



# JOB DESCRIPTION.

<b>JOB TITLE</b>	<b>Theatre Business Officer</b>
<b>REPORTS TO</b>	<b>Senior Producers</b>
<b>DIRECT REPORTS</b>	<b>None</b>
<b>DEPARTMENT</b>	<b>Theatre</b>

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## OUR CAUSE

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity, and excites learning to make Shakespeare accessible for all.

'And let us...on your imaginary forces work' Henry V, Prologue

Shakespeare's Globe Theatre Department delivers a busy production schedule with a repertory system running in both the Globe Theatre over Summer and the Sam Wanamaker Playhouse over Winter. A small in-house team manage every aspect of the shows from Casting to Music and produce shows, events and films all year round.

The vision of the department is to curate and produce seasons of plays in the Globe and Sam Wanamaker Playhouses bespoke to the architectural playing conditions of the theatres. We nurture any public performance that happens on our stages, on screen or on tour, and we provide an environment in which art, artist and audience can flourish. As well as producing plays from the canon of Shakespeare, we honour The Globe's history and commitment to new writing. Our job is to hold a mirror up to nature and reflect the diversity and complexity of the society in which we live.

## PURPOSE OF JOB

The Theatre Business Officer will work with the Artistic Director, Executive Director (Theatre) and Senior Producers to provide comprehensive financial, strategic and business support for the Globe's year-round theatre operation.

Key responsibilities include building show budgets and seasonal department budgets, modelling and forecasting different working budgets to support business planning and analysis and providing financial administration support to the wider Theatre Department to ensure its efficient day to day running.

The successful candidate will ideally have a theatre production background, with an understanding of the relationship between theatre-making and finance. The

role would suit someone with administrative experience in a producing theatre, particularly related to developing, tracking and managing budgets. You do not need an accounting qualification for this role.

### **PRINCIPAL RESPONSIBILITIES**

- Work with the Executive Director (Theatre) and Senior Producers to prepare, draft and analyse annual/seasonal and production/project budgets and monthly forecasts, and to work with the wider Finance Department to prepare and analyse Theatre Management Accounts.
- Utilise a solid knowledge of the production process and of the uniquely time-sensitive nature of the work involved, to provide direct and timely support to the Theatre Department including accurately tracking spending and ensuring budgets are adhered to.
- Support budget holders in the Theatre Department to ensure accurate completion of accounting documentation to assist in the timely and accurate production of financial management information.
- Support the Theatre Department with all financial administration tasks, such as raising invoices and purchase orders, working with expense cardholders etc.
- Maintain relationships with suppliers, particularly freelance contractors, to ensure timely resolution of financial issues.
- Train freelance contractors in financial systems, providing support as appropriate
- Maintain accurate records of all transactions affecting the Theatre Department.
- Assist the Finance Department in the production of accurate information to optimise recovery of Theatre and Film Tax Reliefs.
- Lead on the management of income collection and royalty distribution for all Globe on Screen and Touring activities, working closely with the Head of Film Distribution, Theatre General Manager and Producing team.
- Support the Theatre Department in reviewing financial information with third parties, specifically in relation to handling of VAT.
- Collate financial and royalty settlements for Visiting Artists and Touring activity, working closely with the Producing team.
- Ensure that the reporting of financial results to external third parties is communicated to the Finance Department, and work closely with the Finance Department to ensure accurate accounting on touring and coproduction work, both in the UK and abroad.
- On all matters relating to potential financial liabilities, communication of financial information to third parties, accounting for contracts, and HMRC related matters, the Theatre Business Officer will consult with an appropriate member of the Finance Department.
- Work with the Theatre General Manager to oversee production specific insurance policies.
- Where appropriate, to liaise with the Finance Department to proactively resolve issues with or on behalf of the Executive Director (Theatre) and Senior Producers.
- Participate in various finance initiatives to streamline current processes.

## PERSON SPECIFICATION

- Understanding of theatre programming, production processes and decision-making.
- Understanding and experience of budgeting for theatre productions.
- A flexible, hands-on approach with a positive attitude.
- Experience / knowledge of financial or accounting related software in relation to show budgets and theatre finance, such as Business Central, Sage or QuickBooks.
- Strong computer skills (specifically MS Office-Excel, Word, Outlook).
- Experience / knowledge of touring and transferring productions.
- Experience / knowledge of Theatre Tax Relief claims and an understanding of VAT in the cultural sector.
- The ability to be an effective team player.
- Excellent oral and written communication skills.
- Ability to communicate effectively with a wide range of people and work as part of a team.
- Ability to manage a varied workload with meticulous attention to detail.
- Excellent time management and organisational skills.
- A flexible approach with the ability to respond rapidly and effectively to changing situations.
- Keen and active interest in theatre.
- Discretion and tact.

## RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

### Permanent / Full Time

[A full set of terms and conditions will be supplied with a contract of employment]

**Salary:** £32,000 per annum

**Hours:** 35 hours per week exclusive of lunch breaks. Flexibility of working hours may be required with some evening and weekend commitments; if these hours are worked, time may be taken off in lieu upon representation of this to, and with the express agreement of, the Senior Producer. There are no extra payments for additional hours worked.

**Holiday:** The annual holiday leave is 25 days pro-rata per calendar year plus Bank Holidays (pro rata).

**Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to Shakespeare's Globe Exhibition and Education events; season ticket loans available; eye test scheme; childcare vouchers scheme; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.**

**As a term of employment, you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**

**TO APPLY**

Please submit a CV and cover letter to [recruitment@shakespearesglobe.com](mailto:recruitment@shakespearesglobe.com), outlining how your skills and experience match the person specification and how you would apply these skills to the role of Theatre Business Officer at the Globe.

Applications close on **12 noon, Wednesday 14 November 2022**, with first round interviews planned for the week of 2<sup>nd</sup> January 2023.