

# **LANDMARK THEATRES LTD**

**Landmark Theatres Ltd**  
**Job description**

**Head of Talent & Participation**

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### **Job description**

**Job Title:** Head of Talent & Participation

**Responsible to:** CEO

**Place of Work:** Flexible as required

**Hours of Work:** 40 hours a week, including some evening and weekends

**Salary:** 50k

**Contract:** Permanent Contract

**Pension:** Company Pension Scheme available

**Probation:** 6 months and 6 months' notice

**Start Date:** As soon as possible

### **About Landmark Theatres:**

**LANDMARK THEATRES** is a community embedded National organisation designed to deliver the highest quality theatre to the widest

possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years. Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England. This funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen's Theatre, 100 Boutport Street Barnstaple and currently we work in Northern Devon and in Peterborough. We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and

well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council's investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality.

The business will complete transitioning to a charitable company to coincide with the negotiation of our funding agreement with ACE. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to

people of all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to [Allison.jones@selladoorvenues.com](mailto:Allison.jones@selladoorvenues.com)

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

## **About the Role**

The Head of Talent and Participation will lead the development and implementation of the Talent and Participation Strategies in our four-year business plan. In addition, the Head of Talent & Participation will have overall responsibility for the implementation of our values. Our People and Values Manager will report to the Head of Talent &

Participation alongside our place-based Talent & Participation Managers.

The **LANDMARK Talent Strategy (LTS)** details a new vision for talent development within the organisation taking a collaborative, responsive approach supporting the people of Peterborough and Peterborough as they explore new ways of working creatively, generating employment opportunities, sharing knowledge, and learning together.

Our **LANDMARK Participation Strategy (LPS)** will be a membership scheme for schools, colleges and universities working across all four venues, whilst our **LANDMARK Talent Strategy (LTS)** will offer a diverse group people the opportunity to develop their skills and make work for our stages, collectively including:

- Free/Reduced **Tickets** to cross-art-form productions on our stages
- Theme-related **Workshops**
- Production-related digital **Resources**  
Festival-related **Performing** opportunities

This is an exciting opportunity for an individual committed to talent development and participation

to join our organisation in Peterborough & North Devon.

## **Purpose & Responsibilities of the Role:**

The following section is intended to list the key competencies and responsibilities of the role but is not intended to be exhaustive. It is anticipated that additional responsibilities will develop over time, and that the scope of the role may be expanded by agreement with the CEO.

### Key Responsibilities

The Head of Talent & Participation (HOT&P) will develop and implement the LPS & LTS with the support of the Talent & Participation Managers in each place. The HOT&P will support the People and Values Manager both in driving diversity and also in ensuring the wellbeing and professional development of our team. As a member of the SMT the HOT&P will work with senior colleagues on all aspects of the strategy and operational delivery of our organisation.

### LPS

- Take ownership of the participation programme.

- Work with National Partners on project planning and delivery.
- Work with regional and city partners whose values complement our organisation.
- Research and develop new approaches and ideas to develop our business, artistic and community objectives.
- Lead workshops as appropriate
- Develop and author theatre-related resources
- Work closely with partnering organisations providing Youth Theatre in our buildings.

## LTS

- Taking an active part in the programme committee.
- Supporting the Head of Programme and the Creative Director in implementing the programme strategy.
- Liaising closely with the creative community in Peterborough.
- Identifying creatives whose values are in tune with the organisation and working with the Creative Director and the Head of Talent and Participation to train and empower them.
- Developing excellent links with the many communities that comprise Peterborough and

particularly those underrepresented in our audience.

- Implementing the participation plan within our business plan.
- Supporting the Head of Talent and Participation in developing new facets to our plan.
- Taking ownership of community engagement interventions where appropriate.

### Values & Behaviours

- Work in a way that creates a positive, truly inclusive, and collaborative working environment.
- Work with the People and Values Manager to ensure the health and wellbeing of the team – including casual staff and ensure that they are working in a safe, inclusive, and accessible environment & hold board accountability for this area.

### Training & Professional Development

- Support the People and Values Manager to regularly review team training, Personal Development Plans, and benefits.
- Support the People and Values Manager in implementing policies and training that

advance these values and support the successful resolution of any conflicting behaviours.

## General

- Work in accordance with Landmark Theatre Ltd's Code of Conduct and organisational policies, such as safeguarding, Health & Safety, Environment and Access & Equality
- Consider ways to limit Landmark Theatre Ltd's carbon footprint in all areas of your work.
- Attend Company events, previews, press nights and performances as required.
- Be an enthusiastic advocate of Landmark Theatres Ltd and present the company at production events and conference, nationally and internationally – and develop the company's reputation within the sector.
- Be willing to participate in all training, development and wellbeing initiatives as required.
- Be open and willing to embrace change, and the constant shifting demands of operating a business in live theatre.

- Champion and advocate for Landmark Theatre's Vision Mission, Objectives and Values.
- Actively ensure equality, diversity and inclusion is part of Landmark's culture.

## **Person Specification:**

### Relevant Experience & Knowledge

- A deep knowledge, understanding and enthusiasm for theatre.
- A genuine commitment to and understanding of Landmark Theatres Ltd's Vision, Mission, Objectives and Values and the role creativity can play in driving social change.
- A proven track-record of providing senior operational leadership in a multi-faceted and complex environment.
- Proven track record of line management and leading effective teams.
- Proven track record of developing and monitoring high-level strategic plans.
- An awareness of the social, economic, and political context in which Landmark Theatres Ltd operates.

### Skills & Abilities

- An inspirational ability to get the best out of senior leaders and other team members
- The ability to successfully manage both risks and opportunities
- An entrepreneurial approach.
- Excellent planning and organisational skills.
- Exceptional advocacy skills.
- Proven project management at scale.
- The ability to analyse and interpret complex data.
- Sound financial understanding in order to be able to proactively engage in the delivery of Landmark Theatres Ltd's financial model.
- An organised and flexible approach which enables you to keep on top of the many demands of the job.
- Comfortable networking and representing the work of Landmark Theatres Ltd in public engagements and to a range of stakeholders.

## Personality

- A strong and effective team leader with the ability to motivate, inspire and take initiative.
- A commitment to Landmark Theatres Ltd's ambitions around access and inclusion.
- Resilience and a proactive approach in the face of challenges.

- A commitment to transparency at all levels of the organisation, as well as understanding when the upmost discretion is required.

Valid Disclosure and Barring (DBS) certificate is a requirement – or being willing to undergo and enhanced DBS check (At Landmark's expense) if a job offer is made subject to this being obtained.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The Form should then be emailed to: [jobs@selladoorvenues.com](mailto:jobs@selladoorvenues.com) with Head of Talent & Participation as the subject line. The closing date for applications is midnight on Friday 27<sup>th</sup> January 2023. Interviews will take place on Monday 6 February 2023 either in-person or via video conferencing.