

THE OLD MARKET

EXECUTIVE DIRECTOR RECRUITMENT PACK



HELLO

THE OLD
MARKET

Dear Applicant,

We are delighted that you are considering applying for the role of Executive Director at The Old Market.

This is a pivotal moment in our history to take up a joint leadership role and contribute to the organisation's ambitions in collaboration with our Creative Director, Helen Jewell. After trading as The Old Market Ltd for 12 years with the support of Yes/No Productions, we are becoming a charity and in April 2024 will begin operating as The Old Market Charitable Trust.

We are looking for individuals who are highly motivated self-starters, have entrepreneurial flair and energy for driving forward new ideas. Applicants need a 'can do' attitude that fits within our small team and to demonstrate strong yet compassionate leadership.

The Executive Director's primary focus will be co-leading the team through this transition to charitable status and building a sustainable future, in particular through maximising and diversifying earned and contributed income, both building existing revenue streams, kick starting planned projects and identifying new potential.

We are open to hearing from candidates from a variety of backgrounds with at least three years' experience of a senior management position, preferably within the arts and cultural sector.

You will be based in our historic building in Hove, just under a mile from Brighton city centre and in the heart of a vibrant residential community close to independent shops, cafes and restaurants.

If you would like an informal chat about the role or have any queries, in the first instance, please contact Helen Jewell, Creative Director on **helen@theoldmarket.com**

Thanks very much for your interest and we look forward to receiving your application.

With best wishes,

Jo Torode
Chair of Trustees

ABOUT US

THE OLD
MARKET

The Old Market (or TOM, as we like to call it) is a thriving arts venue based in Hove, Brighton. Every year we host over 200 events and welcome around 35,000 people through our doors to experience live music, film, boundary breaking theatre, dance, cabaret, comedy, literature, workshops and performances using new technologies.

We work with local artists, major cultural festivals, independent promoters as well as national arts organisations, bringing even greater variety to our programme. In particular, we're proud to support the best emerging talent and nurture their growth so that the arts scene in Brighton and beyond can thrive for years to come.

Since 2011 The Old Market Ltd has been led and financially supported by Yes/No Productions, founders and directors of the global hit company *STOMP*. Their passion to support their local cultural community venue is one of the largest acts of philanthropic giving in the city's cultural history. This 'artists supporting artists' vision has created a unique identity and a strong creative ethos.

In April 2024, The Old Market Ltd will begin trading as The Old Market Charitable Trust and begin the next part of its journey as a Charitable Incorporated Organisation. After 12 years of tremendous support from Yes/No Productions, TOM is beginning its next chapter. This exciting development will see TOM become an independent charity, ensuring that its facilities, and innovative approach to the arts, are secure and remain available to the community for generations to come.

"The indie sector has few champions like TOM - hugely supportive, never afraid to take a risk, always leading the way..." - Jo Crowley, Executive Producer, 1927 Productions



WHAT WE DO

THE OLD
MARKET

TOM has grown to become a vital organisation in the cultural ecology of Brighton and Hove.

Our flexible small-mid scale performance space (300 seated, 500 standing) makes us an invaluable greenhouse for both established and emerging artists, as well as an inspirational, welcoming and professional space for education and community partners.

#TOMtech is our in-house programme that bridges the gap between traditional performance and new technology. Our newest **#TOMtech** project explores how we can make our live events more immersive with the introduction of a new '4 Walls' format - artists including Fatboy Slim, Halina Rice and Orbital's Phil Hartnoll have already performed in the space, with many more to come in future.

Reigning Women is a genre-spanning season of shows that celebrates and platforms under-represented female voices in the arts. The annual festival champions female empowerment and explores the condition of womanhood in all its myriad technicolour forms.

TOM is also recognised as one of the best venues for live music in Brighton presenting 20–30 high profile music gigs each year. We also host the best in comedy, theatre, dance and film (*TOM's Film Club*).

We champion inclusivity, access and widening participation including:

- Partnerships with Carousel, Blue Camel Club, Oska Bright Film Festival, Flute Theatre, QM Records
- HERA Arts and Wellbeing Partnership – developing therapeutic activities
- Diversity & Ability ensure that our processes are accessible
- Attitude Is Everything help maintain excellent standards in accessibility
- The Access Hub which aims to support regular access users and give them a voice within the venue

"TOM is now Brighton's ONLY medium sized mixed arts space. It is absolutely essential to the town and should be protected at all costs. It represents the all-important bridge between smaller grass roots venues and a launch pad for artists and companies aiming for larger scale" - Nick Hollywood, Producer, Freshly Squeezed Music



Fatboy Slim - Four Walls, Three Hours, 2023 (Photo: Rosie Powell)

THE PEOPLE

THE OLD
MARKET

TOM is run by a dedicated and committed staff team led by Creative Director, Helen Jewell and Interim Executive Director, Jenny Roberts.

Together they work with a team of eight core staff members and a further 30 part time casual FOH and bar staff and a team of self-employed specialists.

The Executive Team are overseen by a Board of Trustees, a group that is currently being expanded starting with a Treasurer, in preparation for the move to charitable trading.

The current group includes:

Jo Torode, Chair of the Board (former barrister)

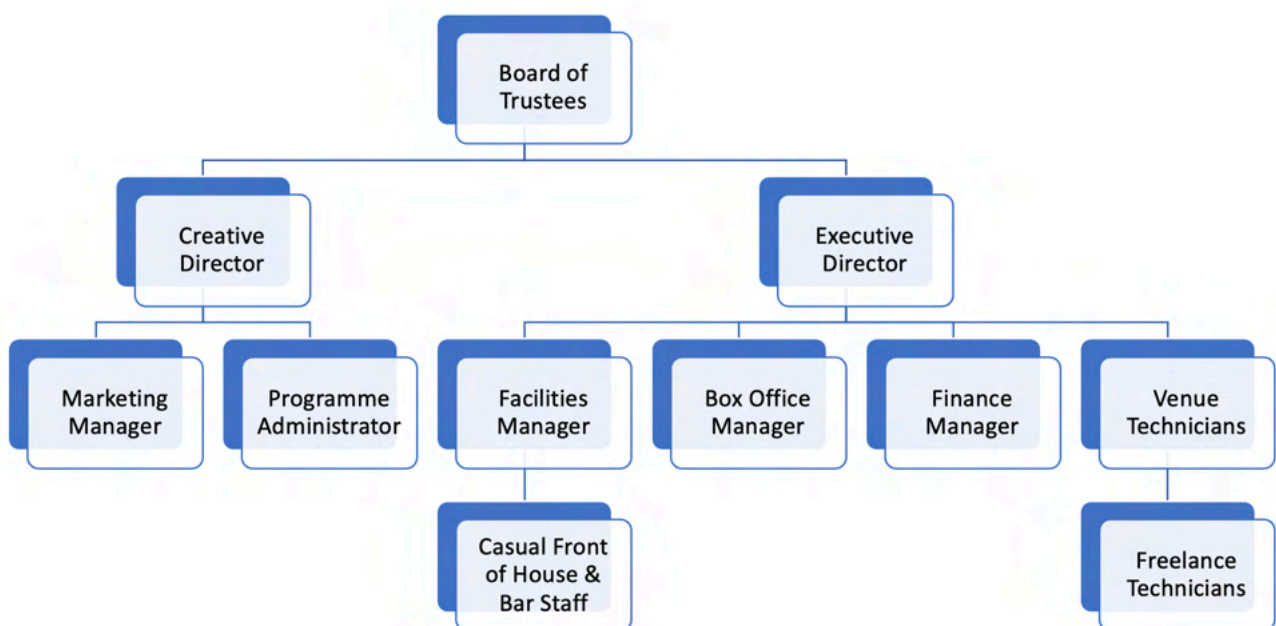
Paul Winter (Paul Winter Photography, local business)

Luke Cresswell (Yes/No Productions)

Steve McNicholas (Yes/No Productions)

Loretta Sacco (Yes/No Productions)

The organisational structure can be seen below.



THE ROLE

THE OLD
MARKET

Job Title: Executive Director

Salary: Up to £50,000 per annum depending on experience

Contract: Full time, three year fixed term, in the first instance

Probationary Period: Six months

Leadership: Joint CEO

Hours: 35 hours a week

Annual Leave: 20 days (+ bank holidays) per annum

Location: Based at The Old Market

PURPOSE

The Creative Director and Executive Director form the Executive Team and are joint CEOs responsible to The Old Market's Board of Trustees. Together they will be responsible for the creative and managerial success of the charity, each having responsibility for discrete areas of the charity's operation.

The Executive Director will have a significant focus on the successful achievement of earned income and fundraising targets as well as overseeing TOM's operations and finance management.

They will work with the Creative Director on the strategic direction of the charity ensuring that TOM has a sustainable future and successfully delivers its artistic vision.

Responsible to: Chair of the Board

Responsible for: Facilities Manager, Box Office Manager, Finance Manager, Venue Technician, freelance project staff (other than creatives)



Moulettes, 2024 (Photo: Steve Churchill)

EXECUTIVE TEAM - JOINT RESPONSIBILITIES

- Create and implement strategy for long term organisational sustainability, health and resilience
- Develop annual budgets for approval by the Board and review quarterly
- Develop and encourage a positive and supportive working culture within TOM
- Ensure that TOM develops and maintains a creative programme in line with its mission, vision and charitable purpose
- Maintain positive relationships with Arts Council England and Brighton & Hove Council
- Develop positive and productive relationships with all stakeholders
- Maintain regular contact with the Chair of the Board and any relevant Sub-Committee Chairs that may be appointed

EXECUTIVE DIRECTOR RESPONSIBILITIES

Overall

- To secure TOM's future as an independent venue and charity, by supporting TOM's artistic programme by providing organisational, financial, managerial, and business development leadership to the charity

Income Generation

- Create, implement and monitor income generation strategies, in line with Business Plan targets including venue hires, individual donors, commercial partners
- To explore and develop new and increase existing business and revenue streams
- Work alongside the Fundraising Sub-Group to build a group of philanthropic donors, TOM500, in line with the Business Plan target
- In relation to TOM500, develop prospect lists, manage stewarding journey with donors and lead on any fundraising events
- Develop a group of TOM Partners (commercial donors and sponsors) in line with Business Plan target
- Lead on the development of the TOM Friends group, working alongside the Marketing Manager to identify opportunities
- Continue research on Trusts and Foundations and other new funding opportunities
- Work alongside freelance fundraising consultants to support on raising funds from Trusts and Foundations if appropriate
- Ensure the timely delivery of funding applications, monitoring and evaluation and manage relationships with funders

Finance

- Work in accordance with TOM's Financial Policies and Procedures document at all times
- Report regularly to the Treasurer, keeping them up to date with financial progress
- To be responsible for financial control, working alongside budget holders and the Finance Manager
- To manage and monitor annual budgets through preparation of monthly management accounts, ensuring costs are rigorously controlled and income targets closely monitored, reporting quarterly to the Board
- Prepare cash flow forecasts, in liaison with the Finance Manager, and keep Treasurer informed if there are material variances
- To be responsible for signing all employment and management contracts (other than programming)
- Work with the Finance Manager to prepare accounts for external audit
- To produce finance documents for the Board in a timely manner
- Maintain and update the Charity Risk Register and the Conflict of Interest Register

Strategy

- Lead on the day-to-day management of staff to ensure there is an appropriate management structure in place to enable the organisation to deliver the strategic plan with appropriately delegated responsibilities by suitable experienced employees
- To develop, monitor and update the charity's Business Plans on a quarterly basis
- To develop TOM's Audience Development strategy, in line with Business Plans alongside the Marketing Manager
- Lead on Business Development Strategy
- Work with the Board and the Marketing Manager on developing TOM's branding strategy

Management / Operations / HR

- Line manage the Facilities, Box Office and Finance Managers and the three person Technical team
- Lead on Health and Safety within TOM's building and report directly to the Board
- To work with TOM's HR Partner and the Board to ensure that all charity policies are kept up to date and the Staff Handbook is kept current
- To be responsible for overseeing and managing all employment issues, including developing and maintaining policies, procedures and records, recruitment, induction, appraisals and development
- To ensure that the organisation is compliant with all relevant current legislation
- To lead on administrative and building related issues like insurance, IT and telephone contracts, utility contracts and management of the Service Charge in conjunction with the Facilities Manager
- To encourage and support core staff to pursue an active and continuing programme of professional development

General

- Understand TOM and its place within the local and national cultural landscape
- Be prepared to work flexibly and work some unsocial hours
- Work in accordance with TOM's policies and procedures
- To act as an ambassador and advocate of TOM at events and meetings
- To act as a keyholder alongside all other staff
- To undertake any other duties as may be reasonably required

Please note that this job description is indicative of the responsibilities and duties associated with this position. It is neither restrictive nor inclusive and does not form part of the contract of employment. The Old Market's Board of Trustees reserve the right to make reasonable changes to this job description.



TOM's Bar, 2023 (Photo: Rosie Powell)

PERSON SPECIFICATION

THE OLD
MARKET

Qualities / Skills (Essential)

- Experience of working within the arts/cultural sector or within creative industries
- Ability to work strategically and collaboratively with a range of stakeholders and partners to build networks and alliances
- An affinity with the mission, vision, values and purpose of The Old Market
- An energetic approach to finding solutions, entrepreneurial flair, ideas driven, creative and strategic thinker
- Demonstrable experience (min. three years) in a senior role leading/co-leading an organisation, preferably in the arts/cultural sector
- Demonstrable strong financial management skills including developing and monitoring budgets, creating management accounts, cashflow documents and supporting the audit process
- Demonstrable experience of raising income from a variety of sources including individual giving, commercial, and earned income (tickets, hires, events)
- Approachable, supportive and encouraging to immediate colleagues and the wider team
- Ability to work well under pressure and to prioritise and manage a complex workload whilst modelling good self-care
- Demonstrable commitment to equality of opportunity and access

Qualities / Skills (Desirable)

- Understanding of the challenges of running a cultural and/or old building
- Good understanding of arts funding ecology and the national arts infrastructure
- Good understanding of human resources management
- Good understanding of charity governance



Audience of TOM's Film Club, 2022 (Photo: Tim Barclay)

HOW TO APPLY

THE OLD
MARKET

If you are interested in becoming a part of Team TOM, please submit the following:

- Application form (which should include two referees including your current or most recent employer)
- A Letter that identifies the relevant skills and experience that you would bring to the role with specific reference to the Person Specification and Job Description (no more than two pages of A4)
- CV (no more than two pages of A4)
- Equal Opportunities form

Please send your completed documents to **recruitment@theoldmarket.com** with the subject line 'APPLICATION - Executive Director'.

CLOSING DATE: Monday 15 April at 10am

FIRST INTERVIEW: Thursday 18 April

There will be automatic acknowledgement of your application. However, if you have not heard from us within two weeks of the closing date, please assume that you have not been shortlisted in this instance.

We hope that the Application Pack will help with any questions you might have about the process. However, if you have any further queries or would like an informal chat, please email **helen@theoldmarket.com**

We look forward to receiving your application and thank you very much for your interest in The Old Market.



**THE OLD
MARKET**

THEOLDMARKET.COM

11A UPPER MARKET ST, HOVE, BN3 1AS

FIND US ON SOCIAL MEDIA - @TOMVENUE

