

Youth Music Theatre UK

Job Description

Title	Deputy Chief Executive
Responsible to	<ul style="list-style-type: none">• Jon Bromwich, Executive Producer (responsible for overall strategy and artistic planning)
Responsible for	<ul style="list-style-type: none">• Finance Officer (P/T)• Fundraising Officer• Marketing Manager
Internal Relations	<ul style="list-style-type: none">• Board of Trustees (responsible for corporate governance and approval of key policies)• Chair, Finance Sub-Committee• Company Secretary/Legal Adviser• Development Consultant• Welfare Manager (P/T)• Marketing Manager• Production Managers (Freelance)
External Relations	<ul style="list-style-type: none">• Freelance Creative and Stage Management Staff• Young People on company projects• Partnering organisations• Existing and potential funders• Venues• Suppliers
Role	<p>YMT is a national educational charity working with young people in the field of music theatre. We run projects throughout the UK and have offices in London.</p> <p>We are looking for a Deputy Chief Executive (DCE) to oversee our organization's ongoing operations and procedures. You will be the company's second-in-command and responsible for the efficiency of business.</p> <p>This is a new post designed to bring long term stability and sustainability to key operations, planning, finance and business development.</p> <p>The DCE role is a key member of the senior management team, reporting only to the Executive Producer and the Board of Trustees. The DCE has to maintain control of diverse business operations, so we expect him/her to be an experienced and efficient leader with excellent people skills, business acumen and exemplary work ethics.</p>

	<p>The creation of the post also forms part of the board’s succession policy for the current Executive Producer, creating a stable but forward thinking administration the outcome of which may differ from the current arrangements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Designing and implementing business strategies, plans and procedures • Establishing policies that promote company culture and vision • Overseeing operations of the company and the work of executives (IT, Marketing, Sales, Finance etc.) • Identifying and Exploiting new business opportunities <p>The goal of the DCE position is to secure the functionality of business to drive sustainable growth.</p>
<p>Scope of the post</p>	<p>The post involves responsibility for the following areas:</p> <p>Strategy In conjunction with the Executive Producer and Development Consultant:</p> <ul style="list-style-type: none"> • Design and implement business strategies, plans and procedures • Set comprehensive goals for performance and growth • Establish policies that promote company culture and vision <p>Business Development</p> <ul style="list-style-type: none"> • Manage key stakeholder relationships with funders including Arts Council England, NASUWT; • Manage key stakeholder relationships with suppliers including accommodation providers; • Build new partnerships with major potential sponsors and stakeholders; • Initiate and participate in expansion activities (new business both domestic and overseas, corporate alliances, mergers etc.) <p>Governance</p> <ul style="list-style-type: none"> • Attend quarterly Finance Sub-Committee and main Board meetings; • Prepare reports for and attend monthly finance meetings with Chair of Finance Committee; • Ensure submission of Annual Report and Accounts to Companies House, the Charity Commissioners and any other relevant authorities; <p>Finance</p> <ul style="list-style-type: none"> • Prepare Annual budgets and oversee delivery by the Production, Finance and Fundraising Departments;

	<ul style="list-style-type: none"> • Review and manage cashflow; • Reviewing commissioning, venue and freelance staff contracts and fees; • Prepare and implement financial and accounting procedures; • Oversee the tax arrangements of the company; • Oversee all banking arrangements; • Ensure compliance in the field of Pension law; • Oversee the annual audit and prepare Annual Report and Accounts; • Manage office occupancy and storage issues; • Maintain Health and Safety Policy, Risk Register, Equal Opportunities Policy, Child Protection Policy and Environmental Policy. <p>Technical and IT</p> <ul style="list-style-type: none"> • Oversee CRM, web development and Communications <p>Staff and HR</p> <ul style="list-style-type: none"> • Recruit and lead employees to encourage maximum performance and dedication; • Performance management; • Legal and disciplinary.
Support	The post will be supported by interns and volunteers when available.
Working with young people	The postholder will be required to undertake an enhanced check through the Disclosures and Barring Service (DBS).

Terms and conditions	<p>Salary on a scale of £35,000 to £45,000. Reviewed annually in March for the following financial year.</p> <p>Probationary period – six months.</p> <p>Place of work – Youth Music Theatre UK’s offices in Fulham. Note that YMT is planning a move to new offices in 2019.</p> <p>Office hours – normally 10.00 am to 6.00 pm but the company is flexible in its approach to hours. Occasional evenings and weekend working.</p> <p>Out of office – the postholder may on occasions be expected to stay on YMT residential courses.</p> <p>The postholder will be entitled to four weeks (20 days) paid holiday pro rata and time off in lieu for any bank holidays or weekends worked. Most of the courses take place in school holidays; as a result, holidays are generally not allowed during the period 15th July to 1st September.</p>
-----------------------------	---

	<p>The Charity operates a work based pension scheme run by NEST.</p> <p>The postholder is encouraged to attend selected activities and projects on which YMT is working which will, almost always, be in addition to the normal working hours.</p>
<p>Person Specification</p>	<p>The company is aware that potential candidates may come from a variety of backgrounds both from within the theatrical and/or music industries, from related cultural industries or from the commercial world. So the following is indicative rather than prescriptive:</p> <ul style="list-style-type: none"> • Proven experience as Chief Operating Officer, General Manager, Commercial Manager or relevant role; • Demonstrable competency in strategic planning and business development; • Understanding of finance systems and reporting up to and including audit and final balance sheet; • Understanding of business functions such as HR, finance, IT and marketing; • Understanding of theatre management and production or similar; • Knowledge of the fundraising environment; • Experience of partnership development; • Organisational and leadership abilities; • Interpersonal and public speaking skills • Aptitude in decision-making and problem-solving; • Strong interest in theatre and/or music and the impact that these artforms can have on young people. <p>YMT is a small but ambitious arts organisation. Its permanent office staff is generally young and energetic and is supported by interns and work experience. The postholder needs to be capable of working on a wide variety of tasks simultaneously balancing volume of work against the need for careful planning.</p>

**RECRUITMENT
PROCESS**

Potential applicants should complete the application form and email it to mail@ymtuk.org by **17:00 on Monday 25 September 2017**.

Please inform us if you have any other access needs or requirements.

Interviews w/c 2 October 2017

Starting date: 2 January 2018 or earlier if available.

Youth Music Theatre UK is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.



LOTTERY FUNDED

Supported using public funding by
**ARTS COUNCIL
ENGLAND**

NASUWT
The Teachers' Union