



## **DIRECTOR OF COLLABORATION**

£50,000 per annum – full time (with flexible working possible)

Permanent contract

Some working from Cardiff will be required

National Theatre Wales is fuelled by the pursuit of connection. We see theatre as a tool to bring people together to reflect, explore and be inspired by the stories of our nation. We want everyone in Wales to see themselves, their communities, their experiences and their futures imagined in the work we make. Our staff are at the heart of us fulfilling that purpose.

### **ABOUT THE ROLE:**

Sitting as part of the NTW Strategic Leadership Team, the Director of Collaboration works closely with the Artistic Director / Chief Executive, Executive Director / Deputy Chief Executive, Director of Audiences and Director of Producing, bringing unified leadership and direction in the delivery of the Company's strategic vision.

Leading on Collaboration for the Company, this role brings a strategic, community-centred approach to the heart of organisational thinking through engagement and facilitation with communities. The role oversees the Collaboration Team and TEAM activity, ensuring the projects developed are interwoven with the wider strategic agenda of the company. Working closely with the Director of Audiences on the development and delivery of the 'Our Work' strategy and engagement activity focused on building relationships with communities and audiences through theatre and performance, centring their needs and motivations into the heart of strategic decision-making and activity, this role will be at the forefront of relationships in developing long lasting collaborations as well as fresh new ideas with key stakeholders.

### **RESPONSIBLE TO**

Artistic Director / Chief Executive

Executive Director / Deputy Chief Executive

### **RESPONSIBLE FOR**

Collaboration Manager

TEAM Assistant

Chair / Vice Chair of TEAM Panel (informal management)

### **WHO WE THINK YOU MIGHT BE:**

You'll be brilliant at building meaningful, authentic and responsive relationships with individuals from a wide breadth of lived experiences. You can intuitively gauge how to get the best from those you work with, championing their abilities and potential and ensuring they access the right platforms and opportunities to develop further. You think creatively and strategically and can programme activity flexibly and collaboratively which supports organisational practice, artistic innovation, our productions and projects, and strategic delivery.

You may have worked in a participation role for another arts, cultural or charitable body previously and be looking for an opportunity to steer the next step in the journey of our ground-breaking model and network of community-based theatre makers - TEAM. Or you may have been involved in creative activity directly or indirectly yourself and be keen to grow into a career which makes a real difference to theatre makers', community participants', audiences' lives.

NTW is committed to developing the next generation of cultural leaders in Wales. In recognition of this we are keen to receive applications from candidates who might have strong experience in some but not all of the areas required for this role. We're open to those looking for a step-up in their career and would support you to build skills in the job – for example, in strategic working, project and budget management, or organisational communications. This could look like a formal mentoring scheme over the first 18-24 months of your employment, with a proportion of the advertised salary used to pay for training in key competencies.

What's most important to us is that you are passionate about inclusion, cultural democracy and community agency, that you shape your approach according to the needs and values of those you work with, and that you are motivated by the power NTW has to change society and lives.

We need a workforce that represents an entire spectrum of lived experience. The more diverse the perspectives we have influencing what we do, the stronger and more meaningful our work will be. We encourage applications from all communities, faiths, backgrounds and from anyone who experiences racism, ableism or poverty. We recognise the social model of disability and are committed to working with our employees to remove barriers to inclusion. We also seek to overcome the barriers faced by applicants with caring responsibilities through a flexible working culture. We will interview all candidates who are Deaf, disabled neurodiverse and/or racialised individuals who meet the essential criteria.

## **WORKING FOR NTW**

Every member of staff at NTW has a significant role to play in achieving the Company's goals. We are all advocates for the Company's work and ethos and everyone is encouraged to go and see work, develop networks and connections, introduce new artists and community members to NTW and help develop ideas for the future. Attendance at Company meetings and Creative Ideas meetings, and active involvement with NTW TEAM (our programme involving a wide range of communities in everything we do) is an important and valued part of everyone's

job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member's contribution and achievement.

## **KEY RESPONSIBILITIES OF THE ROLE**

As a member of NTWs' Strategic Leadership Team, you will:

- Lead and model a strong and unified organisational culture built on foundational principles of empathy, diversity, inclusivity and sustainability;
- Contribute to the development and implementation of the organisational Strategic Plan, working closely together to ensure a fully integrated approach through our programmes of work that places theatre makers, audiences and communities at the heart of NTW;
- Work in close partnership to lead, manage and inspire a cohesive, committed Company of staff - providing a clear sense of direction that is consistently communicated and delivered via a robust set of systems and strategies;
- Use innovation and creativity to inspire change and a drive for equality; both internally and externally across the arts and cultural sector, Welsh society and beyond - promoting theatre as an active force for change in a rapidly changing world;
- Lead on the development and delivery of a number of cross-organisational strategies and plans.

Your role also includes the following specialised responsibilities:

### **STRATEGIC COLLABORATION:**

To lead on the next chapter in the life of TEAM and Collaboration at NTW, supporting community-based theatre makers to co-create work, embedded within and informing NTW structures, people and practice.

- Work with the Strategic Leadership Team and the Collaboration Manager on defining, designing and delivering the Collaboration Team programme, integrated within overall NTW productions and activity commitments;
- Ensure that social justice is a key focus of Collaboration activity;
- Ensure strategic and operational opportunities are generated for Collaboration activity to be integrated with the work of the wider Company;
- Lead on pathways for community participants to develop as professional theatre makers;
- Work with the Strategic Leadership Team to ensure Collaboration is integral within the core strategic direction of NTW;

- Work strategically with the Artistic Director / CEO and Creative Associate to ensure Collaboration and Creative Development projects are aligned and work effectively together;
- Work closely with the Director of Producing and Director of Audiences to ensure communities are engaged with the development and processes around making and communicating NTW productions;
- Work closely with the Director of Audiences to provide creative opportunities for audience development across all areas of NTW;
- Be responsible for the facilitation of communication between the Board and the Collaboration Team;
- Influence the arts sector in the form of diversifying the representation of collaborators and ensuring inclusivity in collaborative activities;
- Work with the Collaboration Manager to develop and deliver the Young People's Strategy, guiding other teams on its implementation across all creative and operational activity including educational resources and apprenticeships.

#### COLLABORATION TEAM:

To lead the Collaboration Team and ensure that it continues to deliver impactful, strategically aligned activity.

- Be responsible for defining projects aligned with Company strategy, and managing the programme linked to the Collaboration Team's capacity to deliver on commitments made;
- Oversee the needs of the wider Collaboration Team in terms of placements and opportunities, guidance, training and support, including managing relationships with Associates, freelancers and other collaborators;
- Be responsible for Collaboration budgets, working closely with the Executive Director / Deputy Chief Executive and Head of Finance to monitor income and expenditure and approve allocations to support integrated activity with other departments;
- Ensure the TEAM brand is consistent and aligned with the overall NTW brand including tone of voice and values through activities, communications and content as outlined through the overall NTW 'Our Work' strategy;
- Ensure TEAM panel membership reflects the projects and programme being developed as well as enabling access to strategic funding opportunities.

#### STRATEGIC PARTNERSHIPS & ADVOCACY:

To work with stakeholders within the arts and cultural sector, and beyond, to advocate for, evolve and expand the impact of NTWs' Collaboration approach.

- Establish and develop local, national and international networks to bring strategic Collaboration opportunities to NTW;
- Seek new, and develop and maintain relationships with existing key stakeholders to ensure the Collaboration model within the framework of the wider NTW core activity is understood and celebrated across the arts sector;
- Work closely with the Director of Audiences on developing Company partnerships with stakeholders involved in Collaboration activity, particularly focused on stakeholders from outside the arts;
- Work closely with the Development Manager and Collaboration Manager to source opportunities and develop stakeholder relationships into compelling and successful fundraising applications.

#### MONITORING/EVALUATION/REPORTING:

To ensure that NTW captures and communicates the impact of its Collaboration activity, as well as learns from its practice, in order to create increasingly informed future programmes.

- Work with the Operations & Social Impact Manager to develop and implement innovative and robust monitoring, evaluation and reporting strategies for all Collaboration activity, within the framework of strategies for wider NTW core activity.
- Oversee the use of Spektrix in capturing and managing participant and community data in terms to effectively build relationships and monitor and evaluate impact.

#### PERSON SPECIFICATION

NTW is always open to considering investing in someone who can show us development potential in this role, even though they may not be able to demonstrate all the essential criteria listed below.

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Previous role leading a team with responsibilities for Collaboration</li> <li>● Development of organisational strategy</li> </ul>	<ul style="list-style-type: none"> <li>● Previous budget management and fundraising experience</li> <li>● Working with a Board or governing committees</li> </ul>

	<ul style="list-style-type: none"> <li>● Development and delivery of creative collaboration activity</li> <li>● Leading on development and maintenance of key strategic stakeholder relationships</li> <li>● Demonstrable line management experience including the ability to effectively support the continuing professional development of team members</li> <li>● Lived experience of the transformative social impact of the arts</li> </ul>	<ul style="list-style-type: none"> <li>● Advocacy for under-represented / community groups</li> <li>● Working with Customer Relationship Management (CRM) systems</li> <li>● Successful and effective monitoring, analysis and reporting of project impact and learnings</li> <li>● Public speaking and media appearances</li> </ul>
<p><b>Knowledge &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>● An inspiring leadership style that combines creativity with a pragmatic and rigorous approach to management</li> <li>● An inclusive approach to working with communities, particularly in growing diversity amongst collaborators</li> <li>● Excellent communication and interpersonal skills, with a high degree of emotional intelligence</li> <li>● Ability to influence and convey passion for Collaboration</li> <li>● Understanding of the diversity of theatre makers, participants, audiences and other stakeholders in Wales</li> </ul>	<ul style="list-style-type: none"> <li>● Able to communicate through the Welsh language, verbally and in writing</li> <li>● Existing relationships with theatre makers, participants, community groups, charities and other stakeholders in Wales</li> </ul>

<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>● Excellent interpersonal skills with the ability to develop strong and successful working relationships at all levels</li> <li>● Strong knowledge of and commitment to increasing equality, diversity and inclusion within the arts</li> <li>● Driven by the opportunity to make both organisational and societal change</li> <li>● Strong knowledge of and commitment to increasing equality, diversity and inclusion within the arts</li> <li>● Passionate about the social impact of culture and the arts in Wales, and an audience-centred approach</li> </ul>	<ul style="list-style-type: none"> <li>● Demonstrable passion for theatre, creativity and the arts as a tool for social change</li> <li>● Understanding of the arts sector in Wales and across the UK</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>● Degree educated OR mix of relevant qualifications and experience</li> </ul>	

**TERMS & CONDITIONS**

Salary: £50,000 per annum

Hours: 35 hours per week (plus a compulsory break for one hour, taking the working week to 40 hours). We will consider flexible working arrangements for the right candidate.

Holidays: 25 days per year (excluding statutory Bank Holidays).

Term: Upon completing a 3-month probationary period, this is a permanent position

Notice: Following completion of a 3-month probationary period, the notice period is 3 months.

Pension: We offer a stakeholder pension scheme with Royal London for all our employees. Monthly contributions are deducted from your salary; you can contribute a minimum of 3% - more if you choose to – and we contribute 5%. Once you've completed your probationary period and you know you want to stay, you will be automatically signed up to the scheme, and we will backdate our Company contributions to your start date.

## **HOW TO APPLY**

You can either write a cover letter of no more than 2 pages OR film a video of yourself lasting no more than 5 minutes. We have no preference, and will be happy to accept either format, so feel free to choose whichever suits you best. In your cover letter or video, tell us about you, your experiences, skills and attributes that are relevant to the job, and tell us a bit about what you aspire to in life. What matters to you? What do you believe in? Where would you like to be in 3 years-time? What changes would you like to make to our society? What do you enjoy doing? Send us your cover letter or video with a completed application form and your CV (no more than 2 pages please, plus references) to: [work@nationaltheatrewales.org](mailto:work@nationaltheatrewales.org) by **5pm on Sunday 8 January 2023**.

We welcome applications in Welsh or English. Please complete the application form, and create your cover letter or video in the language of your choice.

If you are shortlisted, we'll invite you to interview over zoom, likely taking place towards the end of the week starting **9 January 2023**. These are friendly, largely informal 45-minute conversations with approximately three people including NTWs' Artistic Director and a TEAM panel member. We'll send you a rough outline of the questions we'll ask you, and short biographies of the above in advance.

If you have any questions about the role or the process, don't hesitate to get in touch at [work@nationaltheatrewales.org](mailto:work@nationaltheatrewales.org).