



## Vital Xposure

### Cutting Edge Theatre - Vital Stories



The Disappearance of Dorothy Lawrence. Photo credit: Zbigniew T. Kotkiewicz

## Artistic Director - Information Pack

### CONTENTS

- Introduction..... 2**
- Job Description - Artistic Director ..... 3**
- Person Specification..... 6**
- Company Information..... 7**
- How to Apply..... 9**

Vital Xposure, Empire 2, 291 Mare Street, London, E2 1EJ  
 T: 0208 123 9945 | M: 07432421825  
 W: [www.vitalxposure.co.uk](http://www.vitalxposure.co.uk) | E: [intouch@vitalxposure.uk](mailto:intouch@vitalxposure.uk)  
 Company limited by guarantee registered in  
 England and Wales No: 07488858. Registered Charity No 1161464



Supported using public funding by  
**ARTS COUNCIL  
 ENGLAND**



## INTRODUCTION

Dear Applicant

### **Artistic Director - Permanent, part time (0.6 FTE)**

Thank you for your interest in the role of Artistic Director for Vital Xposure.

Based in London, Vital Xposure is a disabled-led national touring theatre company which, for the last 10 years, has been led by Julie McNamara, its founding Artistic Director. During her time at Vital Xposure, the company has produced work that promotes hidden voices with extraordinary stories to tell, developed new writing and toured unique, creative work to theatres and communities.

An Arts Council NPO, Vital Xposure is committed to inclusion in all its forms and presents high quality work and inclusive experiences where access is integral to the aesthetic of productions. Vital Xposure receives funding to deliver a tour-ready production across a minimum of three regions every 18 months, whilst seeding new work and developing stories for the company's portfolio.

We promote the full participation into the arts of deaf and disabled artists, and people excluded from mainstream society because of race, gender, sexual orientation or social status.

This vacancy offers the opportunity for an experienced creative practitioner to artistically lead the future direction of the organisation.

We are fully committed to inclusion and seek candidates from a diverse range of backgrounds. If you are interested in working with us and playing a role in defining Vital Xposure's future direction, we encourage you to apply.

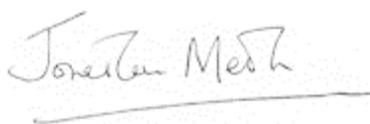
All the information you need about the role and the application procedure is provided in the accompanying documents. If you have any questions regarding the role or Vital Xposure, please feel free to email: [isobelhawson@me.com](mailto:isobelhawson@me.com). If you require information in an alternative format, please email: [intouch@vitalxposure.co.uk](mailto:intouch@vitalxposure.co.uk)

The deadline for applications is: **12.00 midday on Thursday 29 October, 2020.**

Interviews will be via Zoom: **Friday 6 / Monday 9 November, 2020.**

We look forward to hearing from you and receiving your application.

Best wishes,



Jonathan Meth  
Chair - Vital Xposure

## **JOB DESCRIPTION - ARTISTIC DIRECTOR**

**Hours of work:** Permanent, part time: 0.6 FTE. Actual days/hours to be agreed.

**Salary band:** £38,520 - £43,520pa (based on full time)  
Pro-rata: £23,112 - £26,112 (based on 0.6)

**Location:** This post will commence on the basis of working remotely, in line with current government advice, and we can discuss suitable arrangements upon offer of employment

### **Purpose of the role:**

The Artistic Director will provide the innovative artistic leadership to spearhead Vital Xposure forward into its next stage of development.

The Artistic Director and Executive Director are Board appointments, jointly responsible for the strategic leadership of the organisation and share the role of joint Chief Executive.

All staff contribute to Vital Xposure's overarching ambitions:

- To identify and promote hidden voices with extraordinary stories to tell from the periphery of our communities
- To create highly visual new work that blends strong imagery with provocative literary narrative
- To challenge common assumptions and inequality
- To push boundaries, opening new ways of engagement with the arts
- To work in partnership with organisations and artists nationally and internationally
- To ensure access for all is at the heart of everything we do

**We value:** Social justice; Excellence; Integrity; Inclusive practices; Creative collaborations

## **Main Duties**

The Artistic Director will;

- lead the artistic planning and development of the company, reporting to the Board of Directors.
- work alongside the Executive Director and with the General Manager.
- be responsible for Vital Xposure's actors, freelancers and creative teams.
- set the artistic vision for the organisation and provide the artistic leadership, overseeing all aspects of the artistic programme and its delivery.
- ensure Vital Xposure continues to lead the arts and disability agenda, reflecting and representing the diversity of contemporary society.
- together with the Executive Director, maintain and manage Vital Xposure and its enterprises, holding joint responsibility for the welfare of the Company, its employees and volunteers.

## **Artistic and Creative Leadership**

- Provide artistic leadership and direction for Vital Xposure, being responsible for the over-arching artistic programming and creative development of the Company.
- Develop programmes that maintain and grow the Company's reputation for developing, commissioning and producing accessible theatre which engages the widest range of talent and champions disability, diversity and diverse representation within the arts.
- Actively seek and identify new partnerships and co-producers
- Together with the Executive Director, act as creative producer to engage diverse creatives, deliver accessible work and attract wide ranging audiences and participants
- Communicate the Company's vision to stakeholder groups through relevant networks, through both digital and physical means
- Lead on new writing developments, seeking out and nurturing diverse talent and, where appropriate, developing and commissioning new writers
- Lead on and oversee artists' development, exploring innovative ways to build opportunities for their future development and pathways into employment
- Explore innovative ways for Vital Xposure, its artists and staff to be nurtured and grow creatively.

## **Organisational development, Strategy and Management**

- Together with the Executive Director, develop the strategic plan that will take the Company forward and underpin Vital Xposure's next Arts Council NPO application. This strategy will require a dynamic artistic policy and programme, the development of new and existing audiences and a sustainable financial and environmental plan that will fulfil the ambitions of the Company.
- Maintain existing partnerships, whilst actively seeking new, innovative partners and co-producers for the development and delivery of the Company's work and touring programme.
- Attend Board meetings (and sub-committee meetings, as required), keeping Board members fully informed of plans and reporting outcomes, compiling and presenting artistic and project reports as required.
- Enthuse, inspire and energise artists and core staff and, with the Executive Director, be responsible for the welfare, employment and management of Company members, extending their ambitions and horizons.
- Contribute to the development of all funding applications, sharing responsibility for writing applications as required.
- Agree and deliver clear communication systems for reporting across the core team, Board and creative teams, empowering individuals' involvement and decision making, actively seeking new voices to engage in and add value to the Company's story.
- Expand and develop Vital Xposure's audiences through innovative ways of engagement and participation.
- With the Vital Xposure Team, contribute to the development of the Company's promotional material, maintaining the Company's brand and raising its profile
- Contribute to the development and review of Vital Xposure's policies in collaboration with team members, reporting to the Board.

## **Finance**

- Work with the Executive Director to ensure efficient, effective, solvent and sustainable financial management of the Company.
- Identify opportunities for income generation.
- Maintain good relationships with ongoing and new funders, feeding into written reports and meetings as required.

## **Digital, Website, Engagement and Communication**

- Explore and develop digital strands of work, building engagement and participation, exploring the potential of commercial viability.
- Maintain an up-to-date understanding of the wider cultural and creative sectors, be an ambassador for Vital Xposure, engaging in programmes and debate, representing the vision of and raising the profile of Vital Xposure.
- Be a thought leader and advocate for disability-led work and Vital Xposure.
- Actively contribute to communication and branding with stakeholders, partners, participants and audiences, including attending public facing opportunities, writing copy and blogs, developing marketing materials, innovative website and social media content.

## **PERSON SPECIFICATION**

### **ESSENTIAL:**

- A passion for and proven experience of producing theatre within the d/Deaf and disability arts sectors
- A vision and desire to lead Vital Xposure into the next phase of the Company's development
- An understanding of and commitment to creating risk-taking and innovative theatre of the highest quality which reflects our contemporary society in all of its diversity
- An effective manager and team worker with experience of recruiting, motivating and developing employees
- Experience of supporting creative teams and being sensitive to creative processes
- Enthusiasm to realise and nurture the talent and potential in artists and theatre makers, with particular focus on the development of new writers
- Ability to lead, inspire and motivate
- Experience of managing and working with budgets
- A commitment to the principles of equal opportunity, diversity and broadening access to the arts
- Self-motivation, with the ability to work collaboratively
- Knowledge of administrative systems and IT
- Wide ranging contacts within the creative industries, particularly the theatre and disability arts sectors
- Excellent communication skills

## **DESIRABLE:**

- An interest in digital opportunities in the arts
- Knowledge of marketing and audience development
- Knowledge of arts funding and experience of fundraising
- Senior management experience in the arts sector

## **PERSONAL QUALITIES:**

- Excellent communication, interpersonal, negotiation and presentation skills
- Openness to working with and engaging with a broad range of communities
- High motivation and a good team player with a flexible approach
- Good organisational and time management skills, working to deadlines.
- Values driven with integrity and a commitment to equality and inclusion

## **COMPANY INFORMATION**

### **COMPANY INFORMATION**

Based in London, Vital Xposure is a disabled-led national touring theatre company which, for the last 10 years, has been led by Julie McNamara, its founding member. Vital Xposure promotes hidden voices with extraordinary stories to tell, develops new writing and tours unique, creative work to theatres and communities.

As an Arts Council NPO, Vital Xposure receives funding to deliver one tour-ready production across a minimum of three regions every 18 months, whilst seeding new work and developing stories for the Company's portfolio.

The Company's presents high quality work and inclusive experiences where access issues do not intrude on the aesthetic of productions.

Vital Xposure promotes the full participation into the arts of d/Deaf and Disabled artists and people excluded by mainstream society because of their race, gender, sexual orientation or social status.

Over the last few years Vital Xposure has developed and toured a range of work nationally and internationally, including:

**Let Me Stay:** a tender and unique exploration of the impact of Alzheimer's on family relations. Two UK national tours to theatres, community venues and care homes; New Zealand, Brazil.

**Pullen's Party:** the story of James Henry Pullen, long term resident of Earlswood Asylum - a gifted, self taught carpenter and model maker. Outdoors/Liberty Festival.

**Medicine's Monstrous Daughters:** two powerful plays, inspired by real life events about the treatment of women inside the mental health system; women perceived as damaged or different. National Tour, Spring 2020 suspended due to Covid-19.

At the heart of our work is new writing and new ways of working, with time and space provided for research, development and exploration.

The debut play of Omikemi's **Medicine**, explored contemporary experiences of the mental health system by women of African heritage. Together with McNamara's **Monstrous Daughter**, originally commissioned by the Research Centre for Museums and Galleries for Exceptional and Extraordinary, these two plays were woven together to become **Medicine's Monstrous Daughters**.

Poet, playwright and performer, Tanaka Mhishi explored the impact of sexual assault on young men with **This is How It Happens**.

Working with a group of international artists, **The Trouble with Access** explored the layering of access in theatre-making.

Taking our theatre work, Vital Xposure has developed digital material for wider distribution. **Blue Pen / (The Disappearance of Dorothy Lawrence)** looks at the lives of women journalists whose voices have been silenced. **Voices from the Knitting Circle / (The Knitting Circle)** is a chilling glimpse into the secret world and stolen years inside the asylums, which will be available online in October/November 2020.

Vital Xposure's co-production with Dervish Productions, **White Pariahs: Quiet Rebels**, explores stories of white working class women who crossed the colour line to marry the men of the Windrush generation. Our partnership with Birmingham based artist, Mohammed Ali of Soul City Arts, developed our digital practice and through the Covid lockdown, an online R&D and sharing took place. Our aim is to tour a live theatre production with digital imagery in Spring 2022.

For full information on Vital Xposure's activity please visit our website:

[www.vitalxposure.co.uk/about-us](http://www.vitalxposure.co.uk/about-us)

Vital Xposure's hard working team of Executive Director and General Manager is supported by a freelance consultant Producer and a Board of six members.

Our registered office is based on the ground floor of Empire 2, behind Hackney Empire in East London. The nearest station is Hackney Central (Overground). The building has level access from entrance through to the office:

<https://hackneyempire.co.uk/your-visit/getting-here/>

Vital Xposure is an Arts Council National Portfolio Organisation and currently receives funding from City Bridge Trust, is a registered charity (No 1161464), a company limited by guarantee registered in England and Wales (No: 07488858) and a member of the Independent Theatre Council and the National Council for Voluntary Organisations.

## HOW TO APPLY

To apply for the position of Artistic Director at Vital Xposure, please send:

- an up to date CV
- a covering letter (no more than three sides of A4), explaining your reasons for applying for the position, showing how your skills and experience will benefit Vital Xposure, referencing the key areas of the Job Description
- a completed Equality and Diversity Monitoring form. This will be separated out from your application and will not be viewed by the recruitment panel.
- the names and contact details of TWO referees (one of whom should be your most recent employer). We will only contact referees upon offer of employment.

Please email your application, together with the above information to: [isobelhawson@me.com](mailto:isobelhawson@me.com)

**Please title your email: Vital Xposure - Artistic Director Vacancy.**

**Deadline for applications: Thursday 29 October, 2020 at midday**

**Interviews via Zoom: Friday 6 / Monday 9 November, 2020**

Due to the current circumstances, the Vital Xposure Team is working remotely. If you need to send us your application in the post, please contact us **beforehand**.

### Further information

If you would like to have an informal discussion about the role or the Company, please email [isobelhawson@me.com](mailto:isobelhawson@me.com), with your full contact details

### Access

We are committed to ensuring our recruitment process is transparent and accessible. If you have questions or you require the application pack in an alternative format, please let us know (contact details below). Please note that some formats will only be available upon request to ensure these are suitably tailored to support the applicant's access requirements. [intouch@vitalxposure.co.uk](mailto:intouch@vitalxposure.co.uk) / 020 8123 9945 / 07432 421825 (voice/texts/WhatsApp)

We welcome applications in different formats that are accessible for you e.g. audio or video (in British Sign Language, Spoken English or other). We would expect an audio or video submission to be up to 5 minutes long. Please ensure your submission includes all required information (see above).