and class.

Performance

Hoxton Hall's multi art form programme of contemporary performance offers a uniquely intimate viewing experience giving audiences the opportunity to pick and mix in a multimedia, multi-choice entertainment market. The Hall presents a year round to professional performance programme alongside extensive participatory programmes.

Hoxton Hall is a space for artist development, a vital incubation space to make work in a supportive environment; creating bridges for participants to transition into emerging artists and producing unique work inspired by the space and place. Hoxton Hall brings communities together through entertainment.

Participation

Hoxton Hall aims to be a learning organisation creating interchangeable links between artists, audience and participant each user a key element in enabling the organisation continued evolution and development delivering a valuable creative



cultural resource. Hoxton Hall is a Hackney youth hub working with 80% engagement from BAME local communities, delivering for Young Londoners from 7 to 19 years old, 6 days a week.

Entrepreneurship

Hoxton Workspaces is a creative industry hub run by the Hoxton Hall charity. The 1929 Queen Mary Hostel, a place to house local working girls, was fully refurbished as a workspace in 2005. This unique period building now incorporates an adjacent, redeveloped site that houses 16 different size work units, to suit any small to medium sized creative business.

Hoxton Hall has a significant commercial hire program working with film and TV companies and hosting conferences and weddings. These activities are managed through Hoxton Hall's commercial subsidiary, Hoxton Works.



Executive Director Job Description

Hoxton Hall is a visionary arts charity, with core performance and participatory arts programmes. We are looking for an experienced strategic Executive Director to join the senior management team and support the effective running of the organisation.

The ideal candidate will have a passion for venue management and strategic administration, staff management, with fundraising and event management experience, alongside a natural ability to deal with both detail and strategy. You will be a passionate planner, problem solver and policy implementer, with a level head and plenty of experience of leading a dynamic and changing organisation.

Job Title: Executive Director

Reporting to: Artistic Director/CEO

Direct Reports: Finance Manager,
Theatre and Events Manager,
Technical and Buildings Manager

Alongside AD/CEO: Marketing Manager

Terms

Salary: £40,000 per annum

Hours: 35 hours per week, Monday to Friday with occasional evening and when needed.

Holidays: 25 days holiday per year, not including public holidays.

Application Process: Please email completed application forms to jobs@hoxtonhall.co.uk
CVs will not be accepted. To download the application form please go to www.hoxtonhall.co.uk/jobs-opportunities

For an informal discussion about the role please contact Karena Johnson on 020 7684 0060.

Application Deadline: Wednesday 17th October 12 noon

Interviews: 25th October 2018

Purpose of the Role

Working alongside the Artistic Director in providing Hoxton Hall with inspirational and inclusive leadership; ensuring the successful delivery of an ambitious artistic programme and the financial stability, growth and development of the company, whilst continuing to build on its growing profile.

This senior management role provides essential continuity, management and support to the core functions and development of the organisation, buildings and staff at this exciting time in the organisation's evolution. The Executive Director will take responsibility for overseeing a joined up approach to achieving the organisation's Strategic Plan, ensuring all project areas maximise resources and work together effectively to meet Hoxton Hall's objectives.

RESPONSIBILITIES

Leadership

- Alongside the Artistic Director, create a positive, open and collaborative working environment which reflects the inclusive and ambitious vision and values of the organisation; ensure a safe and supportive working environment which promotes the wellbeing of all team members.
- Provide active and dynamic leadership, which enables and develops team members across the organisation; ensure that organisational structure is responsive to team needs and enables successful delivery of plans across all departments.
- Alongside the Artistic Director create and implement strategic plans that develop the vision and output of the organisation.
- Ensure key policies are legally compliant, recognise best practice and are fully implemented thorough out the organisation. Including being the lead on Health and Safety (as H&S officer) and designated premises supervisor.
- Oversight of relationship with the tenants of the workspaces and flat. Together with the Theatre and Events Manager, manage and oversee the feel and look of all Front of House areas, and the sense of care for each audience member.
- Deputize for the Artistic Director/CEO as required.

Artistic

- Work alongside the Artistic Director in the overall management and delivery of the Hoxton Hall professional programme.
- Work with the staff team to proactively maximise income through booking artistic events and hires. Maintaining strong relationships with commercial producers.
- Oversight and management of all in-house producing requirements. This includes but is not limited to scheduling, general management, budgeting, PR and marketing (incl. ticketing)

Financial Leadership

- With the Finance Manager you will be responsible for robust financial processes throughout the organisation, including budgets and accurate reporting. Supporting budget holders to ensure appropriate controls and budgets reflect activity, while achieving contribution to core costs and avoiding overspend.
- Supporting the Artistic Director/CEO to provide accounts for management and fundraising use and board presentation.
- Directly manage core operational and administration budgets and contracts including IT, Staff, maintenance and office functions. Keep all existing policies under review and recommend new and best practice and implement, including Equal Opportunities policy and Equalities Act compliance, IT and email policy and all others
- Be the main contact for tenants of Hoxton Works, for managing contract renewals and building promotion should Units become available. Maximise occupancy, ensure good relations with tenants. With the Technical and Buildings Manager ensure that maintenance and improvements are carried out in a timely manner.
- With the Theatre and Events Manager manage systems for contracting, payment, exemplary customer service and effective delivery of the events.
- Oversee the core administration and infrastructure of the company ensuring effective management of resources, suppliers, operations and Strategic Plan as well as providing day to day troubleshooting for both Hoxton Hall and Hoxton Works.
- With the Technical and Buildings Manager, oversee the budgets, plans, procurement and confirming contracts for routine venue management, repair and maintenance, in line with legal, licensing and health and safety standards to ensure our buildings are compliant and fit for purpose, with the support of the staff team for both Hoxton Hall and Hoxton Works.

Human Resources

- Take responsibility for HR ensuring efficient management and administration of this function. Ensuring up to date employment staff policies, best practice procedures and handbook. Ensuring recruitment processes are in compliance with equalities and employment legislations.
- Oversight and where appropriate leadership of recruitment, professional development, management and regular performance appraisal of Hoxton Hall full and part time staff.
- Support managers in the staff appraisal process. Maintain up to date HR records. Organise 1-2-1 meetings with all direct reports on a monthly basis to manage performance.

- Review and authorise monthly payroll, ensuring contract compliance and correct and timely payment of staff and freelancers.
- Review staff information and processes including training requirements, hand books, policies, sickness, holiday and toil policies recommend changes to AD/CEO.

Fundraising and Development

- Support the Artistic Director/ CEO, Development Manager and Chair in co-ordinating fundraising activities and cultivation events. Support the delivery of the fundraising strategy.
- Alongside the Artistic Director, lead on maximising income and maintaining excellent relationships with key supporters including statutory bodies, major trusts and individual donors.
- Lead on tender and bid writing where appropriate alongside Development Associate and contribute to reporting on secured funding.

Governance

- Act as Company Secretary for both the charity and the company, overseeing legal administration for both.
- Provide organisational and administrative support to the Board and be responsible for the management of the Finance, Development and Staffing sub-committee and Hoxton Workspace Ltd Board (commercial arm).
- Attend board and committee meetings, management meetings and away days as required (often outside of office hours).

Undertaking any additional activities as may be required from time to time to contribute to the work of Hoxton Hall.

Person Specification

| | Essential criteria | Desirable criteria | Identified |
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| Personal Qualities | Hands on, flexible and personable approach. | | Interview |
| | Inquisitive, committed & problem solving nature. | | Interview |
| | Methodical, takes personal satisfaction in finishing detailed work and compliance. | | Application Interview |
| | Mature, objective and established approach to managing people and HR issues. | | Interview |
| | A high degree of initiative and accountability. Able to objectively evaluate own work, the work of others and learn from past mistakes. | | Application Interview |
| Qualifications | 3 years relevant experience. | Professional qualification i.e. MBA, Accounting, Project Management, HR etc. | Application |
| Experience | Experience of high level / long term management of partners and funders, service delivery contracts over three or more years. | Setting up of relationship and negotiation of contracts. | Application |
| | Policy development and implementation over three or more years. | | Application Interview |

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| | Experience of managing senior staff with specialist skill sets. | Supporting at director and board level. | Application Interview |
| | Human Resources policy and management over three years including equal ops recruitment and disciplinary process. | Direct experience of non-compliance. | Application Interview |
| | Experience of fundraising and bid writing. | | Application Interview |
| | Experience of event management. | | Application |
| | Working with different financial systems to prepare management accounts, review financial processes oversee audits for turnover of over £1m. | Proficiency with Sage. | Application |
| | Hands on experience of working with / managing a small team in a community building. | | Application Interview |
| | Experience of venue and / or facilities management. | Extensive venue management experience. | Application Interview |
| | Experience of producing theatre | Experience of touring | Application Interview |
| | Strategic development/ business planning | | Application Interview |
| Skills, Knowledge and Ability | Ability and skills to develop, manage and problem solve administration projects methodically and to time responding to the organisations' needs. | | Application Interview |

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| | Ability to bring in large scale projects on budget and to time. | | Interview |
| | Effective time management. Able to prioritise and manage workload independently, and support others to do the same. | | Application Interview |
| | Extensive knowledge of admin back office functions (e.g. data bases, PC, email, word, excel, internet proficient) – on a daily basis. | | Application |
| | Ability to write strategic and operational problem solving documents and present to staff, board and funders. | | Application |
| | Experience of procurement, issuing and reviewing contracts. | Liaising with lawyers and contracting party ensuring best outcome for organisation. | Interview |
| Other Criteria | Computer literacy, word processing, email, web research & online functions. | | Application Interview |
| | A flexible approach to hours of work which will include evenings and weekends to enable the centre to operate effectively. | | Application Interview |
| | Willing to apply for DBS check. | Current DBS Check. | Application |