

STAGE ONE

Job Title: Operations Director
Reports to: Chief Executive (CE), Chair and Stage One Council
Contract Type: Full Time, Permanent.
Job Location: Stage One, 32 Rose Street, London, WC2E 9ET
Hours: 10am to 6pm Monday to Friday but out of hours work will be expected as necessary
Salary: £50,000 - £55,000 (dependent on candidates experience)
Start Date: May 2025 (dependent on successful candidates availability).
How to Apply: Please send a CV and cover letter to Chief Executive, Joseph Smith (joseph@stageone.uk.com) and complete our Equal Opportunities form .
If you would like more information about the role, or to arrange to speak to a member of the team about it please do not hesitate to get in touch with Louise Goodman (louiseg@stageone.uk.com)
Deadline for Applications: 5pm, Friday 28 th February 2025

About Stage One
Stage One exists to support commercial theatre producers in order to sustain the quality of commercial theatre throughout the UK. Stage One identifies, supports, mentor and trains emerging theatre entrepreneurs whilst simultaneously encouraging creative, successful and responsible practice. Stage One invests in new commercial theatre productions which fulfil its investment criteria and are within its investment guidelines which should be promoted as a standard for the Theatre Industry.
Purpose & Objectives of the job
<ul style="list-style-type: none">• Oversee and manage all of Stage One's activities by working closely with the CE, Stage One Team and board.• Be the first point of contact for all HR needs of the team and work with our external partner HR firm to advise if necessary.• Advocating for Stage One in the theatre industry including building and maintaining professional relationships across the sector to promote Stage One's work.• Working closely with the CE and Director of Development to secure new sources of funding.• To work with the CE and the Chair to develop strategies for the continual progress and development of the organisation.• In collaboration with the CE, to ensure that Stage One's development programme and activities are current and relevant in their aims to support new producers within the reality of the commercial theatre industry.• Work alongside the CE to devise new activities and programmes to benefit new producers and/or the wider producing community.• Engage with and report to the Stage One Council and sub committees on all activities, including managing investments and guidelines to match industry standards and practices.• Manage the Programme Manager (PM) who works on all the below tasks as and when appropriate.• Support the Bridge the Gap Programme Leader (PL) in their activities.• Support the Director of Development with funding applications and reporting to donors. Work with the Head of Finance to approve and manage all investments, bursaries and payments for the charity.

Chair Deborah Lincoln
Chief Executive Joseph Smith

Council
Becky Barber / Richard Darbourne / Aidan Grounds / Eleanor Lloyd / Charlotte Longstaff / Janet Powell / Lisa Popham / Mark Twum-Ampofo / Chris Stafford / Rachael Twumasi-Corson / William Village

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Main duties or tasks of the employee

Annual Tasks

- Liaise with the Head of Finance, Director of Development, CE and Chair about the development programmes budget for each financial year.
- Register all correct information to Companies House and the Charity Commission including: Annual Report, Annual Return and all appointments and retirements of Trustees.
- In consultation with the CE and Chair and PM set the diary for each calendar year to include:
 - 4 x Finance and General Purposes meetings
 - 2 x Council (entire board) meetings
 - 1 x AGM
 - 2 x Bursary Rounds
 - 3 x Workshops
 - 4 x Stage Two workshops
 - 1 – 2 networking events
 - 4 London Placements
 - 4 National Placements
 - New York Exchange Programme
 - Any dates for new development programmes.

Production Investment

- Receive investment applications, review to answer initial queries and provide a report for the CE to review.
- Assist the CE in raising and resolving any queries with producers who are applying for investment.
- Circulate a note/recommendation from the CE to the Investment Sub-Committee and send offers of investment to successful applicants.
- Receive the contract and confirmation of capital before raising and sending the investment.
- Check accounts are properly received on a production-by-production basis.
- Report to the sub-committee if the budgeted production and running costs are over or under budget.
- Liaise with the Head of Finance when returns of capital or profit are expected.
- Keep the Investment spreadsheet up to date with current information and circulate this document at all Finance & General Purposes and Council meetings.
- To make sure all productions send regular financial reporting to Stage One.

Small Scale Commercial Investment (SSCI)

- Meet any potential candidate before they submit an application to talk through the application and guidelines.
- Review the application for SSCI and check it meets the criteria of the award and the Stage One SSCI guidelines. Communicate to the CE as to the qualification of the application.
- Ensure that each SSCI is dealt with on the same terms as a 'normal' investment.
- Report to the board the progress of these productions.

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Development Programmes

Bursary Awards – working with the PM to:

- Check the budget for each round of the bursary and inform the CE at the beginning of the process as to the budgeted amount available to award. This figure usually includes new and 'top-up' awards.
- Set the timetable for each round of Awards (currently 2 per year) with the CE.
- With the PM, update the forms and application information on the website before the round opens for applications.
- Support the PM in contacting all candidates with their date and time of interview and any access requirements.
- Review all applications and provide headline notes and any applicable history for the CE.
- Select with the CE and PM which applicants will attend for interview.
- Jointly attend interviews and contact all interviewees promptly with the Panel's decision.
- Assist the Panel with PM in selecting possible mentors for each winner. With the PM, contact mentors and ask them if they will mentor the candidates.
- Oversee the mentors and be available to give the Bursary winners independent advice.
- Supervise periodic reports to be sent to the Director of Development and Council.
- Evaluate the scheme and implement appropriate changes to its management.

Placements – working with the PM to:

- Liaise with Stage One personnel about the amount of funding available for the Scheme.
- Work with the PM to ensure distribution/marketing of the scheme is as wide and diverse as possible.
- Through industry contacts create opportunities in host organisations .
- Ensure that producers hosting a placement understand the schemes aims and sign a contract with Stage One.
- Meet regularly with the participants both as a full group and individually to assess how they are progressing.
- Keep in touch with the producers with whom the participants have been placed to monitor progress.
- Keep the CE fully informed of any potentials issues/problems and work together to solve them.
- Evaluate the scheme and implement appropriate changes to its management.

West End Workshop – working with the PM to:

- Set the timetable and venue for each Workshop (currently 2 per year for 3 days) with the PM and CE.
- Work with the CE and PM to programme the content across the 3 days, introducing new topics as appropriate and approaching speakers to present.
- Ensure distribution/marketing of the scheme is as wide and diverse as possible.
- Attend, where appropriate as much of the three day workshop as possible. Review evaluation forms once collated and recommend any changes for future events.

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Bridge the Gap

- Support the PL in tasks associated with the programme which include but are not limited to; providing advice, support, session suggestions, introduction to workshop leaders or mentors.
- Support the PL in setting and maintaining the budget for the programme each year.
- Facilitate new strands of the programme to meet demand and industry needs.
- Attend networking or meetings as appropriate to promote and advocate for the scheme.

Stage Two Workshops/Networking Events – working with the PM to:

- Assist in the planning of these in-depth one day training courses for new producers.
- Approach speakers and attend the sessions.
- Plan and arrange an annual networking drinks (up to 100 people) and invite council, alumni, donors, supporters and current recipients.

Council, Mentors and Sub-Committees

- Write, collate and circulate all meeting papers at least a week before (AGM must be 3 weeks).
- Write minutes and circulate to members promptly.
- Discuss with the CE and Chairman the current Council and look at which members are due to retire at the AGM. Also discuss new potential members and elect them at the AGM.
- Keep track of all mentors throughout the schemes and remember to thank them appropriately and invite them to all Stage One events.

Voluntary Levy

- Manage the administration of the Voluntary Levy spreadsheet and summary page.
- Supervise the issuing of relevant invoices on a monthly basis and chase outstanding monies due.
- Ensure all productions Stage One have invested in that perform in the West End are contributing (min 50%) to the Levy.

Other Duties

- Manage the development of the schemes and implement any changes necessary (including the creation of new schemes to meet the demands of the industry).
- Keep all directorship information up to date on both Companies House and Charities commission.
- Meet with and answer queries and advise anyone who enquires about becoming a producer (average 5 times a week).
- Process and keep a record of all invoices and liaise with Head of Finance on all budgets.
- Attend Council meetings, report to Council and supervise the drafting, approval and distribution of the minutes.
- Ensure the efficient day to day management of all matters on behalf of the Council.
- Represent Stage One as an ambassador and spokesperson to the public and the theatre industry.
- Regularly attend theatre productions.

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Person Specification

Essential

- At least 5 years' experience working in a similar role or a role in the UK theatre industry.
- A detailed knowledge of fringe, off-West End and West End theatre producing models.
- Experience in managing a team.
- Ability to use initiative and be self-motivated.
- A proven passion for theatre and developing talent.
- Excellent communicator and a keen eye for detail.
- Good skills in MS Office programmes.
- Numerically competent.

Desirable

- Education to a degree level or equivalent.
- Relationships with venues/development organisations both London based and nationally.
- Experience of fundraising.

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