



Artistic Director / Creative Producer Application Pack September 2023

Introduction

Cork Theatre Collective is an exciting new initiative which is designed to stimulate and enhance the creation of theatre in the city and beyond.

CTC has been funded initially for a one-year period by the Arts Council.

CTC is a partnership between key theatre organisations and will resource and facilitate the development of theatre artists and projects with the goal of enhancing the robust theatre landscape in the city.

It is intended that CTC artist residencies will be run at Triskel Arts Centre.

CTC will do this by means of residencies; professional development initiatives; training and mentoring and the creation of opportunities for theatre artists to thrive using the unique resources of the partner organisations and others.

The partners are:

Cork Opera House

The Everyman

Graffiti Theatre Company

Cork Arts Theatre

Once Off Productions

Irish Theatre Institute (associate)

Cork Midsummer Festival (associate)

The broad parameters of ambition and operation have been set and CTC is now looking for the right person(s) to work with us initially on a 12 month contract to make the ideas a reality, for an immediate start, ideally in November 2023.

CORK THEATRE COLLECTIVE is looking for an inspiring Artistic Director/Creative Producer to lead this brand new initiative and establish a new Theatre Development Centre that will provide time, space and support for theatre makers across Cork city and county to develop and explore new projects.

The new Artistic Director/Creative Producer will be the first artistic leader of Cork Theatre Collective, planning and delivering a year's worth of residency and development opportunities to theatre makers across Cork in a purpose-built space.

Fee: This is a freelance position, with a fee of €45,000 - €50,000 FTE depending on experience

The deadline for applications is Friday 13th October at 5:30pm and all applications should be sent to corktheatrecollective@gmail.com. Applications received after the application deadline will not be considered.



Please apply by email with 1. a CV (or CVs) and 2. a letter of application, setting out how your application meets the needs of CTC as outlined, your reasons for applying for the role and the skills and experience that you would bring to Cork Theatre Collective. Each document should not exceed 3 A4 pages long.

First interviews will be held on **Friday 20th October** (via Zoom)

Second interviews will be held on **Tuesday 31st October** (in person, in Cork City)



INTRODUCTION TO THE ROLE

Sophie Motley, Acting Chair of Cork Theatre Collective

Thank you for your interest in Cork Theatre Collective– we hope you will consider joining us and leading the first phase of this exciting new initiative to deliver a brand new Theatre Development Centre for Cork.

This is an unique new role in the Irish theatre community, in that it is a role which involves not only being integrated deeply into the theatre community in Cork City and county, but it combines the roles of a Creative Producer and Artistic Director. It is about deeply nurturing and supporting a community of theatre artists from early career stages through to established artists, connecting them with collaborators and mentors, and having a strong artistic input into the planning and delivery of the Theatre Development Centre, but it also needs rigour, profound organisational ability and an ability to lead a new organisational venture, structured uniquely, recruiting and leading a small team of staff and running a rehearsal/development/presentation space. An important part of the role will be feeding back to the Board, who are also your partner organisations across the city, and helping us to craft and shape a fit-for-purpose development centre and residency programme.

Within this document you will find background information about the organisation, job description, role specification and information about how to apply.

NB. We are open to discussion about different ways of working within the role with scope for applications which envisage more than one person delivering the services and a commitment to flexible working. We would be happy to receive your proposals as to how suitably qualified people might join together (maximum 2) to deliver the services we need for the fee specified and how the services might be delivered in this way.

If you are proposing an arrangement which shares the responsibilities between more than one person, please outline this in your letter of application, and demonstrate how this meets the requirements of CTC. If you are proposing that more than one person would be considered you should attach the CV of both individuals.

We look forward to hearing from you.

The Board of Cork Theatre Collective



ABOUT OUR ORGANISATION

CTC is overseen by a non-executive Board of Directors from representative member organisations. The Board will delegate the day-to-day management of the organisation to a small team, led by the Artistic Director/Creative Producer and supported by the steering committee.

We are fully funded by The Arts Council to establish and develop a new Theatre Development Centre in Cork during 2024. There will be a further funding application for the second year of the Programme which the AD/CP will lead, supported by the Steering Committee.

OUR VISION, MISSION, VALUES AND AIMS

Our Vision

A welcoming, energising and equitable space to create, that is transformative for the lives and livelihoods of theatre makers in Cork City and beyond.

Our Mission is:

To create more skilled, mature, diverse and confident theatre makers in Cork, facilitated to make work of excellence in Cork and elsewhere.

To support artists to develop and create excellent theatre in the city. We provide theatre makers with the time and space that they need to develop their ideas and their art. This is an energising, equitable and inclusive space that will nurture artists at all stages of their careers. Our perspective is local, national and international. We believe that by investing in our artists we can support a rich and vibrant theatre community to transform their lives and enhance our city and beyond.

CTC will achieve this through:

- Residencies providing money and space for the development of work and ideas for a set amount of weeks, and a set number of people per year.
- Ensuring the process through which artists are selected for residencies will be clear and transparent, and will involve artists or groups of artists setting out their plans for a residency, whether that is to develop an idea for a show, or to develop their practice in some way, or some other idea. CTC will facilitate support for these idea(s) as appropriate in the form of a mentor, dramaturg or other specialist support.
- Ensuring that residencies will have an outcome or outcomes, the achievement of which will form part of the evaluation of the residencies. These will be articulated at the outset, and measured at the end. These outcomes can be quantitative (number of ideas for shows) or qualitative (increased collaborative cohesion, greater confidence, validation by a mentor etc) or both and will be recorded at the beginning and the end of each residency.



- Sharing/Documenting: Each residency will also have a “moment” where there is a documentation of the residency – this could be a showing, a photographic record, a discussion and the mechanism will be decided by the artist(s) and supported by the AD/CP.
- Holding clinics, organising workshops and information sessions with artists to make them aware of opportunities and further develop their practice.
- Supporting artists through their residencies, this may include providing advice on the next steps for a project, linking artists with potential collaborators and assisting to forge stronger relationships within the theatre community and industry.
- Devising other development practice for the benefit of artists, and taking advantage of all opportunities which present themselves. An annual showcase is envisaged, as well as other mechanisms to develop theatre practice.

THE ROLE OF ARTISTIC DIRECTOR/CREATIVE PRODUCER

About You

We are seeking an inspirational and visionary Artistic Director/Creative producer to lead the future development of the Theatre Development Centre in its first phase– to develop, implement and establish a new Theatre Development Centre for Cork for a period up to 2 years long. Reporting directly to the Board, you will deliver and develop our objectives.

We want you to bring new thinking, to be a strong and creative leader with a passion for supporting and developing theatre artists at all stages of their careers.

We want you to have experience of theatre practice in Cork, nationally and internationally. You may be a practicing artist with experience of running your own company and producing your own or others work.

You may be a freelance producer with deep experience of nurturing artists who would like to run a small building for the first time.

We want you to work with the structure that we have laid out for the new Theatre Development Centre, adapting it where necessary to make it fit for purpose and suitable for theatre artists at all career levels.

CTC recognises the barriers faced by people from protected characteristic backgrounds in society and that, as a result, many people are denied the opportunity to fully develop their employment and leadership potential. We encourage applications from all.



ROLE DESCRIPTION - KEY RESPONSIBILITIES

Artistic Leadership and Strategy:

- To provide visionary and inspirational leadership for the organisation that develops a strong reputation for nurturing theatre artists.
- To devise a clear strategic vision for the future of CTC over the next year, in collaboration with the Board.
- To create, develop and deliver a residency programme which supports a wide range of artists, with well-defined outcomes ensuring that it is accessible, delivered, evaluated and documented.
- To act as a mentor to artists, facilitating their journey and connecting them with specific mentors for their residency, and also with the wider industry.

CTC relationships, programmes and networks

- To develop CTC's local profile within the Cork Theatre Community, extend this into developing our National profile.
- To actively represent CTC across the local and national theatre sector.
- To identify, develop and maintain collaborative relationships and networks with individuals and organisations, to create innovative accessible residency and presentation programmes delivered by Cork theatre artists.
- To work with partner organisations and external agencies to identify opportunities for theatre artist development locally and nationally.
- To work with the CTC Board to deliver an open and accessible recruitment process for residencies.
- Negotiating and developing dynamic relationships with local and national creative networks, working as an agent for change.

Finance & Fundraising

- To deliver an agreed budget for 2024, supporting up to 20 artists for residencies of 2 – 4 weeks.
- To oversee the delivery of the CTC Arts Council grant for 2024, leading on the application for the second year (2025) of the Development Centre in mid 2024.
- To identify alternative or additional sources of funding and apply for support where necessary.
- Support local theatre artists to apply for relevant funding for project funding and artistic development as appropriate.
- To identify alternative earned income streams ie workshops/commercial/hires/research & development.

Governance

- To agree the annual budget with the Board.
- To keep abreast of changes in strategy, artistic policy, funding opportunities in the national arts context.
- Reporting to the Board on progress of organisational objectives
- Attending Board meetings



Marketing & Audience Development:

- To lead on an Audience Development and Marketing Strategy for the Development Centre.
- Promote and advocate for CTC regionally, nationally and internationally
- To establish and develop the CTC and Development Centre brand.
- To act as the key organisation spokesperson for the media, championing artists.
- Be an ambassador for the organisation and its work.

Leadership Responsibilities:

- To recruit and lead the CTC staff team (administrator, technician, book keeper)
- To agree work plans and objectives with relevant part time staff, supported by the Board.
- To identify specific needs for the Theatre Development Space, and ensure that it is well equipped, safe and accessible for artists to make their best work.
- To oversee the development of and adhere to all organisation policies, strategies and procedures.
- To lead, motivate and collaborate with the staff team on the day-to-day running of the organisation and building, providing guidance and support.
- Lead on the recruitment process of artists, supported by the Board.
- Lead on and collaborate with Once Off Productions on the delivery of SHOW (working title), a work-in-progress festival delivered in late 2024.
- Manage and oversee any hires of the Development Centre space (ie rehearsal space)

The list of responsibilities is not exhaustive, and the Artistic Director/Creative Producer may be required to undertake additional duties, as operationally required at the discretion of the Board.



PERSON SPECIFICATION

All applicants should demonstrate in their application, ideally using personal examples, how they meet the essential criteria in this person specification.

Essential experience, knowledge, and skills

- A track record of leading, managing and delivering creative programmes, preferably within a theatre context.
- Experience of managing people and forming creative and effective partnerships with a range of stakeholders – funders, creatives / artists and other organisations
- Experience of supporting theatre artists and creative people to develop their practice.
- Experience of developing and leading strategic vision
- Experience of budget planning, management and delivering projects within time and budgetary constraints
- An understanding of the potential of creative people who identify as Disabled, d/Deaf, Neurodivergent (within the context of the social model of disability).
- An understanding of the barriers to accessing theatre development for global majority artists and those with Protected Characteristics and a commitment to creating opportunity within these contexts.
- Good working knowledge of software packages including excel, word, canva, photoshop etc.

Desirable experience, knowledge, and skills

- An understanding of the theatre community in Cork.
- Experience of artistic leadership of theatre projects from embryonic stages to delivery and evaluation
- Experience of working with national arts organisations to deliver creative projects and support artists.
- Experience of successfully contributing to funding applications
- Experience of working with, and obtaining funding within the public arts funding system and the priorities needed to cultivate and secure the support of public funders



TERMS

Title: Artistic Director/ Creative Producer

Contract: One Year, Freelance/Self Employed contract with an intention to extend to Two years + (funding dependent).

Fee: €45,000 - €50,000 FTE

Location: Post based at the Theatre Development Centre in Cork City and online.

References: The appointment is subject to the receipt of satisfactory references.

Reports to: CTC Board/Steering Committee

Application process

The recruitment is being led by the CTC Board.

If you would like an informal confidential chat regarding the requirement before applying, please contact: sophie@everymancork.com

If you are suggesting a flexible structure, please think about how that would work in practice and provide your initial thoughts about structure in your application letter.

Send an application and CV (no more than two pages per document) addressed to Cork Theatre Collective explaining:

- Why you are applying for this role
- How your skills and experience match the requirement
- Contact details for two recent referees
- Send by email to corktheatrecollective@gmail.com
Please put CTC AD/CP Application in the title

The deadline for applications is Friday 13th October at 5.30pm

Shortlisted applicants will be notified by **Wednesday 18th October**

First interviews will be held on **Friday 20th October** (via Zoom)

Second interviews will be held on **Tuesday 31st October** (in person, in Cork)

Appointment to be made **November 2023**

We would ideally envisage the Artistic Director/Creative Producer taking up their position in **November 2023**.



Interview Process

The process will include two rounds of panel interviews, presentations and an opportunity to meet Board members. **Please advise us in your submission if you have any issues with availability on the proposed interview dates and we will attempt to accommodate you..** Please indicate any additional access needs you may require.

The interview panel will be made up of CTC Board members.

Data Protection

As part of this recruitment process, CTC will collect data relating to job applicants. We are committed to being transparent about how we collect and use data to meet data protection obligations. In order to carry out the recruitment process we will share the personal data received from you in your application with the shortlisting and interview panel. Access will be restricted to those involved in the recruitment process.