



## **London Theatre Consortium (LTC) Manager**

### **Description of Services and Person Specification**

London Theatre Consortium is seeking an experienced manager to coordinate and manage the activities of the consortium. This is a part-time, self-employed role for one year on a fixed fee of £10,000.

#### **Primary Purpose**

This role is for an experienced manager who will coordinate and manage the activities of the consortium. The successful candidate will be a confident, creative and flexible administrator capable of working independently and reporting to diverse stakeholders.

The role will support LTC Strategic Leads who lead on priority projects (e.g. LTC's Apprenticeships and Accelerator programmes); and will work closely with LTC's Chair, Vice-Chair and all Executive members of the consortium. There is book-keeping and accounting support in place.

#### **London Theatre Consortium**

**[www.londontheatreconsortium.com](http://www.londontheatreconsortium.com)**

LTC is a partnership of not-for-profit producing theatres, working together to develop and deliver strategic and creative initiatives. The consortium believes in the sharing of expertise, practice and resource and has achieved some game-changing work, e.g. around sustainability and energy reduction with Julie's Bicycle, in an extensive programme of apprenticeships across the theatres, and through the LTC MOBO Executive Fellowships for emerging leaders of colour.

The consortium is currently made up of 14 theatres: **Almeida Theatre, Battersea Arts Centre, The Bush, Donmar Warehouse, The Gate, Hampstead Theatre, The Kiln Theatre, Lyric Hammersmith, Royal Court, Soho Theatre, Theatre Royal Stratford East, the Unicorn, The Yard Theatre and Young Vic.**

LTC is led by the Executive Directors from each theatre who currently meet four times a year. LTC is constituted as a Limited Company with 7 Directors who also meet approximately quarterly. Each theatre pays a fee to be part of the consortium: these fees support this role. There are a range of LTC sub-groups, with membership from each theatre. Currently the LTC Creative Learning, Green, Access, Finance Directors, and Marketing groups are particularly dynamic.

### **LTC Manager**

#### **Services to be provided include:**

- Scheduling, setting the agenda, leading, and preparing reports for the LTC quarterly meetings and the Directors' meetings
- Working with the Chair and Directors to manage the LTC budget and provide clear financial reports
- Working with and managing LTC's freelance book-keeper, and accountant, including supporting the preparation of year-end financial information
- Supporting the Strategic Leads on all strategic projects and collaborations, e.g. the apprenticeship programme, Accelerator etc., encouraging distributed leadership and project management among the LTC theatre staff teams as appropriate
- Holding key relationships with partners e.g. Julie's Bicycle, ACE (working with the relevant Executive leads within LTC)
- Scoping and supporting fundraising for new LTC projects
- Updating the LTC website and, working with the theatres, publicising LTC activity
- Maintaining robust administrative records with HMRC, Companies House and other stake-holders
- Steering LTC Executive members to attend key events and being an advocate for LTC at conferences, events and networks when requested by the members of LTC
- Disseminating and sharing learning with other organisations and networks as instructed by LTC.

#### **Key terms and conditions:**

- Part-time role
- Fixed fee of £10,000, based on £150 a day, paid in instalments
- 1-year contract
- The role requires a base-line of regularity, with the remaining time able to be worked flexibly, according to need, by mutual agreement between LTC and the Manager
- The services are to be provided from the Manager's own premises and utilising the Manager's own equipment. Theatres in the consortium may be able to provide hot-desking facilities when appropriate.

**London Theatre Consortium**  
c/o Royal Court Theatre, Sloane Square, London, SW1W 8AS  
Company number 10157503

- Self-employed: responsible for own tax and NI

This role will be responsible to the LTC Chair (currently Lucy Davies, Royal Court Theatre).

## **Person Specification**

### **Skills, Experience and Qualities:**

- Relevant experience in an arts environment
- A proven track record of strong management of systems and projects
- A proven commitment to diversifying workforces and making sectoral change
- The ability to prioritise and self-manage
- A good understanding of the London theatre ecology
- An interest in delivering the goals of LTC
- Comfortable with dealing with leaders in a time-poor environment
- Confident in dealing with financial matters
- Good knowledge of social media
- A strong advocate
- Sophisticated time management and organisational skills

### **Information on applying:**

We encourage people from any background to apply. We are committed to being representative of our society and to bringing together those with a variety of skills and experiences, to help shape what we do and how we work.

All disabled candidates who demonstrate that they meet the essential criteria will be invited for an interview.

**The Donmar Warehouse, who are part of the London Theatre Consortium, is administrating the recruitment process.**

To apply please send a statement of interest, a CV, and an equal opportunities monitoring form, by email to [jobs@donmarwarehouse.com](mailto:jobs@donmarwarehouse.com) by **6pm Monday 29<sup>th</sup> April**.

**The statement should include a brief description of your current and previous work, why you are suited to provide these services, and how you would intend to approach the work in terms of availability.**

If you require information in an alternative format, or would like support with access requirements please contact [jobs@donmarwarehouse.com](mailto:jobs@donmarwarehouse.com)

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