Half Moon

Executive Director

halfmoon.org.uk
Recruitment Pack

Welcome

Thank you so much for your interest in applying for the role of Executive Director at Half Moon. We are proud that our company is not only a leader in the Theatre for Young Audiences sector, but also in participatory arts through our wide-ranging Creative Learning programme. Above all, the voice of young people is at the heart of everything we do.

Whilst this recruitment pack contains a brief outline of our work, further information can be found on our website (halfmoon.org.uk) and on our archive website Stages of Half Moon (stagesofhalfmoon.org.uk).
If you would like to have an informal confidential discussion about the role before applying, please email Jackie Eley (jackie@halfmoon.org.uk) to arrange a call.

We look forward to receiving your application.

Ben Jones

Chair of Trustees

About us

We include, we inform, we inspire

Half Moon is the UK's leading small-scale children's and young people's venue and touring company. It is a local community focused organisation with a national remit, committed to supporting artists and young people at every stage of their creative development.

We are a National Portfolio Organisation of Arts Council England and receive regular funding from the London Borough of Tower Hamlets, with the turnover for 2024/25 expected to be just under £1m.

Working from our base in Limehouse, East London, we give children and young people from birth to 18 (25 for young people with a disability) an opportunity to learn about, participate in and experience the best in young people's theatre, through engagement with educational settings, community and youth programmes and through our professionally staged productions.

Half Moon's activity includes a season of professional plays for young people and family audiences, including teenagers, national touring productions and an extensive creative learning programme including eight youth theatres and a wide range of programmes for young people between 0-18 that take place within and outside of formal education.

This wide ranging programme reaches around 50,000 annually with a strong focus on engaging those often excluded from arts activity.

There is a synergy between Half Moon's participatory and professional theatre programmes, which have equal status and are mutually enriching.

We excel at supporting artists and young people, providing a gateway to engagement, offering pathways for progression and experimentation and then disseminating outcomes within the wider cultural sector, through performances, touring productions, open dialogue and continuing professional development.

For further information about our work please visit halfmoon.org.uk and for an overview of our 50 years of work in the East End engaging with young people, see our digital archive: stagesofhalfmoon.org.uk

A snapshot of last year's achievements includes:

- 26,500 participatory engagements
- 15,000 audience members
- 1,500 creative learning sessions
- 859 volunteer hours
- 184 performances
- 122 freelancers, 9 core staff
- 65 schools worked with in Tower Hamlets
- 1 Off West End Theatre Award finalist

halfmoontheatre.org.uk

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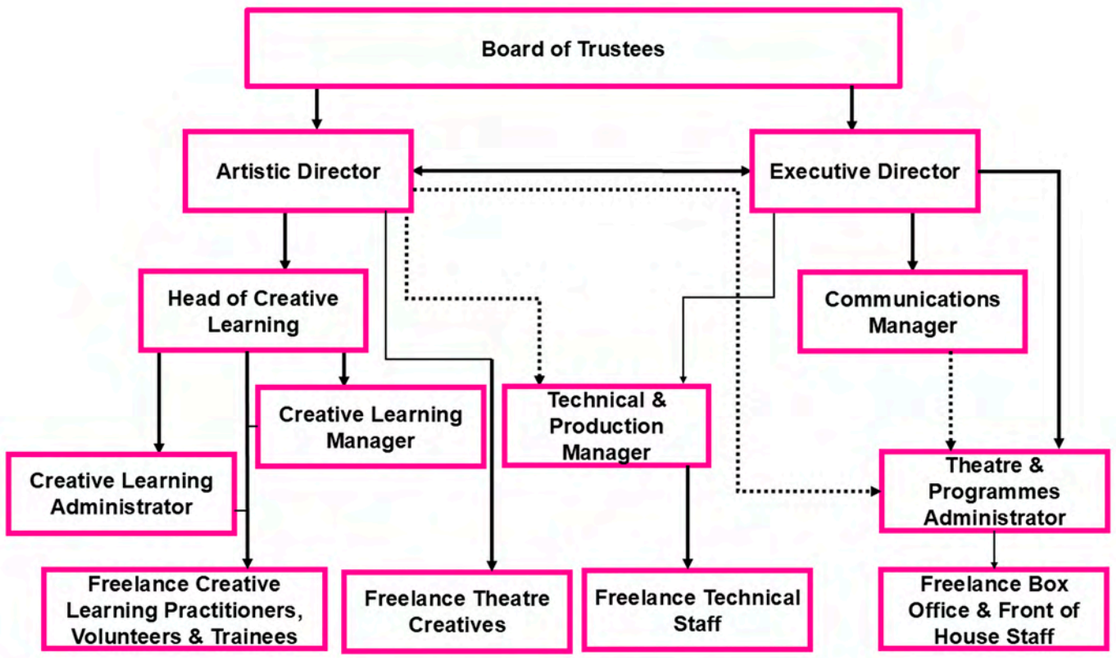
halfmoontheatre

Registered Charity 1010192
Registered Company 02479179

Our team


Board of Trustees
Artistic Director
Executive Director
Head of Creative Learning
Creative Learning Manager
Technical & Production Manager
Communications Manager
Theatre & Programmes Administrator
Creative Learning Administrator
Freelance Creative Learning Practitioners, Volunteers & Trainees
Freelance Theatre Creatives
Freelance Technical Staff
Freelance Box Office & Front of House Staff

Introduction

Half Moon has been led by Chris Elwell and Jackie Eley for over 20 years. During their tenure, the company has become a powerhouse of award-winning new professional theatre work for young audiences, alongside an extensive creative learning programme.

Championing diversity and inclusion has been at the heart of all the activity.

The company's success has been underpinned by strong and strategic collaborations within our home borough of Tower Hamlets and across the UK.

Chris and Jackie have successfully led a major capital campaign to buy our beautiful Victorian venue and carry out an extensive refurbishment programme.

Half Moon Theatre is now a fully accessible young-person friendly destination for our many stakeholders and communities to enjoy, where the many artists we work with can be creative, ambitious and experimental.

The Board of Trustees of Half Moon are looking for two new joint CEOs to replace Chris and Jackie when they leave in January 2025: Artistic Director and Executive Director.

Individual and joint applications are welcome.

Executive Director

About the role

The Board of Trustees of Half Moon are looking for two new joint CEOs: an Artistic Director and an Executive Director.

Jointly the **Artistic Director** and the **Executive Director** will:

- Develop the company's vision, strategy and business plan, ensuring delivery of the current strategy, and develop the 2026-2030 strategy and business plan.
- Raise the profile and status of the organisation within the local community, the professional arts community and with all stakeholders.
- Ensure Half Moon continues to be an inclusive and sustainable organisation.
- Work closely together to provide strong leadership and representation with the company's funders and partners, ensuring the company is financially robust and resilient.
- Maintain a culture of openness and learning, ensuring Half Moon remains an organisation that constantly seeks to develop across all aspects of its operation.
- Support the Trustee Board meeting process, including preparing management accounts and reports for the Trustees, arranging retreat days and supporting recruitment.
- Observe the charity's aims and the organisation's core values and ethos.

We envisage that other responsibilities will be split between the two roles as outlined below, however the Trustees are open to considering other options.

There is provision in the company's overall budgets for some aspects of the posts to be allocated to additional in-house or freelance staff.

Individual and joint applications are welcome.

Executive Director

(Joint CEO with the Artistic Director)

Responsible to	Board of Trustees
Responsible for	Head of Creative Learning, Freelance Artists and other freelance staff as appropriate

In addition to Joint CEO Responsibilities outlined above -

Fundraising and Development

- Develop and implement the company's fundraising strategy from statutory sources, charitable trusts/foundations, the corporate sector and individual giving, including Gift Aid.
- Liaise with funding bodies, principally Arts Council England and Tower Hamlets.
- Cultivate relationships with key existing partners and identify future partners who can support the work of Half Moon.

Finance

- Prepare and manage the company's budgets and monthly/quarterly management accounts up to audit.
- Work with the external auditor.
- Undertake day to day financial management, including banking, payroll, VAT, invoicing, petty cash and managing the Company's financial systems.
- Ensure financial control is fully observed throughout the organisation.

Building, Theatre and Office Management

- Prepare and manage the company's budgets and monthly/quarterly management accounts up to audit.
- Promote a culture of environmental sustainability throughout the organisation.
- Work with the Technical and Production Manager to oversee building maintenance and systems management and related contractors, including health and safety procedures and fire regulations.
- Ensure effective scheduling of spaces in the building for performances, rehearsals, meetings etc., including external hires.
- Ensure IT systems and Office Infrastructure are maintained and fit for purpose.
- Oversee FOH duty management and expect to act as duty manager from time to time.

Executive Director continued...

Communications, Marketing and PR

- Ensure delivery and implementation of a strong communications strategy across all areas including, marketing, PR, press, print and digital communications.
- Maintenance of company archive.
- Work with the Communications Manager to develop audiences for performances at the theatre, touring productions and on demand through the website.

People

- Lead on personnel management and employment practices, including issuing and maintaining all contracts.
- Manage training, internal communication, appraisals and disciplinary processes when required.

Governance

- Act as Company Secretary and main liaison with the Trustees, ensuring timely preparation of Board reports and minutes.
- Prepare Annual Report and manage the AGM process.
- Ensure Companies House and the Charity Commission reporting is compliant.
- Oversee the implementation of the company's 'living' policies and good governance.
- Ensure rigorous compliance with current legislation.
- Act as the main point of contact with the company's management organisation, the Independent Theatre Council.

Person specification

- A demonstrable commitment to Equality, Diversity and Inclusion.
- Direct experience of budget management and financial procedures.
- Track record in fundraising from statutory sources, charitable trusts and foundations, the corporate sector and individual giving.
- Experience of working in a busy, multi-faceted environment.
- Demonstrated ability to build and maintain effective relationships with stakeholders.
- Experience in a senior role within an arts related environment, particularly in a venue or building, including budgetary responsibility and Trustee liaison.
- Proven track record in the development and implementation of 'living' policies and good governance, including safeguarding.
- Strong leadership and excellent interpersonal skills with the ability to inspire and motivate colleagues and stakeholders.

We are aware that applicants may not necessarily have all the skills across such a wide-ranging job description.

We are looking for someone with vision and ambition, who has a track-record in fundraising and/or finance and has preferably run an arts company or building.

Half Moon is a learning organisation, as such professional development and training are core to our operation and can be provided to support successful applicants who for example might excel in one or two certain aspects of their role but might have some development needs in another.

There is provision in the company's overall budgets for some aspects of the post to be allocated to additional in-house or freelance staff.

Application details

As an equal opportunities employer that actively promotes diversity in our staff team, we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Half Moon is a fully accessible building.

Please let us know if you need this information, or would like to submit your cover letter, in a format that would make the application process more accessible to you by emailing jackie@halfmoon.org.uk

Location	Half Moon, 43 White Horse Road, London E1 0ND
Salary	£50,000-£55,000 per annum, plus pension contribution
Holidays	25 days per annum + bank holidays
Hours	The post holder is expected to carry out their duties in flexible hours, nominally within 40 hours per week. However, the nature of work in this field will sometimes necessitate additional/unsociable hours and may on occasion require some travel away from London. Given the size of the team and the fact that Half Moon is a public building with long opening hours, this is a full time in-person venue-based role. However, we recognise that home working might need to be arranged on occasion.
Probation period	6 months from first day of appointment
Start date	20 January 2024
Notice period	3 months
Terms	As this post involves working with/contact with young people, employment is subject to the company's procedures and policies with regards obtaining enhanced disclosure status (DBS). Half Moon's Employment Code of Practice with Regards the DBS Procedures (incorporating Half Moon's PolicyStatement on the Recruitment of Ex-Offenders) is available on request.

If you would like to have an informal confidential discussion about the role before applying, please email Jackie Eley (jackie@halfmoon.org.uk) to arrange a call.

How to apply

Please email a current CV and covering letter outlining how you meet the requirements of the person specification (maximum 3 sides of A4), to Dawn Harrison-Wallace (lead Trustee for recruitment): dawn@halfmoon.org.uk

Please also complete the online Equal Opportunities Monitoring form* via this link: https://bit.ly/hm-recruitment

Closing date for applications: **10am, Tuesday 10 September 2024**

Interview dates: **First and second round interviews will take place in the three weeks following 30 September 2024.**

Please be aware interviews may take place in evenings or on Saturdays.

*Half Moon is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us achieve this aim we ask you to complete the online monitoring form when you apply. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and is not used as part of the recruitment assessment process.

Half Moon
disability confident EMPLOYER
TOWER HAMLETS
LOTTERY FUNDED
Supported using public funding by ARTS COUNCIL ENGLAND