

# AD INFINITUM



**Executive Director (Maternity Cover)  
Recruitment Pack**

# Executive Director (Maternity Cover)

Ad Infinitum is looking for a driven, passionate and strategic Executive Director (Maternity Cover) to join the company from April 2022.

This is an exciting time of growth, experimentation and artistic excellence for the company as we continue to deliver an ambitious three-year programme of organisational development, funded by Arts Council England's Elevate grant, and create new productions with local and national collaborators and partners.

The Executive Director plays a key role in driving and delivering the strategic direction of the organisation, ensuring we continue to connect with diverse audiences, communities and artists in Bristol and all over the world, whilst maximising the organisation's potential, navigating risk and securing commissioning and co-producing partnerships.

This is an exciting opportunity for an imaginative, resourceful and collaborative arts leader to have a real, measurable impact on the next stage of Ad Infinitum's journey as we continue to adapt, evolve and strengthen our work and our impact. Guided by our 14 year history of creating theatre with, by and for universal audiences, you'll deliver a vital role in conceiving and securing our future.

This pack will tell you more about the role and how to apply. You are welcome to contact us at any time if you have questions or would like an informal conversation about any aspects of the position or the application process.

[ad-infinitum.org](http://ad-infinitum.org)

"One of contemporary theatre's vital organs" - TIME OUT

# Job Description

**Purpose of the role:** The Executive Director collaborates with the Co-Artistic Directors and General Manager to create and deliver Ad Infinitum's productions; to inspire, ask pertinent questions and foster growth; to drive income generation and provide strong financial oversight; to be a vital and dynamic force seeking out opportunities to devise, present and promote Ad Infinitum's work; to lead the strategic direction of the company and be part of an energetic and passionate team taking the organisation to the next stage of our ambitious development.

The Executive Director has a deep understanding of the independent theatre sector, a broad network of contacts regionally, nationally and internationally and a hunger to unlock the full potential of our small yet ambitious organisation. The Executive Director reports to the Co-Artistic Directors and together they form the executive team.

**Reporting to:** Ad Infinitum Co-Artistic Directors and Chair of the Board of Trustees

**Responsible for:** All freelance staff

**Salary:** £33,500 per annum (£26,800 pro rata)

**Pension:** NEST pension, employer contributions 3% of salary

**Contract:** Maternity cover. Part time - 32 hours per week. Some evening and weekend work might be required. We expect the length of the maternity cover role to be around six months.

**Notice:** 2 months

**Probation:** 3 months

**Holiday:** 22 days plus 8 bank holidays, pro rata.

**Place of work:** Ad Infinitum is based in Bristol and does not currently have a physical office.

## **1. Artistic Planning**

- With the Co-Artistic Directors, plan the artistic pipeline by considering new ideas, collaborations and projects in line with the organisation's business plan.
- Lead on timelines and scheduling of the artistic programme.
- Collaborate with the Co-Artistic Directors to develop and fulfill the creative vision of the company.
- Closely support the Co-Artistic Directors with the development of their creative projects, collaborations and research and development.
- Lead on the development and delivery of the Associate Collaborator programme.

## **2. Strategic vision and planning**

- With the Co-Artistic Directors, lead on the creation and ongoing implementation of Ad Infinitum's business plan and business planning cycle, to encompass the organisation's artistic ambition, growth and organisational development.
- Lead on the creation and implementation of strategic policies and procedures, including touring, artistic policy and programme, environmental sustainability and equality, diversity and inclusion.
- Ensure the organisation has the capacity, capability and resources to deliver its aims and objectives in the short, medium and long term.

## **3. Fundraising and income generation**

- Oversee the creation and implementation of a fundraising strategy including an organisational case for support.
- Be the lead contact with our principal funder, ACE, and secure funding from them and other public bodies where relevant.
- Seek new funding opportunities and develop relationships with funders, trusts and foundations and commissioning partners.
- With the collaboration and support of the Co-Artistic Directors, plan and write fundraising proposals, pitches and applications to key funders.
- Lead on reporting to funders and partners.
- To diversify income streams by growing opportunities for securing earned income, private donors and maximising Ad Infinitum's assets.

## **4. Developing partnerships and collaborations**

- Represent Ad Infinitum at public functions, conferences and festivals across the UK and the world with the aim of creating new opportunities, and finding new partners and collaborators for Ad Infinitum's national and international projects.
- Stay informed of regional, national and international developments in theatre and the wider arts sector and share knowledge within the team.

- Develop and build Ad Infinitum's network of stakeholders, industry contacts, promoters, potential funders and partners. This will include building relationships, identifying opportunities for meetings and sharing invites to our work.
- Develop and maintain national and international co-production and commissioning networks to grow and deliver the optimum future life potential of all projects beyond their premieres.

## **5. Financial oversight and management**

- Be responsible for the financial oversight of the organisation, including presentation to trustees of management accounts, quarterly finance reports and the annual budget.
- Oversee the cash flow, production budgets and management accounts as maintained and/or updated by the General Manager.
- Ongoing implementation and monitoring of the Ad Infinitum reserves policy.
- Ensure the efficient, effective, solvent and sustainable financial management of the Company.

## **6. Executive management and governance**

- To create an energised environment to realise the very best from all staff.
- Adhere to, and actively implement Ad Infinitum's policies, including equalities (diversity, access and equal opportunities), fundraising compliance, data protection, environmental and health and safety.
- Lead on company structure, job descriptions and permanent staff contracts.
- Ensure the Board of Trustees are provided with appropriate and concise information to enable strategic decisions to be made including but not limited to policy, finance, management and project updates.
- Lead on board management, the recruitment and training of trustees and be a direct liaison with the Chair of Trustees on governance matters, the planning of board meetings and any other business as required.
- Attend weekly company meetings, company and Board away days and management meetings as required by the Artistic Directors or the Board.
- With the General Manager, ensure Ad Infinitum is effectively and appropriately fulfilling its charitable objectives.

## **7. Artistic programme oversight and development**

- With Artistic Directors, pitching shows to potential partners.
- Negotiate partnership agreements and create touring deals and dates with national and international venues and festivals.
- Oversee recruiting and contracting cast and creative teams, in collaboration with the General Manager and freelance Project Producers.
- Ensure freelance Project Producers are sufficiently fulfilling the day to day producing of company projects.
- Oversee the creation, management and reconciliation of project budgets, ensuring ongoing expenditure remains as forecasted with the General Manager or Project Producers.
- Contribute to overall marketing efforts and profile of the company and shows.
- Line-manage all project related freelance staff.

# Person Specification

## **Essential:**

- Natural collaborator who will fit into a close-knit company with humour and confidence.
- Hunger to play a key role in shaping and achieving Ad Infinitum's success.
- Passion for socio-political themes and multicultural, diverse and international devised theatre.
- At least three year's senior management experience gained within a producing theatre company and/or venue.
- Existing networks and contacts within the UK and internationally.
- Knowledge and experience of seeking and collaborating with co-producers, commissioning partners and touring venues on studio and mid-scale work around the world.
- Knowledge of the UK and international performing arts industry.
- Experience of contract negotiation.
- Senior financial management experience within a charitable organisation, including drafting and managing budgets, reserves policies and management accounts.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- Excellent level of attention to detail.
- Excellent communication skills.
- A genuine and demonstrable commitment to ensuring diversity and representation across all of Ad Infinitum's creative and organisational projects, programmes and activities.
- Proactive and strategic approach to project management and problem solving.
- Strong ability to work independently and self-motivate.
- Demonstrable and relevant experience of fundraising and reporting to funders.
- A resourceful, ambitious and productive approach to income generation.
- Experience of HR processes including line management.

## **Desirable:**

- Knowledge and understanding of Bristol and the South West's cultural ecology.
- Familiarity with Ad Infinitum's work.
- Experience of securing grants from Arts Council England funding programmes and other public funders such as local authorities.

# How to apply

## To apply, please send us:

1. A cover letter: your cover letter should be no longer than two A4 pages and explain what attracts you to the post, how your skills and experience match the person specification and any other information which demonstrates your suitability for the role.
2. A CV: this should include details of your previous employment and work experience, including names of employers, dates of employment, job titles and a brief outline of your responsibilities. You should also include any relevant educational and training qualifications, plus any other personal information you may wish to include.

If you'd rather apply for the role in a different way, for example by sending an audio or video application, feel free to do so. Please make sure that it's good enough quality for us to listen/see and that it's no longer than 10 minutes.

3. Two references including phone and email contacts for both.
4. Complete this anonymous equal opportunities monitoring form online by following this link: <https://forms.gle/vMDZzYi7qJpJP4Bx5>

Applications should be sent by email to: [emma@ad-infinitum.org](mailto:emma@ad-infinitum.org)

Please write "Application for Executive Director (Maternity Cover)" in the subject line and attach your cover letter and CV, or audio or video file.

We actively encourage people whose backgrounds, lived experience and skills are underrepresented in the sector to join us and positively impact our working practice.

Any candidate who self-identifies as D/deaf, disabled or neurodiverse, and/or as a person of colour and who meets the person specification, is guaranteed an interview, as these individuals are under-represented in our current workforce. If this applies to you, please briefly indicate this in your application or in your accompanying email.

We are passionate about creating a more diverse and representative arts sector and will work to provide any access support or arrangements that are required for you to undertake this role effectively.

**The deadline for applications is 10am on Tuesday 15th February 2022.**

First round interviews will be held w/b 21 February and second round interviews will be held w/b 28 February. We will appoint w/c 7 March to ideally start with a two week handover period w/c 21 March, though we are happy to be flexible with this timing.

If you have any questions, would like this information in a different format or want to chat about your suitability for this role, please email [polly@ad-infinitum.org](mailto:polly@ad-infinitum.org).

# About Ad Infinitum

As a LGBTQIA+, working class and ethnic minority-led theatre company, we embrace difference through collaboration, enabling a more representative theatre culture to exist by placing those minoritised by society at the heart of our work. We are driven by the transformative nature of storytelling, the power of collective creativity to be more than the sum of its parts and the deeply authentic nature of our devised theatre model which is rooted in the foregrounding of underrepresented voices.

Founded in 2007, Ad Infinitum is led by Co-Artistic Directors/Founders, Nir Paldi and George Mann. Polly Davis (Executive Director) and Emma Macnair, (General Manager) complete our core team. We work with our diverse family of collaborators based in Bristol, the UK and internationally to develop, create and perform our creative projects. Our board of seven trustees is led by Chair, Lauren Clancy, Executive Director of Bush Theatre.

We're proud to be an Associate Artist at Bristol Old Vic and The North Wall, Oxford and are Associate Artist Alumni at Bush Theatre (2011-13), The Lowry (2011-17) and Redbridge Drama Centre (2009-17).

Ad Infinitum became a Charitable Incorporated Organisation in 2020 and is a recipient of Arts Council England Elevate funding 2020-23, a grant programme specifically focussed on strengthening the resilience of organisations making a significant contribution to the Creative Case for Diversity to encourage an increase of diverse led organisations within the National Portfolio.



Since 2007 we have:

- Created 11 award-winning, critically acclaimed touring productions.
- Worked with leading organisations including Barbican, Bristol Old Vic, HOME, The Lowry and Battersea Arts Centre.
- Reached over 150,000 audiences nationally and internationally.
- Toured to 25 countries including USA, China and Brazil.
- Received 22 industry awards including 2 Off West End Awards and 2 The Stage Awards.
- Provided high-quality artistic training to 1000+ early-career artists in partnership with educational institutions, festivals and touring venues, in the UK and abroad.
- In 2020-21, we commissioned nine artists to produce a new podcast series, two short films and 13 co-created art works, and will continue this role to support, commission and employ creative freelancers over the next three years.

“A theatrical hand grenade” - ★★★★★  
THE GUARDIAN (*Ballad of the Burning Star*)

“Epic” - ★★★★★  
THE TIMES (*Light*)

“Poetic enough to be beautiful and confronting enough to be powerful” - ★★★★★  
BROADWAY WORLD (*Extraordinary Wall of Silence*)

“The stories are frightening and  
funny in equal measure” - ★★★★★  
THE GUARDIAN (*A Small Gathering*)

“This show glitters” - ★★★★★  
THE STAGE (*Chloe and the Colour Catcher*)



Photos by: Alex Brenner and Idil Sukin