



TRIGGER

# Interim Executive Director Job Pack

Maternity Cover

September 2024 - September 2025

Closing Date  
9am, 20th May 2024

# An introduction from our Chair Hannah Slimmon

Hello. I'm so pleased you're interested in joining Trigger as Interim Executive Director (Maternity Leave). Trigger is one of the most boundary pushing theatre companies in the UK and our projects have reached over 1 billion people worldwide.

This is a key role at Trigger, and we are looking for someone exceptional and reliable to lead our committed and passionate staff team and oversee delivery of the company's programme across a variety of artforms.

Reporting to, and working closely with, the Creative Director & Joint CEO Angie Bual, you will lead all aspects of the company's operations and be responsible for the success of its business over a 12-month period, ideally September 2024 – September 2025.

You'll be pro-active and creative, experienced in leadership and management, an effective collaborator, with strong financial acumen and a practical approach to company management. You might have worked in theatre all your life. You might be a theatre fan with business leadership experience. You might be a leader in the commercial or charitable sector who knows and cares deeply about Trigger and our work.

We know from research that women and marginalised people tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on the job description, we would love to hear from you.

For an informal chat about the role contact Natalie Adams, Executive Director & Joint CEO at [natalie@triggerstuff.co.uk](mailto:natalie@triggerstuff.co.uk).



# About Trigger

## OUR VISION

Our vision is to see social cohesion in communities, where people are active, engaged and connected through art and culture with a common understanding and respect for one another.

## OUR MISSION

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do.

Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent.

Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.

We are motivated by social and ethical issues, we explore often taboo or difficult issues in light, fun and joyful ways. We care more about the impact of the work on the audience than we do about fitting into a particular art form.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is located in the idyllic village of Blagdon in The Old Post Office, North Somerset (a levelling up priority place).

In the last three years our work has been experienced by a live audience of over 250,000 people, engaged 3,000 through our education and outreach programmes and trained over 80 backstage and technical trainees.

# Role Summary

Trigger are looking for an exceptional and dependable individual to lead the company in delivering its artistic vision and mission.

The Executive Director will work alongside the Creative Director & Joint CEO to oversee and deliver the programme, and will be responsible for leading the company strategy including line management of senior team members, financial management and executive producing projects. The right candidate will have previous senior management experience within a creative organisation, be a supportive and empathetic line manager to senior teams with exceptional communication skills both verbal and written, and will thrive in a fast-paced environment with excellent business development and financial management skills.

## RESPONSIBLE TO

Creative Director & Joint CEO

## RESPONSIBLE FOR

Finance & Operations Manager, Head of Programme, Communications and Marketing Manager





# Job Description

## Strategic Planning:

- Lead the efficient, effective and professional management of all resources in line with the business model and strategy, including driving the business planning and budgetary processes for 2023-26.
- Ensure the organisation is financially stable and adhering to good working practice with employment and health and safety legislation.
- Represent Trigger to stakeholders and be the lead contact with the principal core funder and to secure and increase funding from commissioners and funding bodies where appropriate.
- Lead on management of governance.
- Establish new relationships with potential partners and stakeholders, programmers and producers, nationally and internationally.
- Oversee all internal and external public relations and to be a focus for the articulation of Trigger's future vision and ambition.

## Executive Producing:

- Oversee the producing and delivery of Trigger's Creation & Delivery and Future Life strands and ensure that all work is produced and presented with high quality production values, creatives and in the best possible circumstances (including national and international touring).
- Oversee all stakeholder, partner and commissioner relationships.
- Working closely with relevant team members, represent Trigger in complex and/or sensitive project/ commission negotiations and IP rights.
- Working with relevant team members, maintain oversight on all Trigger projects.

## Income Generation & Fundraising:

- Oversee delivery of the Fundraising Strategy and ensure effective implementation and delivery.
- Actively seek and develop new income sources and commercial business opportunities and maximising potential through Trigger projects, commissions, future life exploitation and concept touring.
- Oversee the effective management and profitability of all trading areas forming part of Trigger Productions Ltd, including the charity's subsidiary Trigger Stuff CIC.
- Oversee and lead on bid writing and all funding applications, supported by all staff.
- Represent Trigger at public functions, conferences, delegations and in interviews with the media.

## Marketing & Communications:

- Work in collaboration with the Creative Director and Communications & Marketing Manager to oversee marketing and communications, brand and audience development.

- Oversee the delivery of the agreed marketing and communication plans on all projects.
- Agree and oversee the delivery of the overall marketing and communications timeline.
- Oversee and sign off branding, design and copy of all projects.
- Oversee the appointment and management of PR agencies and designers.

### Audience Development & Evaluation:

- In collaboration with the Head of Programme, Finance & Operations Manager and Marketing & Communications Manager develop evaluation plans for each project across the programme ensuring that audience analysis and economic impact are captured.
- Lead on strategies for communicating and sharing evaluation findings with stakeholders and external partners for income generation.
- Oversee the development and drafts of evaluation reports and process across the programme.

### Financial Management:

- Monitor the organisational budget for the company and projects, ensuring targets are met, expenditure is tightly controlled and savings are made where possible.
- Working closely with the Finance & Operations Manager, take accountability for the sound financial management of Trigger, ensuring that expenditure is made within available resources and that risk is managed.
- Keep up-to-date with financial, administrative and operational best practice together with legal and tax changes (e.g. VAT changes, Theatre Tax Relief) seeking to maximise their advantage for the organisation.

- Ensure compliance with all legal obligations and statutory requirements, including Companies Act, Charity Law, Insurance, Employment Law, Data Protection, Health & Safety, Equal Opportunities, etc.
- Oversee financial reporting for funders, partners and stakeholders.
- Work with the Finance & Operations Manager on the annual audit process.
- Ensure that all staff adhere to Trigger's Financial Controls Policy and internal finance guidelines.

### Leadership & Management:

- Communicate Trigger's overall vision, mission and strategy to staff, Board and audiences.
- Create an energised environment to realise the very best from all staff, with a focus on professional development.
- Enthuse a management team of specialists and help them realise their full potential to maximise results and opportunities for the organisation through creating an energised environment to realise the very best from all staff, with a focus on professional development.
- Contribute to a positive working culture and support the staff and creative teams as a whole, with specific line-management responsibilities for the Head of Programme, Finance & Operations Manager & Communications & Marketing Manager.
- Instil the importance of looking after and out for colleagues and ensuring the team's wellbeing is valued when making artistic and future decisions.
- To manage Trigger's commercial trading subsidiary, Trigger Stuff CIC Limited, reporting to the Board, and to develop commercial exploitation opportunities.
- Attend Board meetings and other committee meetings, working groups or events as appropriate.

- Provide support to individual managers in the resolution of management issues and to participate, as appropriate, in Union negotiations and other personnel issues.
- Oversee the development, implementation and review Trigger policies and procedures, and ensure inclusion, access and diversity are at the heart of all the organisation's practice.
- Inspire the company's staff and promote best practice and equality of opportunity.
- Champion mentoring and training, as part of the senior management team.

### Operations & Administration:

- Oversee agreements with leaseholders and solicitors for the Blagdon office, storage rental units and Trigger Group.
- Oversee and approve all incoming and outgoing contracts and agreements for core team, project teams and partners.

### General:

- Stay abreast of developments in British, European and World theatre and outdoor arts and ensure that this knowledge informs the creation and delivery of Trigger's programme.
- Oversee Trigger's company activity and company meetings.
- Attendance to regular Trigger and industry events.
- Full participation in company activity, meetings, and processes.
- Attendance to regular Trigger and industry events.
- To act at all times in the best interests of Trigger, be an enthusiastic advocate of Trigger and have a thorough understanding of the company's mission, vision and aims.
- Support in cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant.
- Any other duties as required by the company in order to fulfil its objective.



# Person Specification

You will be an experienced senior manager with excellent leadership and business operational and management skills. You will be empathetic, an encouraging and motivating line manager, focused on developing staff to reach full potential. You will have excellent financial management skills with experience in monitoring company budgets, reading and understanding financial information.

## Skills & Attributes

- Excellent interpersonal and communication skills
- Excellent leadership and business management skills
- Excellent producing and project management skills
- Excellent organisational, time management skills and attention to detail
- Ability to work well under pressure to tight deadlines
- Ability to work collaboratively and develop partnerships
- Proactive with ability to make decisions in a fast-paced environment
- IT skills and proficiency with Microsoft Office applications
- A keen interest in the arts

## Knowledge & Experience

### Essential

- Experience in a senior leadership role
- Expansive knowledge and passion for the arts
- Experience as a trusted collaborator working with and alongside creative teams
- Strong entrepreneurial and commercial outlook and appetite
- Experience of business management with knowledge of company and charity law & financial compliance
- Experience of contract negotiation & drafting, and legal matters
- Financial acumen with substantial experience of managing budgets and preparing papers for financial strategising and reporting
- Ability to lead and inspire a team with excellent line management skills with knowledge of HR and Employment law and best practices.
- Ability to represent an organisation to its supporters and funders
- Experience of fundraising through public and private routes
- Experience of executive producing
- Commitment to equality of access and opportunity, cultivating an inclusive and representative organisation
- Excellent written, communication and presentation skills
- Knowledge of and passion for Trigger's work
- Full driver's license and access to a car

### Desirable

- Experience of working at a senior level in outdoor arts/ theatre
- Experience of working for an Arts Council England National Portfolio Organisation
- Understanding of evaluation methodologies, data collection and reporting within a charitable context
- Experience of marketing, communications and audience development
- Commitment to sustainability and experience of developing environmentally sustainable work



# **Summary of Terms - Interim Executive Director (Maternity Cover)**

**SALARY:** £60,000 per annum

**ANNUAL LEAVE:** 25 days holiday per annum + UK bank holidays.

**PENSION:** 3% employer contribution

**CONTRACT:** Full-time, fixed term contract for 12 months. Ideally September 2024 - September 2025

**WORKING HOURS:** Standard 40 hours (including lunch break) per week (usual office hours 9am-5pm). Due to the nature of the role, some evening or weekend work may be required and Trigger offer a TOIL policy.

**PLACE OF WORK:** The Old Post Office, High Street, Blagdon, North Somerset, BS40 7RA

# Benefits

- Idyllic rural location in the Mendip Hills in North Somerset
- Generous flexible working policy including 'Flexi-Fridays' and working from home on Mondays
- Annual training & career development budget

## How To Apply

To apply for the position, please provide the following information by 9am, Monday 20th May 2024:

- A comprehensive CV detailing your education and relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form to be completed online [here](#), please confirm in the covering letter that you have completed this form.

Please note any applications received without a covering letter will not be considered.

Applicants should also provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Should you wish to apply in an alternative format please contact us on 0117 403 4260 or email us at [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).

Please submit your application by email with 'Interim Executive Director' in the subject line to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).



# Recruitment Timeline

Application Deadline: 9am, Monday 20th May 2024.

## Interviews

First round:

Thursday 23rd May 2024 – online via Microsoft Teams. Please do let us know within your application if you are not available on this day for an interview.

Second round:

Wednesday 29th May 2024 – in person at our office in Blagdon, travel expenses will be reimbursed.

## Start Date

We are looking to appoint by 31st May 2024 with a proposed start date of 2nd September 2024 (latest). This will allow 3 weeks in post for a handover period with our current Executive Director & Joint CEO, Natalie Adams.

This is a fixed term contract for 12 months ending September 2025.

# Equal Opportunities

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Additional - flexible working will be considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.

