



Director of Planning

Welcome Note

Thank you for your interest in our new Director of Planning post at Theatre Royal Plymouth.

If you're looking for an opportunity to join a dynamic and creative organisation and make a meaningful contribution to the strategic direction of all we do, then this could be the role for you.

This is a new role that aims to set the strategic direction of all we do on our stages, in communities, in our buildings, on tour, across the UK and around the world. We want to find someone who will help review and implement systems and processes to ensure the time, energy and focus of our 300 staff is directed towards delivering for audiences, artists and those who take part.

You will lead fantastic teams who care passionately about the impact of creativity on people's lives, and you have two extraordinary buildings, here in the city centre, and TR2 as your canvas and places of inspiration.

You'll be part of our Strategic Leadership Team. Our SLT work closely together to set the direction of the charity supported by a wonderful board of trustees led by our Chair, Dame Darcey Bussell.

After reading the pack, if you're curious about learning more, please do reach out to Mary Caws, whose details are at the end of this pack, for an informal and confidential discussion.

We look forward to receiving your application.



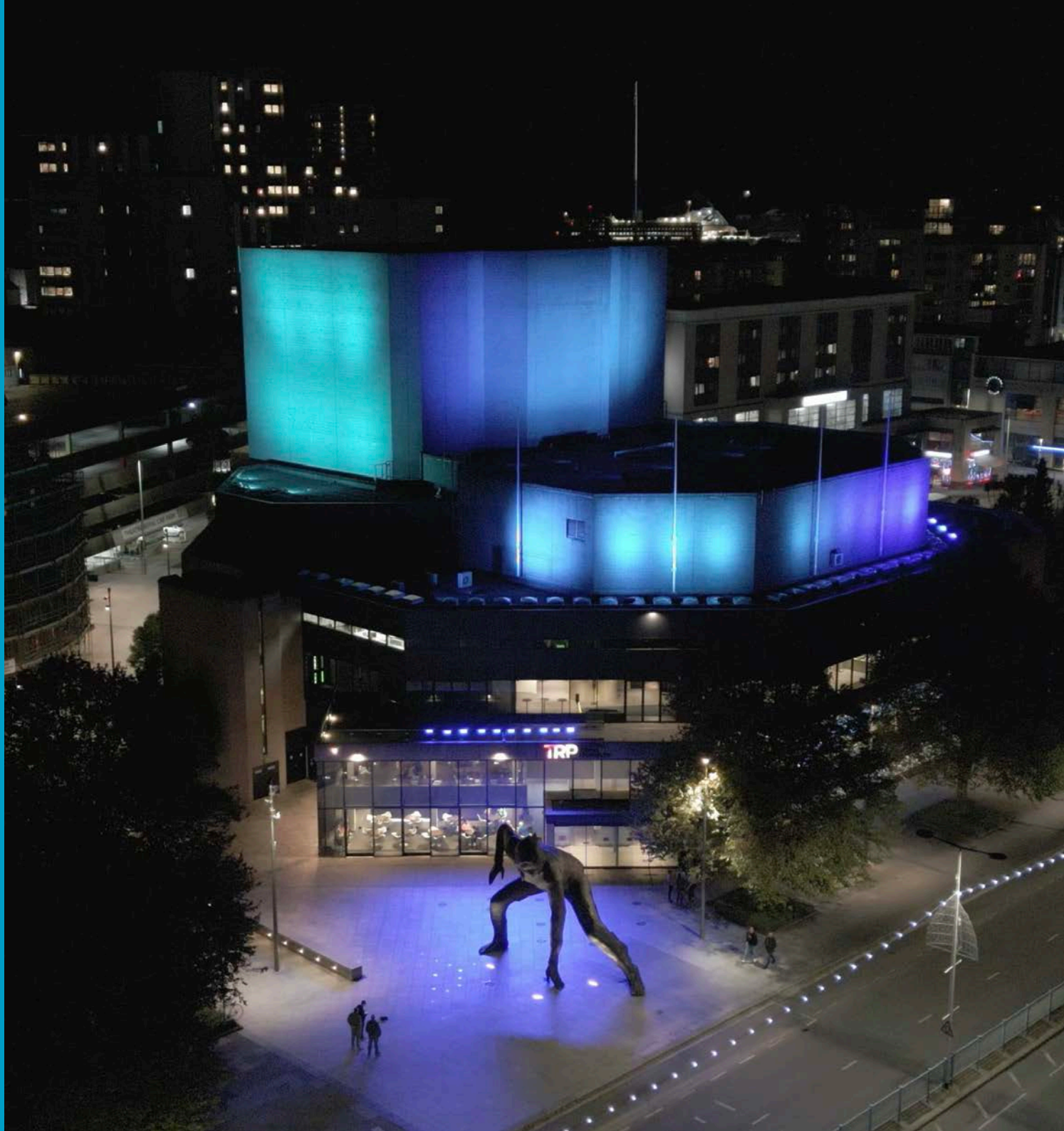
James Mackenzie-Blackman
CEO & Artistic Director



About Theatre Royal Plymouth

Theatre Royal Plymouth (TRP) is the largest and most well-attended regional producing theatre in the UK, presenting diverse productions on our three stages: The Lyric (cap. 1,300), The Drum (cap. 146), and The Lab (cap. 50).

With a regional audience of over 2.1 million, we employ 300+ dedicated staff, including leading artists and craftspeople, and attract 300,000+ annual audience members. TR2, our unique Production and Learning Centre, is world-renowned for scenic design and construction, delivering sets to leading producers for 20+ years. TR2 is also home to TRP's engagement and learning activities, reaching thousands of people annually, with a focus on engaging disadvantaged communities and those who feel excluded from the arts.





Reports to: Deputy CEO, Producing & Programming

Responsible for: Head of Visiting Programme; Head of Production, Head of Project Development; Head of Technical & Wardrobe

Salary: £65,000

Contract: Full time, permanent

Benefits: 33 days annual leave (inclusive of Bank Holidays); contributory pension



Role Summary

The Director of Planning is part of the Producing and Programming directorate. They will report to the Deputy CEO, Producing and Programming, and be on TRP's Strategic Leadership Team (SLT). The post holder will work closely with TRP's CEO and Artistic Director, the Deputy CEO, Producing and Programming, and the Associate Artistic Director.

As part of the SLT, you'll pro-actively contribute to the development of TRP's strategies and creative programme, providing feedback, internal and external statistical evidence and your own analysis to stimulate debate, support decision making, track success and identify opportunities for organisational development.

The post holder will be responsible for implementing systems and processes to ensure the smooth running of our Planning, Production, Technical and Scenic Design and Drawing Office teams. The post holder will have a meticulous attention to detail, able to consider producing and programming decisions and considerations from a multitude of perspectives, including supporting and balancing artistic vision and financial goals.

They will be committed to continued improvement of how the delivery of our six strands of creativity are balanced and communicated across the entire organisation.



Diversity & Inclusion

We are committed to cultivating a culture of inclusion at TRP with a workforce, participants and audiences that reflect the diversity of the communities we serve. The collective power of each team member's life experiences, knowledge, innovation, self-expression and talent creates the very best environment for us to achieve our ambitions and lead the sector. In recruiting for our team, we recognise the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.



Principal Responsibilities

- As a member of the Strategic Leadership Team provide Executive counsel and Departmental leadership to steer and inspire the successful delivery of strategic objectives from reputational, reach and revenue perspectives.
- To understand that TRP is in a period of transition and change and be an advocate for the organisation's development and growth, supporting your direct reports and their teams to deliver our renewed creative ambition.
- To continue to foster and drive positive collaboration between teams and disciplines, orientating the portfolio and the organisation around the needs of current and future audiences and participants.
- To be comfortable guiding longer-term resource and investment planning and income projections, supporting your direct reports to successfully manage the day-to-day operations of their own teams.
- To work mindfully within the foundation pillars of audience & participants, diversity & inclusion, climate emergency and social value.



Principal Tasks

- To be an effective leader and to oversee the training and development of the staff of the department in accordance with departmental and organisational aims and objectives.
- To line manage a team of people who are responsible for delivering significant amounts of work and to ensure they are enabled and empowered to work effectively and efficiently within the parameters of the business strategy and creative vision.
- To work closely with the Head of Visiting Programme, maintaining strategic oversight of Theatre Royal Plymouth's planning processes, including over-arching management of the diary, stages and spaces. Ensure that this is effectively delivered to meet the demands of the evolving way TRP works across both its sites, and outside the building.
- To work collaboratively with Heads of Department in ensuring TRP is innovative in its approach to technology-based solutions to streamline the planning process.
- To work closely with the Deputy CEO, Producing and Programming in ensuring the facilitation of the full breadth of TRP's programme, activity in TR2 and wider events are realistic and achievable and is in pursuit of our vision and creative strategy.
- To develop systems and reporting that tracks not only the work of TRP in Plymouth but also considers this in relation to TRP's elsewhere, on tour and projects in development, principally in support of ensuring teams are where they need to be, and when.
- To work closely with the Head of Departments in the Directorate to ensure the development of TRP's internal systems to better manage how dates are allocated across artistic, commercial, production and estates both on and off our stages. Work closely with the Deputy CEO, Producing & Programming and the Deputy CEO, Finance & Operations on how these relate to the annual budget.



- To assess and monitor the balance of programme across the year, producing statistical information and reports for the Deputy CEO, Producing and Programming on a regular basis, flagging as necessary when shifts in expected activity might impact on ambitions elsewhere (artistic, food & beverage, fundraising, estates, financial).
- To work with the CEO & Artistic Director and Deputy CEO, Producing and Programming to ensure a balance to the overarching programme mix (backing this up with data as required). Ensuring that the balance matches the evolving business model and budgets that have been set.
- To work collaboratively across the organisation in supporting and evolving a move towards project working. This will include an evolution of meeting structures and information sharing mechanisms.
- To work closely with the Deputy CEO, Producing and Programming to constantly evolve and develop Planning at Theatre Royal Plymouth, sparking new thinking, spotting opportunities, ensuring all planning processes and systems are compatible with wider organisational needs, and working to deliver the overarching organisational strategy as effectively as possible.
- To work closely with the Director of Communities and Audiences, Director of Marketing and Communications and Director of Enterprise in developing better reflective practices on data to inform future decisions.
- To maintain excellent relationships with partners and stakeholders as appropriate.
- To attend Theatre Royal Plymouth events regularly and contribute to finding solutions to any problems or queries which may arise.
- To fulfil any other duties as requested by the Deputy CEO, Producing and Programming.



Person Specification

We are committed to our core values of **quality, diversity, creativity** and **collaboration**. Everyone who works here, no matter what their function in the team, is expected to deliver their job and work with colleagues bearing these values in mind.

Essential Criteria:

- Significant experience of working in an administrative capacity at a senior level in a large-scale artistic venue.
- Good understanding and knowledge of a wide range of art forms, in particular TRP's six art form strands (theatre; dance; children, young people & families; co-curated & outdoor work; scenic design and construction and artist development)
- Strong financial acumen including experience of creating, managing and maintaining budgets.
- A good understanding of production and technical processes, schedules and resources.
- Strong time management skills with the ability to multi-task, manage conflicting priorities and meet strict deadlines.
- A keen eye for accuracy and detail with demonstrable skills in data management, analysis and reporting.
- A strong collaborator, communicator and negotiator with experience of working with a range of stakeholders across departments and levels of seniority, including understanding of the impact of actions and their interdependencies where multiple stakeholders are involved.



Desirable Criteria:

- Able to demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Theatre Royal Plymouth as a whole and in the delivery of this role.
- Ability to remain calm under pressure, and to retain a positive, solutions focussed attitude with a strong sense of perspective.
- Ability to remain objective, relying on facts to support the context of any given situation and subsequent decision making, and sharing information in a transparent and collaborative manner.
- Keen understanding and knowledge of new technologies and software to support the planning process, including a desire to constantly develop, explore and evolve that knowledge.
- Previous experience of capital projects and their impact on delivery.



Our Values

In addition, for this role we hope to find someone with the following attributes:

Quality

Taking pride in achieving excellence. We take responsibility for and pride in what we do, recognising each other's good work. We set consistently high expectations and ensure that everyone has the skills to achieve excellence.

- Trustworthiness and discretion when dealing with confidential information.
- Drive and enthusiasm to deliver constant continuous improvement and a passion for service excellence.

Collaboration

Valuing each other in the way we work, communicate and spend time together: We communicate regularly with each other, listening and understanding people's needs. We value and respect the relationships we have with colleagues and partners and we celebrate shared successes.

- Skilled communicator who can bring together diverse creative and production teams successfully.
- A proactive manager and leader contributing to organisational and team goals.
- Flexible, willing and able to be present as required during the production and performance periods of all shows.

Creativity

Being imaginative in everything we do: We use our knowledge, experience and judgement to explore doing things differently. We aim to empower everyone in the organisation to adopt a flexible, open-minded and imaginative approach.

- Open minded and able to spot creative and artistic opportunities and successfully realise resulting projects.

Diversity

Embracing the diversity among our people and community: We embrace and value difference and individuality treating everyone as equally important. Together we are stronger and more effective.

- Able to work with a wide variety of colleagues from senior staff and Trustees to casual and freelance employees.

About Plymouth

There is a renewed ambition and investment strategy for the sustainable development of the city's offer, with arts and culture positioned as a core pillar of the city's identity.

Plymouth offers a great lifestyle, with a blend of coastal living and city amenities. With a relaxed atmosphere and affordable housing, there is a strong sense of community. From the expanse of Dartmoor for hiking and biking, to the wide beaches of Cornwall and Devon for surfing and swimming, there truly is something for everyone.

Plymouth is the fourth happiest UK city to live in. Over 40% of the city is designated as green space and is surrounded by three AONBs. Plymouth has 10 Local Nature Reserves, over 40 wildflower meadows, nine Special Sites of Scientific Interest and 28 County Wildlife Sites, with Plymouth Sound and Harbour as the country's first National Marine Park.



Image courtesy of Visit Plymouth.

How to Apply

For an informal, and confidential, conversation about the role with Mary Caws please contact recruitment@theatreroyal.com and we will pass you on to Mary.

Please submit a letter of application (no more than two sides of A4, in point size no smaller than 10) and a CV by Monday 15 September, 12:00pm (noon) to: recruitment@theatreroyal.com.

First round interviews will be held in Plymouth on Thu 25 & Fri 26 September.

The successful candidate will require a DBS check.

If you would like to submit an application in an alternative format, such as a video/audio submission, or if you require the job pack in an alternative format please contact recruitment@theatreroyal.com.



The logo for Theatre Royal Plymouth (TRP) is displayed in large, white, stylized letters. The 'T' and 'R' are solid white, while the 'P' is filled with a pattern of white dots and lines. The background is a large, dimly lit theatre hall with tiered seating and stage equipment.

TRP

Theatre
Royal
Plymouth



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