



# Executive Director Application Pack

## Background

### Mimbre's Mission

Mimbre is a female-led company creating nuanced, breathtaking and highly-skilled acrobatic theatre. We use circus and dance innovatively as a physical language to illuminate human connections and promote a positive image of women.

With an artistic voice that is physical and accessible, Mimbre build relationships with broad, non-traditional audiences and participants, creating unexpected moments in unusual spaces and reclaiming some beauty within the urban environment. Our performances and participation programme reach beyond social, financial and cultural boundaries and find fresh ways to engage, encourage and inspire people, showing that the impossible can be possible on a local, national and international level.

### The Company's History

"Mimbre" is Spanish for "weaving" or "wicker", the technique of making strong structures out of individual strands. Co-founders Silvia Fratelli, Lina Johansson and Emma Norin have trained together since 1996 and formed Mimbre in 1999. Fusing acrobatics with theatre and dance, and using a unique physical language to tell stories and conjure images, the company originally focussed on outdoor performances but increasingly work across indoor, outdoor and site-specific venues.

### The Company's Aims

Mimbre are committed to street theatre and work in unconventional settings. Through strong imagery, visual poetry and emotional content, our work aims at a broad and non-traditional theatre audience.

Mimbre aim to champion the development of the art of circus in London and the UK through extensive and in-depth artistic research, skill sharing and collaborative work across the boundaries of art forms and national borders, resulting in a continuously enhanced artistic vocabulary and in bold, challenging, highly skilled and visually poetic performances.

In addition Mimbre support the next generation of creative artists, with a vibrant and varied education programme, which includes: a strong and continuous local educational programme with young people in Hackney, professional development opportunities for both upcoming and established artists and a programme of masterclasses and creative projects that create new connections and spark new ideas both within Mimbre and beyond.

## **Job Description**

<b>Post:</b>	<b>Executive Director</b>
<b>Reports to:</b>	Mimbre Board
<b>Line Management:</b>	Learning and Projects Officer, Finance Administrator, Contracted Staff and Volunteers as may from time to time be employed.

### **Purpose**

To lead on all operational, administrative, producing and financial functions of the company in order to support the achievement of the company's artistic vision, its financial objectives and its audience engagement priorities

### **Principle responsibilities:**

The Executive Director will be responsible for carrying out and/or overseeing the following key areas of work:

#### Strategic

- Alongside the Artistic Directors, lead on company forward planning and development, including productions, projects, partnerships and touring.
- Lead on the implementation, monitoring and evaluation of the Business Plan 2015-2018 and contribute to the creation of the Business Plan 2018-2022.

#### Financial Management

- Work with the Finance Administrator to provide the board with sound financial proposals and forecasts, linked to strategic and business planning.
- Work with the Artistic Directors to set the annual budget and subsequently to provide effective monitoring of performance against budget.
- Ensure that annual accounts, management accounts, cash flow, payroll systems, financial reports and other key financial information is prepared in an accurate and timely fashion and provided regularly to the board and other parties as required.

#### Producing

- Seeking out new partnerships in co-commissioning, co-production, and touring, as well as building on existing ones.
- Negotiating and contracting with venues, producing partners and other third parties.
- Placing Mimbre's work in local, national and international marketplaces as appropriate and ensuring that opportunities for exploitation are maximised.
- Working with colleagues on tour booking.

**Mimbre, Unit 1 Energy Centre, Bowling Green Walk, London, N1 6AL**

Office: 0207 6131 068

Email: [info@mimbre.co.uk](mailto:info@mimbre.co.uk)

[www.mimbre.co.uk](http://www.mimbre.co.uk)

Mimbre is the trading name of Mimbre Limited. Registered Charity No. 1153310 / Company No. 6550042

## Fundraising and Business Development

- Oversee and implement a fundraising strategy that ensures financial stability and diversity of income, prioritising targets, resources and opportunities.
- Seek out creative ways of using business opportunities / structures to maximise income potential.

## Communications and Advocacy

- In collaboration with colleagues and other contracted consultants or partners, working imaginatively in promoting the Mimbre brand.
- Overseeing the marketing, press and communications strategies, ensuring that targets are set and monitored.
- Acting as an advocate for Mimbre by ensuring that it develops and maintains good working relationships with all relevant parties, including industry bodies, funders, patrons, sponsors, friends, the public and other supporters.
- Fostering effective communication within the company.

## Team Leadership / Management

- Leadership and management of the staff team, including effective delegation, staff training and overseeing the appraisal process.
- Overseeing all recruitment, contracting and supervision of Mimbre's freelance and production staff.
- Ensuring that the Board is kept informed of the company's progress and activities as appropriate and ensuring it is properly serviced for all meetings.
- Being the key company contact for Arts Council England including drafting the annual ACE submission and ensuring all paperwork is filed with ACE within agreed timescales.
- Ensuring Mimbre's compliance with all statutory requirements as a publicly registered charity, limited company and employer, including those related to Board membership, risk management, financial management, employment, diversity and health and safety.
- Ensuring that obligations to Companies House, the Charity Commission and HMRC are met.
- Managing the office space, including liaising with the management of the building and complying with insurance, fire and licensing requirements.
- Overseeing the management and maintenance of all aspects of the company's operation and office systems.

## General

- To act with integrity, maintain confidentiality in relation to personnel issues and always have regard to maintaining the reputation of the company and its employees.
- To carry out all tasks in accordance with best practice and organisational action plans, including in respect of diversity and disability equality
- To undertake any other duties as may be reasonably required.

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## Outline Terms and Conditions

<b>Contract:</b>	Full time and permanent
<b>Salary:</b>	£31,000
<b>Hours:</b>	40 Hours Per Week. Additional hours as required: applicants must be prepared to work some evenings, public holidays and weekends. Time off in lieu should be agreed in advance.
<b>Location:</b>	London.

## Person Specification

Essential qualities, skills and experience:

- A strong synergy with Mimbre's vision
- Experience or knowledge of one or more of the following sectors: circus, outdoor, festivals, theatre
- Experience of financial management including setting budgets, financial analysis and reporting.
- Excellent strategic and business planning skills with an ability to translate policy and vision into reality
- Line management experience
- Strong creative producing skills with a track record of leading on ambitious programmes within a challenging environment
- Track record of successful fundraising and generating earned income from a variety of sources
- Excellent negotiation and communication skills and the ability to deal with people and build partnerships at all levels
- Strong evaluation and reporting skills
- A collaborative, responsive and flexible approach to working
- Experience of a busy, cross-functional role in a small team
- A very high level of literacy, numeracy and attention to detail and proficient IT skills
- A commitment to equal opportunities

Desirable qualities, skills and experience:

- Experience in a similar role for an artist-led producing and touring performance company
- Experience of working at a senior level leading, managing and motivating a team
- Excellent contacts within the circus, outdoor, festival or theatre sectors (including internationally)
- Experience of management in an Arts Council England National Portfolio Organisation
- Experience of handling complex legal/contractual issues

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## Application Details

### Timeline

Application Deadline: 10am, Monday 7<sup>th</sup> November

Interview Notifications: Friday 11<sup>th</sup> November at the latest

First Interviews: Wednesday 16<sup>th</sup> November at Mimbre's offices

Second Interviews: If we deem second interviews are necessary they will be held the week commencing 21<sup>st</sup> November.

Start Date: February 2017 or earlier dependent on candidate availability

### Application Process

To apply please send a covering letter, CV and the application form by 10am on Monday 7<sup>th</sup> November to Jana Jamal at [jana.jammal@mimbre.co.uk](mailto:jana.jammal@mimbre.co.uk). Email applications are preferred.

The application form can be downloaded in Word from Mimbre's website.

Separately please fill in an equal opportunities form at this link:

<https://goo.gl/forms/HbiEgE2W7RhNICHH2>

This information will be considered separately from the recruitment process.

Mimbre are an equal opportunities employer and are proud to say we were named one of the Top 10 SME's for working families at the Working Families awards 2013. We are open to suggestions of flexible working that allow the candidate/s to fulfil the requirements of the role. If you are interested in proposing an application based on flexible working patterns please get in touch with us to discuss.

Mimbre is a female-led company and believes that women, people from a Black or minority ethnic background and disabled people are underrepresented at leadership level and on stage within the contemporary circus and outdoor sectors. Because of this we particularly encourage female, BAME and disabled candidates to apply for this role. Please feel free to contact us if you have any questions or if you would just like to discuss the post in more detail before applying.

Contact Joint Artistic Director, Silvia Fratelli, on [silvia@mimbre.co.uk](mailto:silvia@mimbre.co.uk) or call on 020 7613 1068. Please also let us know if you require the information about the role in any other format.

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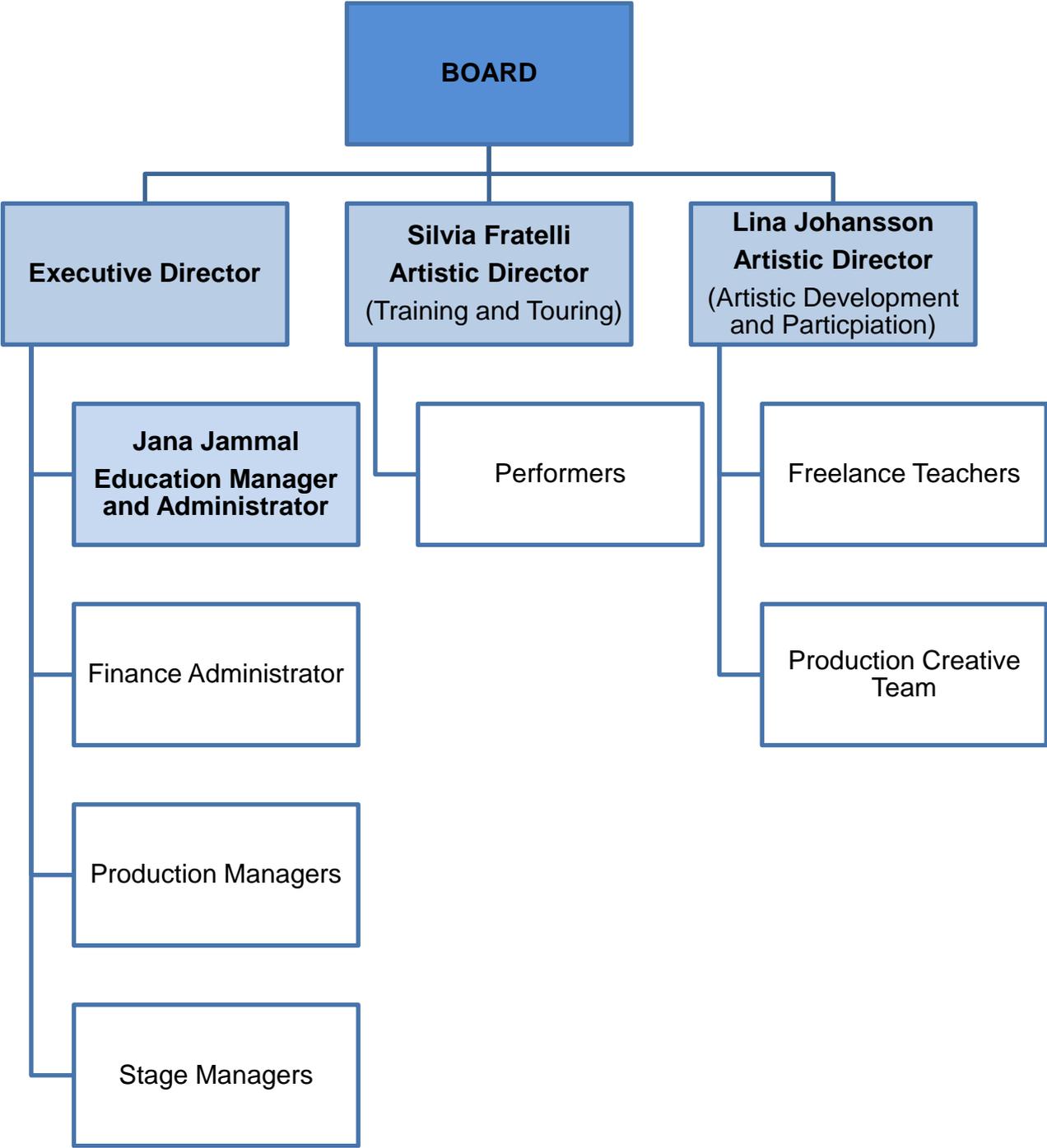
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**Company Structure**



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