Royal Lyceum Theatre Company
Executive Director
A Joint Chief Executive Position
The Royal Lyceum Theatre Company
Edinburgh is looking for an Executive Director to succeed Alex McGowan who, after eight successful years, will be leaving the Company in May 2019.

The Lyceum has played a vital role in the artistic life of Edinburgh for generations and this lies at the heart of our vision for the Company.

We are looking for an executive leader who will work alongside David Greig, the Artistic Director, to secure The Lyceum’s position as Scotland’s leading producing theatre company.

The appointment of David launched an exciting new direction for the Company. We seek a similarly ambitious appointment that will reinforce The Lyceum’s vitality as the vibrant home for future artists, productions and audiences.
Application Process

Thank you for your interest in the Royal Lyceum Theatre Company. This document contains the job description, person specification and some background information.

The recruitment process is being led by members of The Lyceum Board: Shonaig Macpherson (Chairman), Stephen Dunn (Vice Chair), David Greig, Jessica Hepburn and other Non-Executive Directors as required.

To arrange a confidential, informal discussion about the position please contact Lesley Gardner, PA to the Chief Executives, by email at: lgardner@lyceum.org.uk

To apply, please send us your CV along with a letter outlining your vision and suitability to lead the next chapter in The Lyceum’s development.

Please also include details of two referees and a completed Equal Opportunities Monitoring Form.

Apply by post: to Shonaig Macpherson, Chairman, Royal Lyceum Theatre Company, 30b Grindlay Street, Edinburgh EH3 9AX.

Apply by email: to smacpherson@lyceum.org.uk

Applications must be received by 12 noon on: Monday 21st January 2019

First round interviews will take place on: Thursday 21st and Friday 22nd February 2019

Referees will not be contacted in advance of the interviews.
Job Description and Personal Specification
Please read the personal specification and job description carefully. You should ensure that you meet the essential criteria before submitting an application. Only pertinent information will be considered when shortlisting applicants for interview.

Data Protection
The information given will be used to create a short-list for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Please note it is a condition of our funding agreement with Creative Scotland that details of applications under consideration are shared with our Lead Officer. This will be treated in the strictest confidence.

Equal Opportunities Monitoring Form
To help us monitor our equal opportunities policy at The Lyceum, we would be grateful if you could complete an Equal Opportunities Monitoring Form. When your application is received, this form is removed and is not used during the shortlisting process. The information submitted is kept in the strictest confidence, following Data Protection requirements and will only be used to monitor and analyse The Lyceum’s policies.
Job Description
Executive Director (Joint Chief Executive)
Reporting to: The Chairman and Board
Main Functions

Based in Edinburgh, the Executive Director will:

- In conjunction with the Artistic Director, set the strategic direction of The Lyceum and implement the theatre’s vision
- Drive the development and review of the company's Business Plan, working alongside the Artistic Director to create and deliver the artistic programme in line with the theatre’s values
- Drive change in the organisation to support the demands of theatre in the 21st Century and the ambitious artistic programme being developed by the Artistic Director
- Have primary responsibility for the effective management of the company's financial operations and its financial viability and resilience in collaboration with the Artistic Director
- Lead in human resource best practice in the organisation and, along with the Artistic Director, nurture the wellbeing of everyone who works directly, or indirectly, for the company
- Promote and maintain an organisational culture which values the highest standards in performance, both in delivering the artistic vision and in management practice
- Lead the senior management team to ensure effective communication throughout the Company of all matters relevant to its effective running
- Represent and lead the company in promoting and maintaining the company’s strategic interests in relationships with Creative Scotland, City of Edinburgh Council, Scottish Government and other public bodies
- Foster and develop relationships with key stakeholders including audiences, supporters, sponsors and donors
- Report to the Board on all operational and financial matters at Board and relevant sub-committee meetings
- Act at all times in furtherance of the aims and objectives of the Company

This list of responsibilities is not exhaustive and the Executive Director may be required to perform additional duties as operationally required and at the discretion of the Board.
Person Specification

Essential
A proven track record in the arts, particularly producing theatre in either the commercial or public subsidy sector, UK regional theatre or London theatre.
Experience of development and/or commercial funding in the arts.
An open and inventive approach to optimise production capacity, operational excellence and financial control.
The ability to work collaboratively and form effective partnerships internally and externally.
Ability to forge and maintain strong creative relationships.
Productive and wide-ranging contacts in the theatre sector.
A leader with the ability to motivate, inspire and drive change in a complex environment.
A commitment to youth, participatory and community theatre.
A commitment to inclusion and diversity in the work of the Company.
A fluent and socially adept communicator with the ability to command respect and exert positive influence on key stakeholders and policy makers.

Desirable
Producing Scottish or International theatre.
Experience of major capital funding.
Senior experience gained within a producing theatre company or venue.
Experience of working directly with a board of voluntary non-executive Directors.
An interest in the social, cultural and financial context within which The Lyceum operates.
Terms of Appointment

This full-time position, based in Edinburgh, will be offered as a permanent contract in the first instance. An appointment package appropriate to the level of this position will be negotiated with the successful candidate. Salary will be in the range of £55,000-£70,000. The start date will be negotiated depending on the successful candidate’s availability.

The post is subject to a six-month probation period. Notice period is four weeks by either party during the probationary period and six months thereafter for both employee and employer. The successful candidate will be engaged as an employee and receive the Company’s standard pension contribution, holiday pay and other benefits.
About The Lyceum

The Royal Lyceum Theatre Edinburgh is home to one of Scotland's largest and most successful producing companies.

Currently our main output is an annual subscription season of high-quality productions running from September to June.

In addition, we stage a family show every Christmas and productions by the Lyceum Youth Theatre.

We run an ambitious and acclaimed Creative Learning department.

We host the Edinburgh International Festival every August.
The Theatre

The Royal Lyceum Theatre opened in September 1883 having been built for theatrical entrepreneurs Howard and Wyndham by C.J. Phipps. It is a magnificent example of late Victorian theatre architecture with its stage set behind a proscenium arch.

Its early days saw performances by the likes of Henry Irving and Ellen Terry, whilst being run by legendary theatre managers John B. Howard and Frederick W. Wyndham. Throughout the twentieth century and into the twenty-first, the building has remained a theatre space and was taken over in 1965 by the Royal Lyceum Theatre Company.

The building underwent major alterations in 1929 and 1977 and the glass foyer was added in 1991. At the same time the administration offices moved out of the theatre and into the former Heriot Watt University student union building opposite the theatre, where our Rehearsal Room and Creative Learning Space are also located.

In 1996 and 2001-3, The Lyceum benefited from Scottish Arts Council, National Lottery and City of Edinburgh Council capital grants to refurbish the front of house areas of the theatre, our workshops at Roseburn and the administration building to: make them fully accessible to people with disabilities; address health and safety issues; provide a dedicated education workshop space for schools and the Lyceum Youth Theatre; refurbish the rehearsal room; and purchase new lighting and sound equipment.

Since 1947 the theatre has regularly been used as one of the principal stages of the Edinburgh International Festival.
The Company

In 1965 the Edinburgh Corporation bought the Royal Lyceum Theatre building to house the newly-formed Royal Lyceum Theatre Company. With the help of grants from the Arts Council and the City Corporation, the Company, under the Artistic Direction of Tom Fleming, opened on 1 October 1965 with a Scots version of the Goldini play *The Servant O' Twa Maisters*.

Since that inaugural year, the Company has had eight Artistic Directors: Tom Fleming (1965-1966); Clive Perry (1966-1976); Stephen MacDonald (1976-1979); Leslie Lawton (1979-1984); Ian Wooldridge (1984-1993); Kenny Ireland (1993-2003); Mark Thomson (2003-2016); David Greig (2016-present)

The Lyceum presents plays from both the British and International repertoire of classics. There is also an extensive commitment to new writing and adaptations by Scottish writers. The Company is committed to encouraging guest directors, designers and lighting designers with a view to generating fresh ideas and providing more scope for development.
Vision
To make world class theatre for, and with, the people of Edinburgh; theatre that changes lives, asks questions, plays with form, entertains, challenges, inspires and opens the doors of possibility for all. We will make theatre work at the highest production standards, with the most talented artists, and then we will take our shows out into the world and present them to audiences throughout the UK, and beyond.

Mission
To bring the engaging storytellers of our time to Edinburgh’s stage and take the storytellers of Scotland to the world stage - playing an active role in shaping and reflecting our nation’s culture here in its capital city.

To provide a space in which ideas are shared and stories told, executed with the highest creative standards, for people of all ages and backgrounds.

We will create theatrical work worthy of the capital city of a European country, nurture individual and indigenous theatre artists in Scotland, invite all the citizens of Edinburgh to be involved in our work, as audiences and as active participants and represent Edinburgh nationally and internationally.
Values

**Inspiring**: encouraging people to strive to make their best work, producing theatre that makes audiences believe in the power of live performance, encouraging discussion and debate, providing joy and entertainment and bringing people together.

**Inclusive**: ensuring a range of voices and perspectives are on our stage, in our audiences and across our company.

**Engaged**: we will make our theatre a place where everyone can feel at home and be part of a welcoming and convivial atmosphere. An organisation responding positively to the needs of others, creating communities of belonging so that people feel The Lyceum belongs to them.

The Arabian Nights – Photo: Tommy Ga-Ken Wan
Current Context

Artistic Programme

We currently produce up to 12 plays each year in a season that runs from September to June. The programme is a combination of co-productions, world premieres of new plays and new productions of classics and contemporary classics.

Our Creative Learning programme develops and delivers a wide variety of projects to enable a range of people to engage with theatre through the work of the Company. This is broadly broken down into three areas: Lyceum Youth Theatre; Programme for Schools and Colleges; Adult Participation Programme.

Organisation

The company employs approximately 50 full-time staff and 25 part-time staff to support the creation and delivery of its artistic programme. The Board of Trustees, led by Chairman Shonaig Macpherson, consists of up to 14 Non-Executive Directors and the Artistic Director and Executive Director ex officio, who are responsible for the governance of the company.

Resources

The Lyceum is resident across three buildings, all owned by City of Edinburgh Council and leased from them. The leases are in place until 2027. The three buildings are: The Royal Lyceum Theatre; 30b Grindlay Street (admin and rehearsal space); Roseburn scenic workshop and wardrobe.
**Finances**

The Lyceum has an annual turnover of approximately £4.4m, as follows:

- Creative Scotland Revenue Funding - £1.2m
- City of Edinburgh Council Grant - £330k
- Box Office Income - c.£1.4m
- Development Income - c.£550k
- Co-productions and Theatre Tax Relief - c.£400k
- Trading operations/other earned income - c.£500k

April 2018 brought to a close three years of significant change for The Lyceum during which the company delivered an ambitious increased programme of work whilst coping with unprecedented public funding cuts of £670,000 over the period 2015-18.

As part of the most recent settlement with Creative Scotland, covering the period 2018-21, The Lyceum received an additional £200,000 per annum against a background of settlements across the arts sector of standstill funding or cuts. This is testament to the ambition and resilience of the company that in the period 2015-2018:

- Increase in earned income of c.£1.1m
- Increased in fundraising income of c.£500k
- Increase in audiences of 13%
- 26 Productions created, including 9 world premieres
- 46 nominations and 16 awards in the Critics Awards for Theatre in Scotland – more than any other Scottish theatre during this period.

The latest Annual Report and Accounts are available with this recruitment pack.
Audiences

From productions on stage to participatory activities and special events, The Lyceum plays a significant role in the cultural and creative life of people in Edinburgh and beyond. Each year there are over 100,000 attendances at events at The Lyceum – approximately 90,000 of these are engaging with The Lyceum’s own work.

Each year approximately 2,500 people make a commitment to seeing all our productions by purchasing a Season Ticket. These Season Ticket Holders are a highly committed audience and many of them have been attending The Lyceum for 30 years or more.

Edinburgh

The city is well-known for its festivals, a significant proportion of which take place from June to September. Year-round provision of arts and culture in Edinburgh continues a vibrant programme of visual and performing arts across a range of galleries, museums, theatre and other performance spaces.

Outside of the main festivals, there is still a wide range of cultural attractions for the local population of c.500,000 people. This makes for a competitive environment, particularly for performing arts. Each night there are approximately 7,300 tickets on sale at five theatres across the city: Royal Lyceum Theatre (658 seats), Traverse Theatre (400 seats), Kings Theatre (1,350 seats), Festival Theatre (1,915 seats) and Playhouse (3,059 seats).

As the major producer in the city, The Lyceum is well placed within the market as it has direct control over all the work it programmes and is not reliant on touring productions of varying quality.
Board

- Executive Director and Joint CEO
- Artistic Director and Joint CEO

- General Manager
  - Buildings, Maintenance, Stage Door
- Producer
  - Production assistant
- Head of Production
  - Scenic Workshops, Wardrobe, Stage Technicians, Stage Management, Lighting and Sound
- Accountant
  - Finance assistant
- Director of Communications
  - Marketing, Press, Box Office, Front of House
- Head of Creative Learning
- Development Director
  - Development department
- Associate Artists

Royal Lyceum Theatre Company
Simplified Organisation Chart