



# **Director Recruitment Pack**

# The Core at Corby Cube



Dear Applicant

Many thanks for expressing an interest in joining The Core at Corby Cube.

We have successfully reached a wide-range of Corby's communities since opening The Core at Corby Cube in 2010. During this time we have welcomed over 220,000 audience members and 115,000 participants to take part in, share and create brilliant theatre, live entertainment and creative learning activities.

Corby has recently been named by the Office for National Statistics as the fastest-growing borough outside London, with a population that is expected to surge by nearly 17% to 76,400 by 2024. The past decade has been characterised by regeneration, renewal and reinvention. The transformation has included an ambitious building programme of which The Cube has been a part, and which also includes East Midlands International Pool, Savoy Cinema, the train station, and sizeable residential developments. Corby is now home to international brand names and the town centre shopping offer has been dramatically enhanced. The town has also just won The Academy of Urbanism's 2018 Urbanism Award 'The Great Town' category. Corby's Celtic ties remain evident today, alongside an expanding diverse population, including a large Eastern European community. We strongly believe it is an exciting time to join The Core and Corby

Our theatre has its home in the very heart of this vibrant new town. Uniquely in the country, we share our space with a council chamber, a library, a one-stop shop, the registrar and the Citizens' Advice Bureau. Through our doors comes all of Corby civic life. Also uniquely, we work extremely closely with our sister theatre Royal & Derngate, Northampton, with a number of the organisations' key services being delivered by a close-knit, ambitious, and committed cross-venue team.

We are now looking for a Director to join The Core to develop and realise our vision.

You might be a Programmer with management experience, looking to lead a venue. You might run an extensive Creative Learning or Education team and are looking to build on your programming and venue management experience. We'd love to hear from you.

To apply please complete the application form and the Equal Opportunities Monitoring Form, which will be used for monitoring purposes only. Please send your completed forms to: Andrea Facey, HR & Administration Manager, 19-21 Guildhall Road, Northampton NN1 1DP or email to [recruitment@thecorecorby.com](mailto:recruitment@thecorecorby.com). The closing date for all applications is Friday 5th January 2018 (5pm) and interviews will take place week commencing 15th January 2018.

Once again, we thank you for the interest you have shown in working at The Core at Corby Cube. We hope that you decide to apply.

Best Wishes

Martin Sutherland  
Chief Executive



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**ARTS COUNCIL  
ENGLAND**

# The Core at Corby Cube

**“There is so much sound thinking behind  
The Core in architectural, theatrical and social  
terms. Just ask anyone who lives in Corby”**

The Stage

## Job description

Corby Cube Theatre Trust (CCTT) is part of a group of charities that benefit from a shared service arrangement with Northamptonshire Arts Management Trust (NAMT).

While CCTT is an independent charity, setting its own direction and priorities, it is part of a family of companies which also includes Royal & Derngate theatres in Northampton.

NAMT provides Chief Executive, Finance, HR, IT, Marketing, Sales, and Company Secretary services to CCTT.

**Job Title:**               **Director**  
(Corby Cube Theatre Trust - CCTT)

**Responsible to:**       **Chief Executive**  
(Northamptonshire Arts Management Trust - NAMT)

**Responsible for:**      **General Manager - CCTT**  
                                  **Education & Outreach Manager - CCTT**

### Job Purpose:

- To provide leadership to the Corby based team, working in a close alliance with colleagues from NAMT
- To oversee all aspects of programming, including live events, creative projects and artist development activity in order to achieve audience development targets
- To be a prominent figurehead for the organisation; being locally engaged in order to maintain and develop all fundraising related and stakeholder relationships
- To further develop our positive, values led culture, motivating all colleagues to deliver excellence and achieve targets in all areas
- To collaborate with the Board of Trustees and Chief Executive on all strategic matters

# The Core at Corby Cube

**“There are few better examples of the belief that the arts can help to regenerate urban centres than the opening of The Core at Corby Cube, a multi-use cultural centre in the Northamptonshire town of Corby”**

Financial Times

## **Principal Responsibilities:**

### **Strategic Management**

- To contribute to the strategic management of The Core at Corby Cube, working closely with the Chief Executive to develop and maintain strategies that ensure the delivery of the Business Plan
- To work with the Marketing & Sales Director to align the programme and brand and to develop a coherent approach to promoting The Core, in order to significantly expand our impact within Corby

### **Programming**

- To take responsibility for programming a diverse, imaginative and accessible range of live events, which deliver financial, audience development and artist support targets
- To liaise and negotiate with producers, promoters, organisations and agencies in the booking and contracting of forthcoming programme and events
- To work closely with amateur organisations and community groups to plan a balanced and accessible programme of locally created work.
- To stay abreast of developments in theatre and participatory arts and to strengthen partnerships with key arts organisations in the UK
- To work with the Education & Outreach Manager to define the strategy for The Core's participatory arts programme for families, children, young people, schools and communities under-represented in the arts, and support its delivery
- To lead the development of Northamptonshire's Cultural Education Partnership
- To participate in the planning and delivery of the Grow Festival, a three year outdoor arts festival funded by Arts Council England's Creative People and Places fund

### **Financial Management**

- To be accountable for the financial performance of all aspects of The Core's activities, supporting colleagues including the General Manager to deliver the commercial trading aspects of the business
- To support the Finance Department to prepare accurate financial reporting on all aspects of the business and to co-present monthly and annual results to the Board
- In collaboration with the Chief Executive, establish all annual budgets including income and expenditure targets
- To adhere to the procedures laid down in the Trust's financial regulations and to support all colleagues to comply
- To that all managers exercise effective financial control and maintain up-to-date records of departmental, financial and personnel information

## The Core at Corby Cube



### **Stakeholder engagement and fundraising**

- To develop a collaborative working relationship with the Board of Trustees and to oversee the preparation of all written reports for submission to the Board and other bodies.
- To maintain relationships with funding bodies including Arts Council England and Corby Borough Council
- Identify, develop and draft appropriate Trusts and Foundations applications in support of the work at The Core at Corby Cube
- To support the work of the Development Officer by proactively building relationships within the local business community and with philanthropic supporters
- To work with the Marketing & Sales Director to more closely define and communicate our charitable case for support and to ensure that we deliver our charitable objectives most effectively
- To be an advocate for the theatre both locally and nationally, speaking at events, meetings, conferences and forums on behalf of the theatre
- Develop new creative and strategic partnerships and networks and participate in local cultural forums
- Develop good, productive relationships with the press and other media, acting as a spokesperson for The Core

### **Team Management**

- To lead, manage and motivate The Core team by establishing excellent ongoing working relationships with the team via recruitment, training and development and communication activities
- To work with the Chief Executive to ensure that a positive company culture is maintained and that communication between all colleagues (including those working for NAMT) is considered and effective
- Work with colleagues to ensure that The Core consistently delivers a high standard of hospitality and welcome to audiences, participants, artists, donors and supporters
- To manage direct reports, aligning actions to the Business Plan
- Communicate effectively with the team on a regular basis ensuring that information is clear, accurate and timely
- To effectively manage the performance of the team by carrying out progress reviews and ensuring objectives and key outputs are cascaded throughout the department
- Ensure that Working Time Regulations are adhered to and that established reporting procedures are maintained and monitored

### **Additional Responsibilities**

- Promote and adhere to the organisation's culture and values
- To be aware of, and adhere to, any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety policies and procedures, Data Protection Act 1998 and Equal Opportunities
- To undergo relevant training and development required
- To carry out any other tasks that will, from time to time be allocated by the Chief Executive on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- This post will be subject to an Enhanced Disclosure Check

### **Relationships/Position in the Organisation**

- Member of group Strategic Management Team, which includes the Chief Executive and Marketing & Sales Director (NAMT) and the Artistic Director and Operations Director (Royal & Derngate)
- Direct line manager responsibility for CCTT General Manager, CCTT Education & Outreach Manager, and CCTT Assistant to the Director

# The Core at Corby Cube



## Person Specification

### Essential Experience

- Experience in programming live performances
- Experience of working at a senior management level
- Experience of managing and motivating staff
- Experience in successful fundraising through Trusts and Foundations
- Experience of delivering audience development activity
- Experience of setting and monitoring budgets including income and expenditure targets

### Knowledge/Qualifications

- Significant knowledge of current trends in UK theatre practice
- Established appropriate regional and national contacts and networks
- Good understanding of cultural strategies
- Understanding of context and agenda for Corby

### Skills/Abilities

- Committed to accessibility and equality of opportunity for all
- Confidence and proven experience in developing, establishing and maintaining relationships with key funders, partners and the community
- Ability to balance commercial, artistic and social needs of the organisation
- Excellent Leadership, management and negotiation skills
- Excellent communicator, both oral and written
- Ability to write reports, strategic documents and policies and procedures.
- Experience of planning, managing and controlling budgets
- Ability to establish rapport with people at all levels
- Computer literate

### Desirable Experience

- Experience of theatre producing and/or developing artists
- Experience of managing a performing arts venue
- Experience of working with creative young people
- Experience of creating or managing participatory projects and working with amateur or community groups
- Practical experience of working in a customer-facing venue, such as a bar, cafe or retail environment
- Motivating and rewarding volunteers

### Knowledge/Qualifications

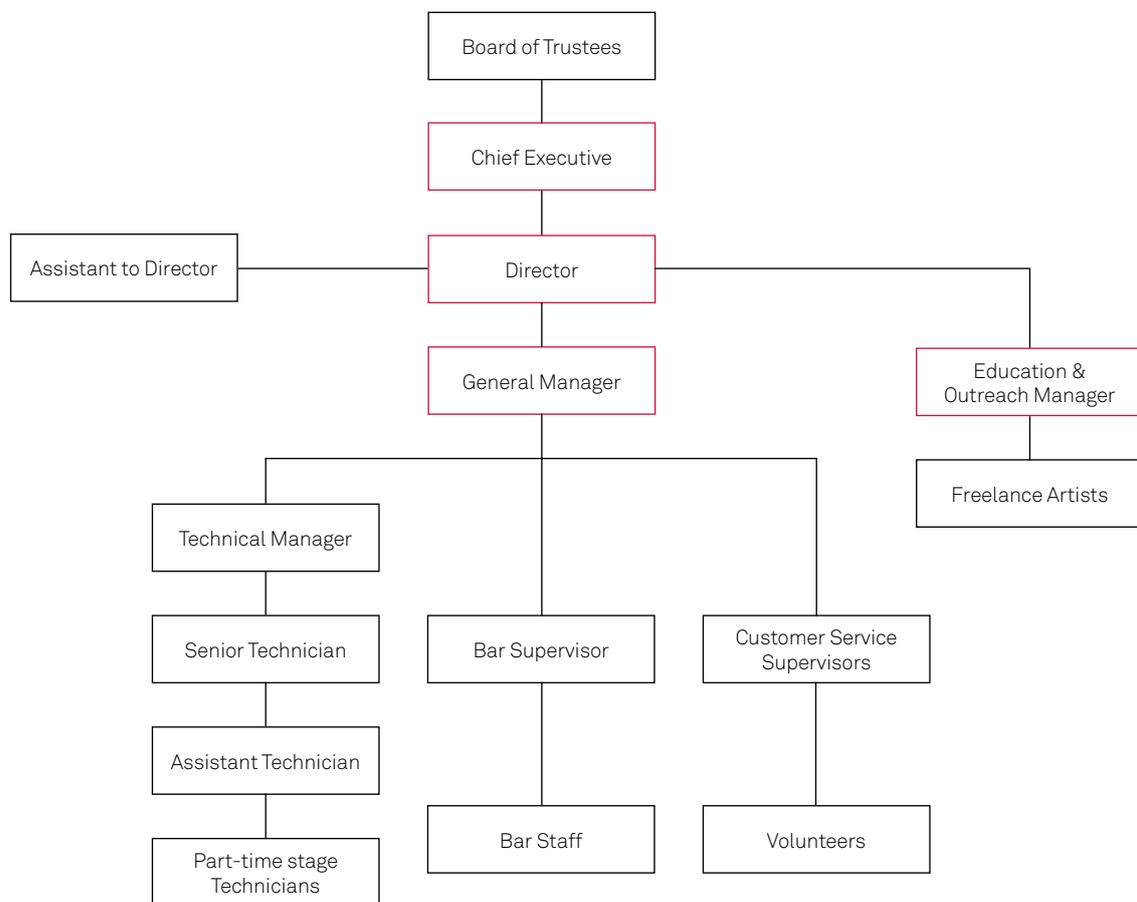
- Willingness to relocate to Corby
- Full clean driving licence, and access to a vehicle

### Skills/Abilities

- Ability to motivate and support teams who are responsible for achieving sales targets



## Organisational structure



Management Team



## **Summary of Terms and Conditions of Employment relevant to post**

<b>Job Title</b>	<b>Director</b>
Salary	Up to £43k per annum
Hours of Work	Full-time position - Five year fixed term contract Minimum of 37 hours per week 5 out of 7 days - Evening and weekend work will be required.
Work Location	The Core at Corby Cube Corby Cube Theatre Trust Corby Cube, George Street, Corby, Northants NN17 1QG  Occasional travel to Northampton and elsewhere in the County will be necessary – Private car is required.
Holidays	Holiday year April – March 31 days per annum (pro-rata in 1st year) 2 additional days after 3 years continuous service 3 additional days after 5 years continuous service Including Bank Holidays
Subject to	Satisfactory Pre-employment Health Questionnaire Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006
Additional Information:	Pension Scheme: Auto-Enrolment into NOW Pensions Scheme after three months service if eligible.

# The Core at Corby Cube



## More about The Core

Our latest brochure: [https://issuu.com/royalderngatestaff/docs/cor0364\\_corby\\_autumn\\_2017\\_final-lr](https://issuu.com/royalderngatestaff/docs/cor0364_corby_autumn_2017_final-lr)

The Core story so far: [https://www.youtube.com/watch?v=r\\_qEuR-eS\\_Y](https://www.youtube.com/watch?v=r_qEuR-eS_Y)