



OT ORANGE
TREE
THEATRE
A powerhouse of independent theatre

**Deputy Executive Director (Fixed Term)
Recruitment Pack**

You Bury Me, photo by Pamela Raith

If you would like this job pack in another format, please contact Sarah Murray at sarah.murray@orangetreetheatre.co.uk



Hello, thank you for your interest in the role of **Deputy Executive Director (Fixed Term)** at the Orange Tree Theatre (OT). There has never been a more exciting time to join the OT. Following a year of renewal, growth and change under a new leadership team, we are in a superb place organisationally. Ticket sales are breaking records, we are creating ambitious work with a high calibre of artists and actors, we are deepening our engagement within the local and artistic communities, we have won Evening Standard and Critics' Circle Awards, and we were nominated for an Olivier Award and for Best Fringe Theatre at the Stage Awards. We also have planning permission for a transformational capital project which will make our front of house spaces more accessible, community facing, contemporary and sustainable.

We wanted to give you a bit more info about what it's like to work at the OT before we get to the job stuff. Because how we work is important to us.

We're a sociable core team of around 20 people in a dog friendly office, with plenty of local green spaces, pubs, restaurants and independent coffee shops. We know that work life balance is vital for our mental health, and we offer flexibility with working from home, depending on the role and specific requests. Holiday is encouraged, and each employee gets 21 days plus bank holidays, increasing by 1 day for each year of service, capped at 25 days per year. TOIL and flexible hours are also offered.

We buy the team lunch before every press night in recognition of a long day. All staff attend first day rehearsal read throughs and end of week rehearsal room drinks, press night parties and events, and we have regular socials (usually with pizza) in and around Richmond riverside and the green. Alcohol, meat, dairy and gluten free lifestyles are always welcome.



Richmond Riverside



Some of the OT dogs (left to right): Hastings, Mr Magoo & Koby



You may recognise Richmond Green from the recent Apple TV hit *Ted Lasso*: we can confirm it is just as pretty in real life. Richmond Park is a stroll away and we are 9 minutes from Clapham Junction, 16 minutes from London Waterloo, and connected by the district line to central London and the overground to north and east London. Some current staff are North, East, South London-based, others live locally in Richmond, Mortlake, Twickenham, Isleworth or Brentford, and others commute in from Surrey, Berkshire and Sussex. It truly is a beautiful place to work.

Our work happens across three buildings that are closely connected. We have two rehearsal rooms, a set building workshop, offices over three floors and a bar which is often a hub of creativity filled with actors, creatives and stage managers, and staff get a 40% discount with free tea and filter coffee.

We work hard and we have fun while doing it, because theatre is fun. Most importantly we want staff to experience different types of theatre and plug into the industry, so we pay for a monthly core staff theatre trip and our artistic team lead monthly staff script readings. There are opportunities for personal development, and we encourage all staff to take part in training and upskilling as we recognise that we are happiest when we are learning.

Equity, diversity and inclusion sit at the heart of the OT, and we are continuously evolving our practices to be responsive to change. We have a Diversity and Inclusion committee of the Board and recent staff training has included anti-racism, allyship, conscious inclusion, deaf awareness, disability awareness and anti-ableism. Our Code of Behaviour is reviewed annually, and all staff and freelancers are required to adhere to it.

If you have any doubts about whether you'd enjoy working at the OT, please feel free to get in touch with our General Manager, Sarah Murray, for an informal chat:

sarah.murray@orangetreetheatre.co.uk.

Background of the OT

The OT was established in 1972 with a circle of chairs in a room above the Orange Tree pub, over the road from our current home. It is now one of the most exciting theatres in the UK and a key player in the national ecology. Early shows were produced at lunchtimes and lit by daylight through the windows. From the outset, the OT enjoyed a high level of community support and local engagement, and it produced an adventurous programme of European work, rediscovered classics, and new writing. Early on, the OT initiated work with local schools, including the Primary Shakespeare project that continues to this day. In the early 1990s, supported by ACE, the London Borough of Richmond Upon Thames, and local trust funding, the OT moved into a purpose-built theatre-in-the-round, which now seats 180 plus 10 standing. Founding Artistic Director Sam Walters ran the theatre until his retirement in 2014, when the long-term ACE grant also ended.

From 2014 until 2022, the theatre was led by Paul Miller, whose tenure combined rediscoveries and new writing, launching many careers and partnering with the Manchester Royal Exchange, RSC and National Theatre. During this period, the theatre's funding was rebalanced with a strong network of individual giving including up to a thousand Members and Patrons.

The current leadership team of Hanna Streeter (Executive Director) and Tom Littler (Artistic Director) are transporting the OT forward with a strategy that takes us from strength to strength. The ambitious programming and casting is attracting new commercial co-producing partners, while maintaining the OT's commitment to combining classics and rediscoveries with new writing and investing in new artists and the community.



Two of the OT buildings: the main theatre, and the rehearsal rooms and workshop a 2-minute walk from Richmond Train station

Job description

Job Title: Deputy Executive Director (Fixed Term)
Responsible to: Joint CEOs
Responsible For: Executive Assistant to the Joint CEOs, General Manager & Producer, Finance Manager, Front of House Manager

Purpose: The Deputy Executive Director is a new two-year fixed term role created to support with the growth of the OT at an exciting time. Over the last year we have successfully increased our turnover while investing in the work on stage. We are now recruiting two new roles to support this momentum; Deputy Executive Director and Executive Assistant to the Joint CEOs.

The Deputy Executive Director will work with the Joint CEOs and deputise for the Executive Director & Joint CEO by providing producing, organisational, financial and managerial support and leadership for the OT, while we fundraise and deliver a £4m capital project, planned for 2026. The role will initially be 2 years fixed term, with a view to extend depending on the timings of the capital project.

The Deputy Executive Director will suit someone from either a finance & operations or producing background who is looking to develop as an Executive Director.

The Deputy Executive Director will sit on the Senior Leadership Team which meets regularly and contributes towards shaping the company strategy, leading department reviews, setting goals, promoting teamwork, managing risk and solving complex challenges.





That Face, photo by Johan Persson



Responsibilities

Producing

- Oversee the producing team's recruitment and contracting of OT productions' cast and creative teams in conversation with the Executive and Artistic Directors
- Ensure quality pastoral management of freelance teams across the building
- Collaborate with the Production & Technical Director to deliver all shows on time and within budget
- Negotiate complex multi-partner co-producing deals and lead on co-production agreements
- Oversee the General Manager & Producer to maintain accurate producing running budgets

Finance & operations

- Draft annual budgets as required in collaboration with the Joint CEOs
- Work with the Finance Manager and Finance Associate to ensure tight financial controls, and monitor income and expenditure with monthly and quarterly reporting, including management accounts and cash flow
- Support the Executive Director & Joint CEO with Board reports as required
- Oversee the General Manager & Producer to monitor external contractors, while undertaking regular reviews to keep core costs down
- Oversee General Manager & Producer and Executive Assistant's administration of the offices, ensuring spaces are clean, organised and conducive to efficient working.
- To oversee the Front of House Manager to ensure that targets are met and the quality of service within the building reflects the policies and ambitions of the OT.
- To support with Companies House and Charity Commission filing and updates.

Management & leadership

- To develop the company's policies in line with the Orange Tree's mission.
- To work with the OT's external HR consultant's Theatre People to develop internal processes, policies and handbooks to support all employees at the OT.
- To ensure that the company's commitment to diversity and inclusion and access is strengthened and enhanced wherever possible.
- To create an energised environment that is conducive to the development, production and presentation of high-quality work.
- To work with the Senior Leadership Team to set and deliver strategy across organisation, setting annual goals according to business plan and
- Oversee internal holiday, TOIL, appraisal and probation for all staff

General

- To attend read-throughs, first previews, press nights, patrons' evenings, fundraisers and other OT events as required.
- To chair staff meetings when required.
- To lead by example and embody the following **OT values**:

Ambition – we are small but mighty. We dare to take on big plays, big projects, and big risks. We love a challenge. We support each other to try, to learn, and to grow.

Excellence – we know that outstanding theatre can transform and enrich lives. On our stage and in our community, front of house and in the office, we aim for the extraordinary.

Heart – we are a theatre of the heart. We create human stories that spark imagination and empathy. We treat each other with respect, kindness and understanding.

Openness – we are open to learning, to difference, to surprise. We open doors: to artists, to our community, to audiences. With our ever-growing circle of supporters, we will invest in transforming the experience



Meetings, photo by Marc Brenner

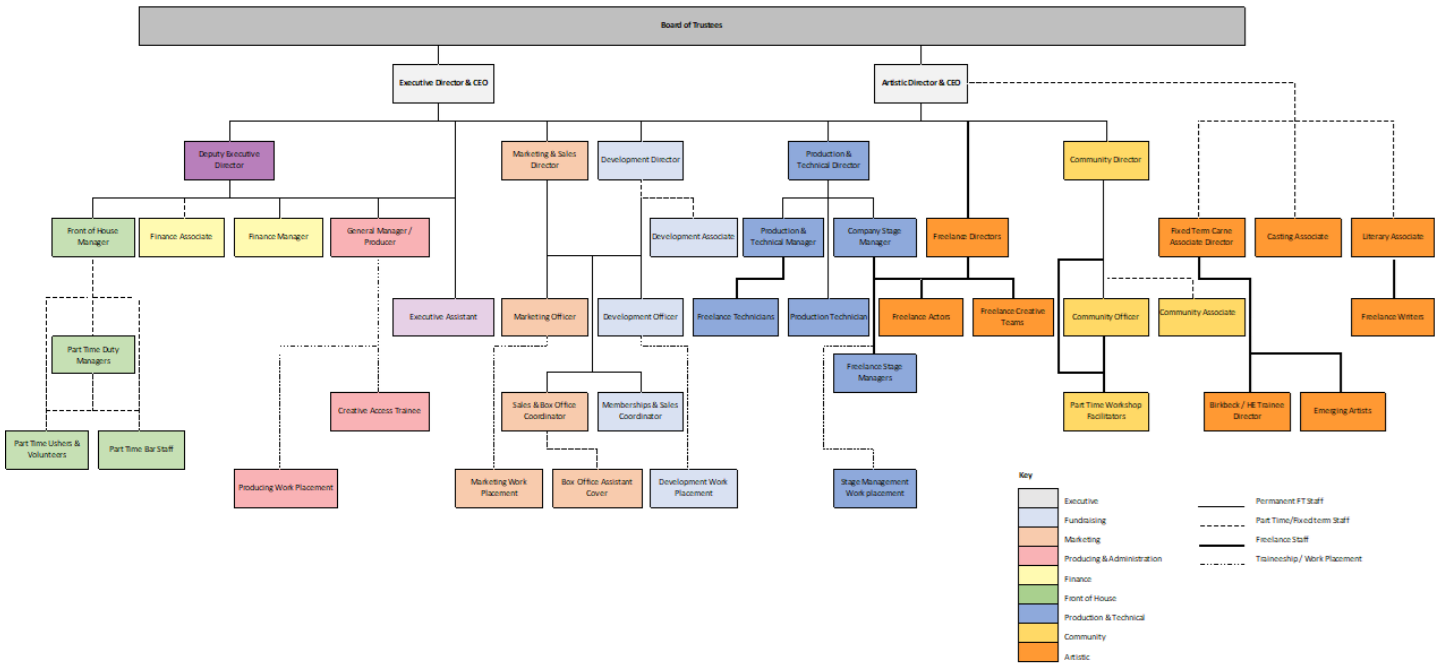
Person Specification

	Essential	Desirable
Prior experience on a Senior Leadership Team		X
Experience in a senior producing role		X
Experience in a senior finance and/or operations role		X
Strong people management skills	X	
Excellent administration and organisational skills and the proven ability to meet deadlines whilst working in a busy environment.	X	
Exceptional verbal and written communication and interpersonal skills and an ability to deal tactfully with staff at all levels, whilst maintaining strict confidentiality	X	
Persuasive, with the ability to challenge effectively and negotiate when required	X	
A professional approach with the ability to work on your own initiative in a systematic and pragmatic manner	X	
Experience of managing complex budgets	X	
Productive and wide-ranging contacts in the theatre sector.		X
An affinity for the mission, vision and work of the Orange Tree Theatre and a passion to play a key role in shaping and achieving the theatre's future success	X	
Works with colleagues respectfully, collaboratively and with understanding	X	
Takes responsibility for delivering tasks, achieving high standards and learning from mistakes	X	
A passion for theatre	X	



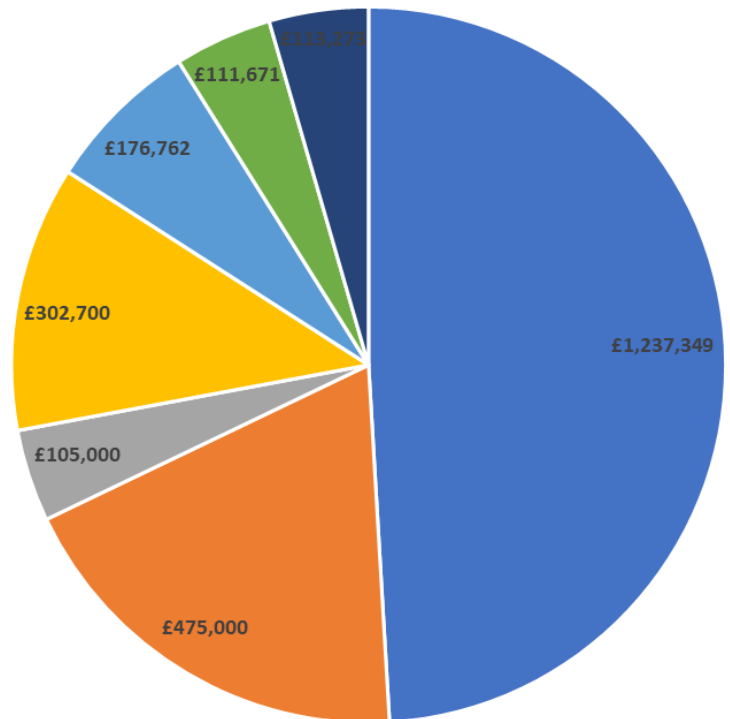
The Circle, photo by Ellie Kurttz

Staff structure



23/24 Income Breakdown

- Box Office
- Fundraised Income
- Richmond Council Grant
- Theatre Tax Relief
- Co-production Investment
- Community Projects
- Bar Trading





Rehearsals for *The Swell* photo by Ali Wright

Contract and terms

Title of post: Deputy Executive Director (Fixed Term 2 Years)

Salary: £41k per annum

Contract: 2 years Fixed Term full time, subject to a probationary period of 6 months

Notice: 6 months following a probationary period of 6 months

Holiday entitlement: 21 days a year, plus 8 statutory bank holidays. Increases after 1 year of service, capped at 4 extra days after 4 years (25, plus bank holidays)

Hours: Full-time, 40 hours per week including breaks. Evening and weekend work is expected for this role with no overtime payment.



Staff benefits

- Training and professional development
- Excellent public transport links
- Public transport season ticket loan
- Cycle to work scheme
- Auto-enrolment pension contributions, where eligible
- 40% discount in the OT Bar and free tea/filter coffee
- Flexible hours
- Dog friendly office
- Lots of local green spaces: Richmond Park, Richmond Green, Richmond Riverside
- Free monthly team theatre trip
- 2 free tickets to all OT shows
- Staff ticket to all press nights and post-show parties
- Free lunch before all press nights
- Staff socials & rehearsal room drinks
- Monthly staff script readings

To apply

Deadline: 10am Wednesday 29th May 2024

Interviews: w/c 3rd and 10th June 2024



To apply please send a CV with 2 references (including your current or latest employer) along with a 2-page cover letter by email marked **Deputy Executive Director** to jobs@orangetreetheatre.co.uk.

We are an equal opportunities employer and we welcome applications from those looking to take on their first senior leadership position, as well as candidates who may be returning to work after a pause in their career or who are looking to balance a role with their wider caring or parenting responsibilities.

Please also complete the Equal Opportunities Form here:

<https://forms.gle/XRYDxzjVW33w9Uq6>

If you would like an informal conversation about the role, please email Executive Director, Hanna Streeter hanna.streeter@orangetreetheatre.co.uk, or to hear more about the OT and its culture, please email General Manager & Producer sarah.murray@orangetreetheatre.co.uk.

ORANGE TREE THEATRE LTD | Registered charity number 266128

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As You Like It: Primary Shakespeare, photo by Harry Plowden