

TRON THEATRE

**Executive Director & Joint Chief Executive
Recruitment Pack & Job Description
November 2022**





Welcome

Thank you for your interest in this exciting opportunity to become Executive Director and Joint Chief Executive at the Tron Theatre, working alongside our Artistic Director Andy Arnold.

We at the Tron are passionate about the power of theatre to enrich, engage and excite, and the need for it to be accessible to all. We're in an area of Glasgow that serves some of its most disadvantaged communities and we believe that now, more than ever, the Tron is a vital resource for mental health and wellbeing, for telling stories that need to be heard, for nurturing new talent, and for providing stimulating, thought-provoking and entertaining theatre experiences.

The two-year period of Covid lockdowns and restrictions was obviously a difficult time for all theatres but our committed team made sure they maintained connections with the communities we serve by continuing to provide extensive participation and education programmes for schools and communities on line, as well as employment and development opportunities for artists and creatives. Thanks to careful financial management during that time we are in a strong place to continue and build on that work, and since re-opening and returning to live performances we have had one of our most successful years ever.

The new Executive Director will play a vital role in ensuring the future success of the Tron, leading on Strategic Planning. We're living in uncertain times and the cost of living crisis means there will be more pressures on funding and budgets so they will need to identify innovative ways of diversifying income generation.

Equality, Diversity and Inclusion are at the core of everything we do, as is our Green commitment to reduce our carbon footprint to net zero.

There is more information in the Recruitment Pack, but if you share our passion and values and think you can help lead us through the next phase of our journey we look forward to hearing from you.

Shereen Nanjiani, Chair



About us

Tron Theatre is one of Scotland's leading building-based theatres with its own in-house production company. We deliver a very exciting programme of work and servicing the needs of Glasgow and West of Scotland communities as well as enjoying a strong UK and international profile. Established in 1982, Tron Theatre is a company limited by guarantee with charitable status. Its governance is overseen by a Board of nine Trustees. Refer to our contacts page for the Trustees; <https://www.tron.co.uk/contact/>

There are three interconnecting strands to the activities at the Tron – Theatre Production and presentation of visiting theatre, Participation and educational activities, and Tron Creative work with emerging theatre artists.

Tron Theatre receives annual funding from Creative Scotland (RFO status) and from Glasgow City Council as well as from a variety of independent sources and our annual turnover is £1,831,970. The current funding from Creative Scotland for all RFO organisations is being held on a standstill basis until April 2025 and it is anticipated that we will begin the application process for the next cycle of revenue funding in early 2024.

Located in Glasgow's Merchant City in the heart of the city, the theatre consists of an atmospheric 230-seat Main Auditorium, the 62-seat Changing House studio, a workshop space, the Victorian Bar now converted into a workshop and rehearsal space, dressing rooms, a 'get-in' area, café bar, box office and office accommodation for administration and production staff.

The Tron is a thriving creative and cultural hub for the local arts community, with artists encouraged to use our public spaces to meet and discuss. This includes use of the Tron café and bar which is under the management of an independent third-party operator, SET!

Our Vision:

Experiencing and participating in live theatre is an essential part of every Glaswegian's cultural life.

Our Mission:

Through our artistic, participatory, professional development programmes, we have a holistic approach to creating theatre that is accessible, challenging, diverse and representative – theatre which reaches new audiences and engages new generations.

Our Purpose:

To make and present theatre work of the highest quality which appeals to the local community as well as throughout Scotland and internationally.

To produce three strands of programming – theatre productions, artist development and participation that engages a wide audience from within the surrounding communities of Glasgow.

To develop emerging talent and provide a platform for new work, creating a 360-degree development loop.

To make theatre accessible to all – reflecting Glasgow's diversity in the work that we do.

To run as a sustainable business, financially and environmentally

Our Values:

- **Collaboration**
- **Excellence**
- **Agility**

Collaboration informs our approach to making theatre, engaging with artists and communities, welcoming and entertaining audiences and developing our staff team. Through effective collaboration we aspire to make theatre and deliver working practices that are inclusive, supportive and representative.

We are driven to achieve excellence in all aspects of our work - on stage, backstage, in our communities and through responsible management of our people, projects and resources.

We bring agility to our work, responding creatively to the challenges and opportunities of our working environment; and to the needs of our artists, participants, audiences, staff and stakeholders.





Our Work:

Theatre Productions:

Tron Theatre Company produces between four and six in house productions every year – main house, studio, and occasionally site specific and promenade.

Following eighteen months of enforced closure through Covid restrictions the theatre reopened in autumn 2021 and has enjoyed a very successful return to theatre production and, indeed, to mainly packed houses. During the past twelve months it has staged six in house productions employing some 40 actors and musicians and has seen a production originally staged by Tron Theatre, *Pride & Prejudice* *(sort of)*, winning this year's Olivier Best Comedy Award. We have a commitment to staging new work – at least one new play commissioned for production every year – together with Scottish premieres of contemporary classic work.

The Tron has a reputation for producing exciting and provocative work. Our 2022 productions of *Moorcroft*, *hang*, and the world premiere of renowned playwright John Byrne's *Underwood Lane* played to packed houses, drew in new audiences, and enjoyed wide critical acclaim. Our main autumn 2022 production, *La Performance*, is a co-production with a Paris theatre and performed by deaf artists from both theatres – the production is supported by the British Council and is being staged in both Glasgow and Paris.

The Tron's annual pantomime has a distinct and highly irreverent style of its own and has become a Glasgow institution at the festive season.

Alongside in-house work, the Tron programmes performances by visiting theatre companies throughout the year in both the Main Auditorium and the Changing House spaces.

Tron Participation:

Tron Participation provides opportunities to participate in art activities for all ages, abilities and socio-economic backgrounds. A key aim with this work is simply for people to enjoy participating in the creative process. All classes and workshops aim to develop new skills, meet new people and become part of the Tron Participation family. Activities include Tron Youth Theatre, Tron Community Choir, Write Tron creative writing classes, Tron Ambassadors work experience programme and Tron Studio - our community ensemble.

Our aim is for those participating in the Creative Learning programme at the Tron to be reflective of Glasgow's rich cultural landscape. Different backgrounds bring different perspectives which means we can learn from and with one another. We actively recruit from a wide range of protected characteristics groups via free taster workshops, bursary places and Pay What You Can schemes.

Many of our workshops and drama sessions lead to performances on both main stage and studio. Tron Participation also liaises with the work of Tron Theatre Company in delivering a schools programme around Tron productions and associated workshops.





Tron Creative:

We have always been very committed to enabling local and emerging artists to develop work and we try to provide access to the Tron's facilities wherever possible to enable new work to be explored and developed by such artists and theatre makers. We work to encourage, develop and signal-boost the vibrant and talented community of creative practitioners making theatre in Glasgow.

This programme is manifested through such activities as BUILD – workshop sessions for professional artists, Outside Eyes – performances and showcasing on new work by emerging artists, and Lab Week – funded residency weeks in the Studio space with technical and production support from the Tron team.



Tron Structure and Staff team:

The Tron has a small but very experienced core team of 23 full and part time staff. The organisation has an executive leadership team of the Executive & the Artistic Directors who are also the Joint CEO's. There is a senior management team comprising of nine heads of department with an administrative and operational team who deliver the entire annual programme. The executive team is assisted by the Office Manager and the Administrator, and there is a pool of sessional staff who work, as required in the Box Office and Front of House. Our food and beverage operation is managed by a third party - SET!, a local independent collective.

Equalities, Diversity and Inclusion:

At the Tron Theatre we are committed to diversity and inclusion to provide equality of opportunity - for our team and our customers. Some examples to illustrate our commitment are:

Board - we have worked hard to create a diverse board from different backgrounds and with different lived experiences.

Programme – in addition to providing BSL, audio description and relaxed performances, we have been developing a pilot programme to explore how we work with communities to increase the diversity of our audience. For example, the production Moorcroft - a new play about friendship and tenacity which tackles toxic masculinity in Scotland - enabled our Participation team to work with local community football team Kickin On, supporting those with lived experience of mental health and addiction. More than 55% of the Moorcroft audience had never attended the theatre before.

Audience - each year hundreds of local children and families experiencing disadvantage attend our panto for free through our Pay it Forward programme. Since 2016, we have donated 1750 tickets to local organisations including the Scottish Refugee Council, NSPCC, Marie Curie and Women's Aid.

Anti-racism - as part of our commitment to become an anti-racist organisation we are rolling out anti-racism training to all our staff and Board members and formulating an anti-racism action plan. We recognise that we still have more to do and would expect the Executive Director to lead and champion this work.

Environmental Policy:

We recognise our responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and strive to continually improve our performance as an integral part of our business strategy and operating methods.

We actively encourage all staff, customers and stakeholders to adopt a responsible approach toward the impact of their actions on the environment. We have an internal Green Team which meets regularly to review the implementation of this policy and our progress against our targeted improvements.

We are active members of the Green Arts Initiative, an accreditation scheme that enables us to become greener in our activities, and become part of a growing network of arts and culture organisations trying to reduce their environmental impact.

Some Interesting Facts:

Around 50,000 tickets are booked for events at the Tron each year, and a journalist in The Stage recently wrote that 'The Tron is staking a claim as the home of popular theatre in Scotland.'

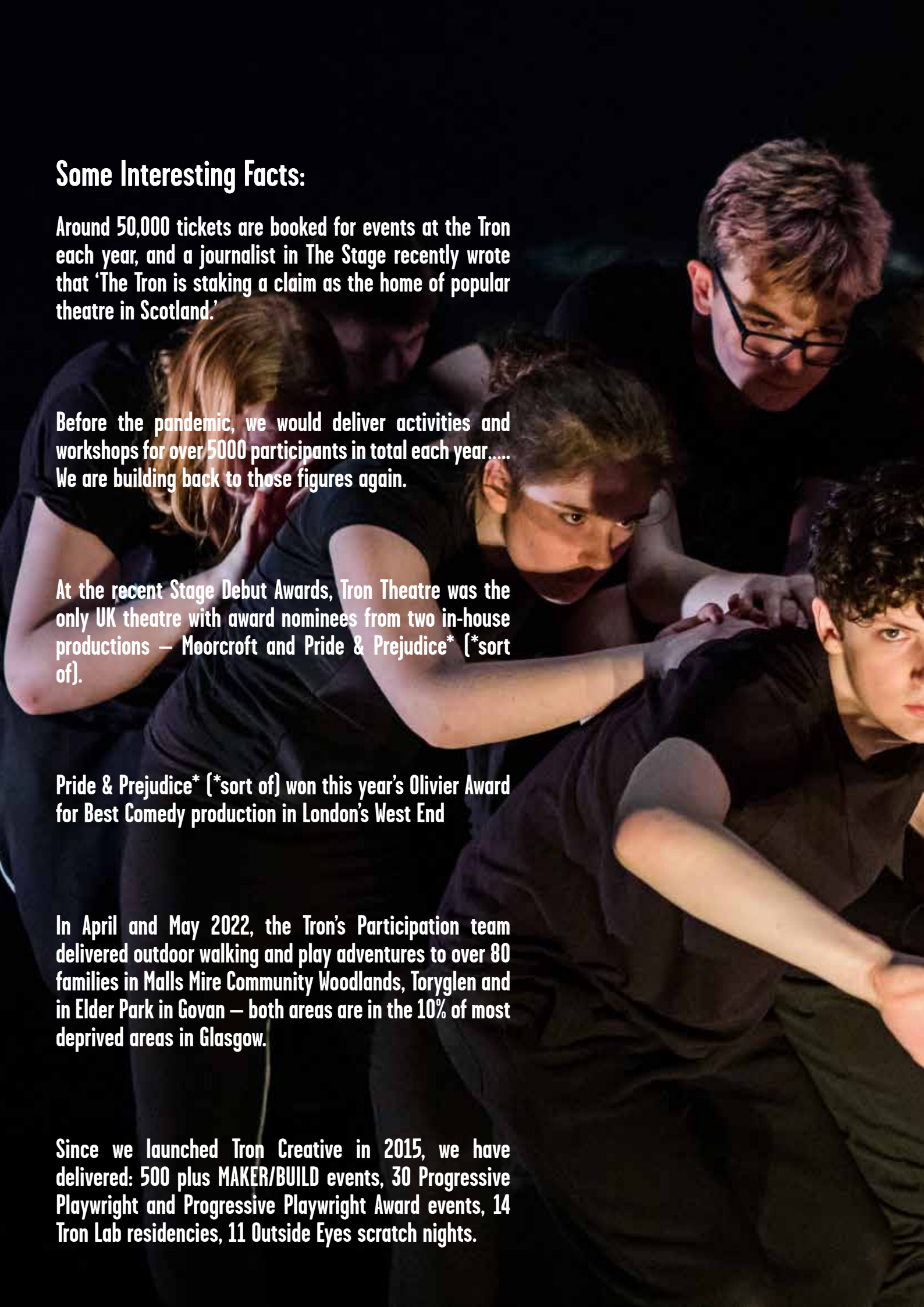
Before the pandemic, we would deliver activities and workshops for over 5000 participants in total each year..... We are building back to those figures again.

At the recent Stage Debut Awards, Tron Theatre was the only UK theatre with award nominees from two in-house productions – Moorcroft and Pride & Prejudice* (*sort of).

Pride & Prejudice* (*sort of) won this year's Olivier Award for Best Comedy production in London's West End

In April and May 2022, the Tron's Participation team delivered outdoor walking and play adventures to over 80 families in Malls Mire Community Woodlands, Toryglen and in Elder Park in Govan – both areas are in the 10% of most deprived areas in Glasgow.

Since we launched Tron Creative in 2015, we have delivered: 500 plus MAKER/BUILD events, 30 Progressive Playwright and Progressive Playwright Award events, 14 Tron Lab residencies, 11 Outside Eyes scratch nights.



Executive Director & Joint Chief Executive:

Job Title	Executive Director & Joint Chief Executive
Responsible to	Board of Directors, Tron Theatre
Type	Full time and permanent role

A new Executive Director is now sought to work alongside the Artistic Director and a very committed staff in taking this exciting and dynamic organisation through to its next stage of development. We are seeking someone with strong credentials in arts management and executive leadership. An understanding of arts policy and contractual arrangements in the theatre and arts venue sector is required.

In particular we are looking for someone who has an understanding of developing and implementing strategic plans - both organisational and artistic – to ensure we achieve our mission.

A good practical knowledge of financial management is essential as well as experience in putting together funding applications with major stakeholders. Also required will be a strong financial literacy for safeguarding against risks, ensuring fair pay and diversifying income within a manageable delivery model.

The Role

The Executive Director is Joint Chief Executive with the Artistic Director and both report directly to the Board of Directors. Together they are responsible for ensuring that the Tron Theatre develops and delivers its missions and vision and strategic objectives. Jointly, they work to maximise the potential of the theatre and its facilities to deliver a programme of creative excellence whilst maximising subsidy and earned income. At the core of this is embedding equality, diversity and inclusion across the organisation and recognising that in managing all of our resources we do so to minimise our impact on the environment. The Joint Chief Executives are the leaders and ambassadors for the company to maintain the Tron Theatre as a centre for theatre and performance of national and international significance and a key contributor to the artistic life of Glasgow, Scotland and beyond.

Key responsibilities

The Executive Director is responsible for leading strategic planning, diversifying income generation, managing funding relationships, managing statutory requirements across all areas and ensuring the sound financial management of the Tron Theatre. In doing so the Executive Director manages risk, ensures a supportive and inclusive staff culture and works closely with the Artistic Director and Board on the development and implementation of all aspects of the Tron Theatre's strategy, policy, practice and governance.

Leadership and Management

- Lead on Strategic Development and liaise with the Board, Artistic Director and senior staff in developing the strategic business plan.
- Implement strategic plans with the wider team and ensure that suitable resources are available to deliver the plan so that budgetary and stakeholder needs are met.
- Develop beneficial partnerships, maintaining and enhancing all relationships with key stakeholders.
- Provide effective leadership across the organisation and management of all staff reporting to this post.
- With the Artistic Director, ensure a robust internal communications structure supports leadership among departments.
- With the Artistic Director, ensure that the Tron Theatre is an inclusive, diverse and equal organisation across all of its functions.
- With the Artistic Director, embed climate responsibility across all functions of the Tron Theatre.
- Lead by example and ensure an inclusive, effective and efficient working ethos and organisational culture within the staff team, in order to deliver Tron Theatre's strategic plan.
- Governance:
- Attend all board meetings and relevant sub-committee meetings providing advice and assistance, where required.
- With the Artistic Director and the Board's Chair, review and provide recommendations with regard to Tron Theatre's governance so that it can continue to develop and improve.
- Oversee preparation and collation of board papers for circulation to the board in a timely manner.
- Oversee a business risk matrix for the company to ensure that risks are assessed and mitigating factors are in place.
- Lodge board appointments and resignations with Companies House for Tron Theatre Limited.
- Prepare and lodge annual returns and accounts with Companies House and OSCR.
- Be accountable to the Board of Directors for the proper and appropriate financial and business management of the company.

Financial Management

- With overall responsibility for financial management of the Tron Theatre, prepare and manage the annual budget ensuring that budget processes and monitoring are in place to ensure departmental accountability.
- With the Artistic Director, Artistic Producer, and Head of Production, prepare, agree and review all production budgets for in-house productions.
- With the Artistic Director, Artistic Producer and Head of Production, prepare, agree and review all income targets for in-house productions.
- With the Artistic Director and Artistic Producer, prepare, agree and review all income targets for visiting company productions.
- Lead on the liaison with Company Auditors and Accountants.

Income Generation

- Lead on the preparation, drafting, submission and reporting of revenue funding applications in consultation with the Artistic Director and senior team.
- With the Business Development Manager deliver applications to key funders and maximise income generated through fundraising efforts.
- Seek new income generation opportunities for the Tron Theatre.
- Oversee ancillary income-generation across all areas of the Company including merchandise and ancillary spend.
- Manage the third party relationship with the cafe-bar to ensure it is delivering for the Tron Theatre.

HR

- With the board and senior team ensure that Fair Work is developed and implemented across the organisation.
- Work with the external HR consultant to ensure that Tron Theatre is compliant with all HR statutory requirements.
- With the Office Manager, oversee the review and update of HR policies, procedures and Employee Handbook.
- With the Office Manager, ensure the annual appraisal procedures are implemented across the company.
- Ensure all recruitment within the Tron Theatre is carried out respectfully and inclusively.
- Work with the Artistic Director, Artistic Producer, and Head of Production to ensure that artistic programme delivery is achievable within the human and financial resources available.
- Work closely with the Artistic Director, Artistic Producer, and Head of Production to ensure that the human and financial resources are sufficient for the effective delivery of production services throughout the building.

Marketing and Communications

- With the Artistic Director, Artistic Producer and Head of Communications, maintain an embedded approach to audience engagement and development within the Tron's strategic and tactical planning.
- Work with the Head of Communications to ensure that the communications plan is delivered and aligns with the financial plan.
- Lead with support from senior staff to develop and implement the Tron Theatre's Equalities, Diversity and Inclusion plan.
- Support the Business Development Manager to maintain relationships with Tron Patrons through attendance when required at Tron Patrons' events.

Resources

- Ensure that the Tron Theatre building is maintained to a high standard and is compliant with statutory requirements and appropriately licensed.
- To have executive oversight over Health & Safety across the company ensuring the management team delivers robust H&S systems.
- Work with the Building and Office Managers to ensure maintenance to the building and its plant, machinery and other fixed assets within annual budgets.
- Work closely with the IT consultant to ensure the Tron Theatre's IT systems and equipment are fit for purpose.
- Lead on capital upgrade projects and ensuring that the Tron Theatre's equipment and facilities are fit for purpose.
- Ensure that the service and utility contracts are cost effective through regular supplier reviews.

Our ideal candidate:

Our ideal candidate will have the skills and experience to lead a significant Creative Scotland funded producing theatre and theatre venue. You will need excellent interpersonal and communication skills, entrepreneurial and financial acumen, and a genuine commitment to creating and sustaining a culture of inclusivity, accessibility, and diversity across all our activities. This is a demanding and exciting job, so we want to appoint someone who will relish the challenges of working at the heart of the ambitious, artistically challenging, and busy organisation which is Tron Theatre.

Terms and Conditions:

The Executive Director will be Joint Chief Executive with the Artistic Director – both of whom are responsible to the Board of Management.

This is a full time and permanent position (subject to a six-month probationary period) with a regular 40 hour working week Monday to Friday but with the understood flexibility of working hours given the nature of the work within such an operation as the Tron.

The post includes 25 days holiday per annum plus statutory bank holidays.

Starting Salary: This will be on a range between £50K and £55K according to experience.



How to Apply:

A letter of application outlining why you are right for the role together with a full curriculum vitae is required and should be sent to:

chair@tron.co.uk

We welcome applications in video or audio file as well as writing.

Any video or audio files should be no more than 8-10 minutes and be submitted via WeTransfer to chair@tron.co.uk

We also require the names and addresses of two referees.
No referee will be contacted without the applicant's consent.

All applications will be treated in the strictest confidence.

Please also download and complete the equal opportunities monitoring form:

<https://tinyurl.com/Tron-EM-form>

Any candidate wishing to chat about future plans and activities can email our Artistic Director:

andy.arnold@tron.co.uk

Likewise, if further information is required about Tron's operational and financial management, they are welcome to contact our outgoing Executive Director on sam.gough@tron.co.uk

Closing date for applications is: **12 noon, Tuesday, 29th November, 2022**

Interviews will be a two round process.

Suggested dates for interviewing shortlisted candidates will be: 7th, 8th December 2022, with a second interview.

If you are invited to interview you will be asked about any access requirements so we can put access provision in place, or adjust the interview schedule.

The interview panel will be confirmed to shortlisted candidates and will include the Artistic Director and Board members.

We look forward to receiving your application.

Image credits:

Pride & Prejudice* (*sort of) (photographer John Johnston)

Tron exterior (photographer John Johnston)

La Performance (photographer Mihaela Bodlovic)

hang (photographer Mihaela Bodlovic)

Underwood Lane (photographer Eoin Carey)

Walking Tall Tales, Mossend 2022 (photographer Eoin Carey)

Tron Studios Trajectories (photographer Eoin Carey)

Tron Ambassadors

Youth Theatre Seniors 2019 (photographer John Johnston)

Cinderella (photographer John Johnston)

Main House auditorium



TRON THEATRE

