



**Information pack**  
**Interim Executive Director (Shared Parental Leave cover)**  
Part-time freelance role - August to November 2021



## **Introduction**

We are looking for an **Interim Executive Director** to cover our Executive Director (Joint CEO), John Holmes, who is taking Shared Parental leave in September and October 2021.

This is a flexible, freelance role that we envisage to consist of 26 days' work including handover periods in August and November.

We are looking for someone who can jump straight in, complement existing skills in the team and address specific strategic priorities we face during this time period.

The main focuses of the role will be:

- Acting as Executive Producer for our Autumn tour of **We Will Be Happy Here** (subject to a successful Arts Council England Project Grant application).
- Preparatory work for our application to remain part of Arts Council England's National Portfolio from 2023, including networking and a fundraising plan.

There will also be some work to ensure that finance and governance processes continue to operate smoothly.

The role involves close work with Rebecca Manson Jones (Artistic Director, Joint CEO) and Rose Chorlton (General Manager).

***'We want to work with people who want to change the world' –***  
Rebecca Manson Jones, Spare Tyre Artistic Director (Joint CEO)

***"It was a unique, multi-sensory experience. Our members and support workers fed back that they felt they were part of the experience and never seen anything as engaging and accessible."*** Michelle Kitch,  
Kingston Mencap

***"Spare Tyre has fearlessly explored difficult territory, ahead of these issues being talked about more widely in mainstream discourse."***  
Elizabeth Lynch, Arts Producer & Theatre Research Fellow Birkbeck



## Role description

**Fee** £250 per day up to 26 days' work (total fee £6,500). This is a freelance role.

**Dates** W/c Aug 23 to w/c Nov 8 inclusive (12 weeks). Working hours are flexible in consultation with Artistic Director (Joint CEO) but there will be requirement to attend meetings and check-ins each week.

**Place** Combination of work from home and from the company office at The Albany, Douglas Way, Deptford, SE8 4AG.

This role will be offered subject to a successful DBS check.

## Responsibilities

- **Producing** - Act as Executive Producer for the second leg of the tour of our participatory installation We Will Be Happy Here, including liaising with venues, managing expenditure and ensuring the project runs to schedule. Conducting negotiations with partners for the onward work in 2022 and making funding applications to support the work.
- **Business Development** - Preparatory work for Spare Tyre's application to rejoin the ACE National Portfolio from 2023 onwards, including helping us to develop key strategic relationships.
- **Fundraising** - Research funding opportunities and make applications for the planned restaging of We Will Be Happy at the Lewisham London Borough of Culture and tour 2022. Fundraising and planning for creative R&D in Spring 2022.
- **Governance**– liaising with the board about the September/ October 2021 board meeting and AGM and supporting new Trustees who are joining the board at this point. Acting as interim company secretary.
- **Finance** – authorise payments and oversee the General Manager's production of financial documents such as Management Accounts and Cash Flow forecasts.
- Work with General Manager to produce documentation to meet the payment conditions for our October 2021 NPO payment.
- **Advocacy & Networking** - Represent Spare Tyre at sector meetings.

- **General** – line management of General Manager and support of Artistic Director with any HR issues arising with freelance practitioners and other duties as may arise.

### Person specification

#### **Essential**

- Experience of arts production and management in a leadership role.
- Understanding of the specific challenges of a small touring theatre company and working in a small team.
- Experience of developing and negotiating relationships with artists/venues and other partners.
- Knowledge of financial processes and governance and legal requirements of a charity.
- Strong fundraising track record.
- Active contacts in theatres, arts venues and producers.

#### **Desirable**

- Experience of diversity and inclusion in the arts.
- Experience of working on participatory arts projects.
- Knowledge of safeguarding processes.
- Willingness to travel/attend remote events and festivals as needed.
- Occasional weekend and evening work may be required.

## **Expressions of interest**

### **Schedule**

Expression of interest deadline: Monday 14 June

Interviews: w/c Monday 21 June

To apply please send your CV and a covering letter (no more than one side A4) or video (no more than two minutes) explaining what you could bring to Spare Tyre in this role to Rose Chorlton (General Manager) at **[rose@sparetyre.org](mailto:rose@sparetyre.org)**.

Spare Tyre is intersectional by nature, anti-racist, inclusive, experimental and planet-loving by choice. We are committed to building a diverse workforce and welcome applications from individuals from all backgrounds.

If you require this pack in an alternative format, or would like to make an application in a video format, please let us know by emailing: **[rose@sparetyre.org](mailto:rose@sparetyre.org)** or calling our office on **0208 692 4446 (ext. 273)** or calling/ texting **07598 142 058**.

Please also complete the Diversity Monitoring Form, which is unattributed and will be separated from other documents at point of receipt.

All expressions of interest will be dealt with in confidence.

Please mark clearly at the top of your application that you are applying for the Interim Executive Director role and get in touch if you need to submit your application in another format for accessibility reasons.

### **For further information**

We are happy to talk through the job description and process over the phone. For an informal conversation or to ask questions about this role, please email **[john@sparetyre.org](mailto:john@sparetyre.org)** or call **07598 142 058**.