

**BRITISH
YOUTH
MUSIC
THEATRE**

RECRUITMENT BROCHURE

CHIEF EXECUTIVE & CREATIVE PRODUCER



British Youth Music Theatre is looking for an exceptional Chief Executive & Creative Producer

British Youth Music Theatre's (BYMT) founder and Executive Producer, Jon Bromwich, is stepping down in May 2022 after 18 years of successfully leading the organisation. We are looking for an exceptional leader to build on our achievements, create exciting and innovative programmes of activity, deliver the organisation's strategic aims, and ensure long term sustainability.

BYMT acts as a stepping stone for talented young people aged 11-21 into conservatoire training and employment in the theatre and music industries. It is also a national performing arts company specialising in creating brand new music theatre with a back catalogue of over 100 new productions and an Olivier nomination for Best New Musical.



BYMT is an Arts Council England (ACE) National Portfolio Organisation and one of the Department for Education (DfE)'s eight National Youth Music Organisations. It is based at Mountview in Peckham, south-east London.

We are looking for a Chief Executive & Creative Producer who will bring entrepreneurial expertise,

a new vision and artistic flair to this exciting and rewarding role.

The Board has identified a number of areas it wants to strengthen, such as wider reach into London venues and international and national festivals, schools recruitment, core fundraising, marketing and communications. The successful candidate will be encouraged and supported to structure the organisation to meet these goals and to respond creatively and strategically to the challenges of theatrical production in the wake of the pandemic and societal changes.

It is worth noting that the majority of the organisation's activities take place during the main school and college holiday periods, especially across the summer holidays from mid-July to the end of August. During this period permanent staff are working long hours and annual leave is not normally allowed.

In this pack you will find:

- Overview of BYMT
- What we do
- Our current artistic programme
- Our mission, vision, values and strategic goals
- Our home at Mountview

- Our organisation
- Links to more information including our Accounts and Trustees
- Role description and Person Specification
- Application process

Please let us know if you would like this information in another format by contacting Eugénie Bacher on eugeniebacher@bymt.org

If you can meet our business development and artistic challenges, we are keen to hear from you.

If you would like a confidential and informal discussion about the position before expressing interest, you are encouraged to contact Jodi Myers, who is acting as BYMT's recruitment consultant. She is contactable on projects@jodimyrs.co.uk and she will be pleased to set up a time to talk with you.

The deadline for expressions of interest is **10am on Monday 6 December.**

Simon Millson
Chair, BYMT



Introduction to BYMT

BYMT is a youth theatre where young people are at the heart of the creative process to produce vibrant, innovative and original works in some of the UK's top venues. We work with young people aged 11-21 drawn from auditions and outreach programmes across the UK, Ireland and from overseas. Our courses offer significant personal and educational benefits including developing self-esteem, improving communication and team-work skills, and working in a professional environment.

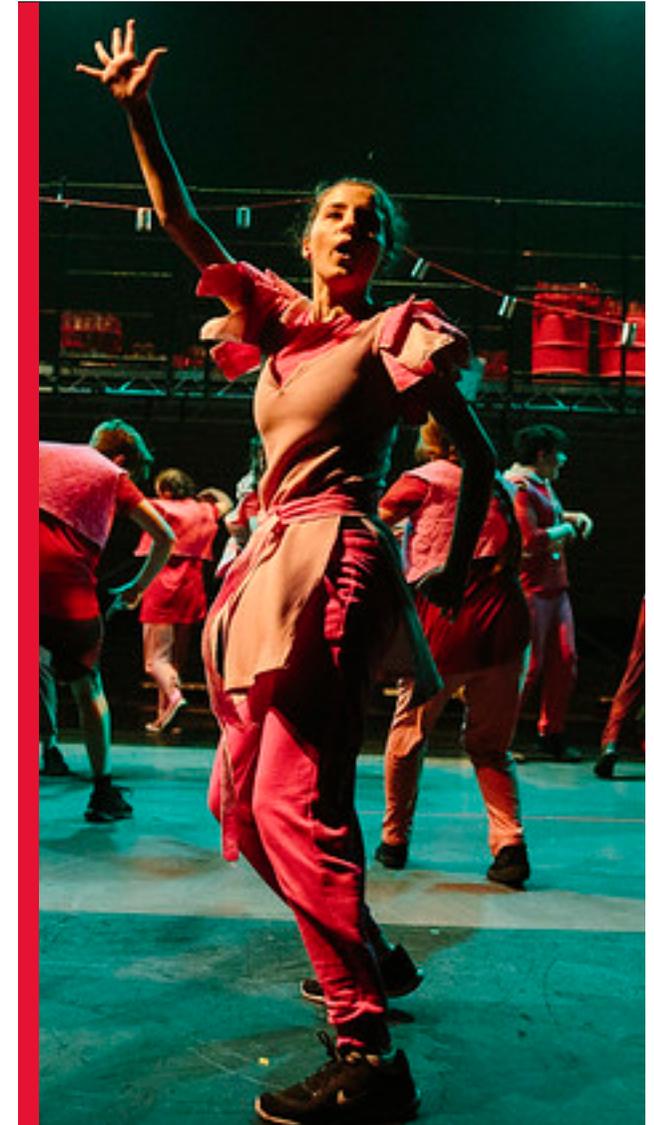
The majority of the work is residential, developed in intensive 10-hour rehearsal days in universities or boarding schools, mostly over the summer.

BYMT bridges the gap between local and regional drama groups and formal training at drama school or conservatoire. Since 2003 we have worked with over 11,000 young people, many of whom have successfully entered the creative industries including Ed Sheeran, Sam Smith, Lauren Samuels, Charlotte Ritchie, Jack Bence, and Lucy Griffiths.

We've also created over 100 brand new musicals, including *Loserville the Musical*, which went on to be produced professionally at the West Yorkshire Playhouse and in the West End. It was nominated for Best New Musical at the Olivier, Whatsonstage and BroadwayWorldUK awards.

A key factor within the artistic programme is a high degree of creative diversity. We strive to incorporate, for instance, physical theatre, devising, improvisation and a range of additional skills within productions, from puppetry to boxing. We range musically across a spectrum of styles including electronica, opera, traditional Scottish and Irish, and jazz.

All our courses are assessed by Trinity College London, so participants receive a certificate in Music Theatre in Production at Grade 8 (Summer Productions) or Grade 6 (Summer Camps), benchmarking our work against the Qualifications and Credit Framework.



The Current BYMT Programme

BYMT focuses almost exclusively on developing and creating new work across a variety of musical genres and styles. As well as pop, rock and 'musical theatre' musicals we have worked in contemporary classical, semi-operatic work and oratorio, contemporary dance, traditional Scottish and Irish music, devised site-specific works in disused factories and on the Pennine hillsides, and improvised work with older girls and young women. We also created an original musical film, *Vanishing Point*, based on a rap poem.

The company has two specific programmes for commissioning new work – the New Music Theatre award and Triptych, a trilogy of new musicals for female composers.

We run a Creative Trainee programme that gives intensive work experience projects to graduating composers and designers. We are in the process of licensing much of our creative product for use by other groups, both amateur and professional.

Outside of a pandemic, BYMT delivers the following programme of activities - please click on each heading for more information from our website:

SUMMER PRODUCTIONS

These are two or three-week residential courses that take place across the UK during the summer holidays with young people drawn from our national auditions tour, culminating in performances in professional theatres.

SUMMER COURSES

Week-long open access courses to develop aspects of musical theatre such as acting, singing, dancing, writing, composing and drama school audition preparation.

BACKSTAGE COURSES

Training opportunities for young people interested in working backstage on one of our productions.

CREATIVE TRAINEE SCHEME

Opportunities for emerging musical directors, designers and stage managers on professionally-staged productions.

WORKSHOPS

One day workshops in musical theatre skills or pit-band playing.

DISCOVER MUSICAL THEATRE

Our in-school auditions and careers day, immerses students into the world of theatre and gives them a valuable insight into the variety of career paths in the creative industry.



Our Mission

In line with our remit from Arts Council England and the the Department for Education's National Youth Music Organisation (NYMO) scheme, BYMT's mission is to create unique opportunities for talented young people from all backgrounds to access advanced training leading to conservatoire or directly into the music and theatre industries.

Alongside this BYMT is a new writing company and seeks to advance the creation of new music theatre in a wide range of genres.

Our Vision

Our vision is for the company to be an internationally recognised name in youth arts with a bold approach to artistic programming and a reputation for discovering talent within all communities of the UK. We look to our new Chief Executive and Creative Producer to enhance and deliver this vision.



Our Strategic Goals

Over the next ten years we hope to build on all we've achieved so far, but also to address some of the challenges that face all arts organisations

in the UK, particularly in the shadow of a crisis and pandemic.

- We seek to extend the range and depth of our recruitment, building stronger relationships with schools and encouraging greater diversity.
- We seek to build partnerships with more London venues (to showcase our work), with festivals both domestic and international, and with schools and academy groups.
- We need to advocate to Government and public bodies more effectively the benefits (and costs) of supporting music theatre as a unique combined art form, that offers young people not only a career in the expanding UK theatre, film and entertainment industry, but also life skills which are beneficial in every industry and sector.
- We need to diversify and expand our fundraising, particularly sustaining and increasing bursary funds, encouraging industry 'give back' through our Heart of the Industry programme, engaging with high net worth donors and building funded partnerships to support education work.
- We aim to grow our ancillary products – licensing, publishing, merchandise, and innovate the way we deliver our programmes.



Our New Home

In 2019 we moved to a new home within the splendid new Mountview building in Peckham, south east London. Being situated in a leading higher education academy training the next generation of theatre talent is a natural place for BYMT.

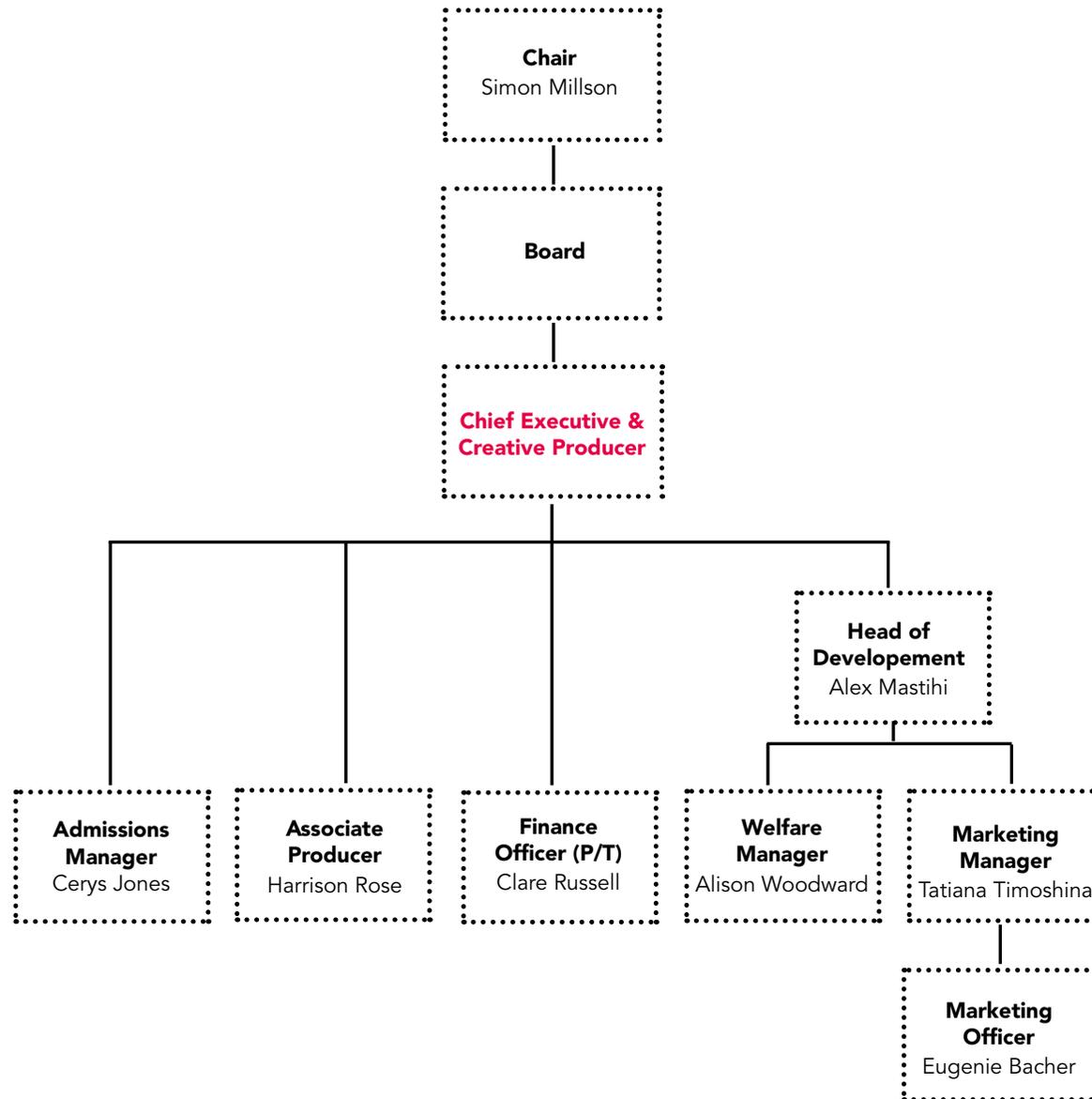
Some of our young people go on to study at Mountview, as well as the other principal UK conservatoires and academies. We have many of our creative staff in common and Mountview's current Principal, Stephen Jameson, was one of our first directors when we started as Youth Music Theatre UK in 2003.

The building is both elegant and functional. Some 24 dance, drama and music studios surround two new theatres. Theatre production companies also use the West End size facilities within the building, the starting place for many major London plays and musicals. The BYMT offices are on the first floor. We have office space for up to 16 permanent and temporary staff. The office also houses our collection of musical instruments, available for low cost hire throughout the year. The surrounding areas provide space for meetings and relaxation.

Mountview is fully accessible.



Our Organisation





Links to more information including Accounts and Trustees

More information about BYMT can be found at <https://britishyouthmusictheatre.org>

More information about our Trustees can be found at <https://britishyouthmusictheatre.org/our-people/governance>

More information about our Company including filed accounts can be found here: <https://beta.companieshouse.gov.uk/company/04985332/filing-history>

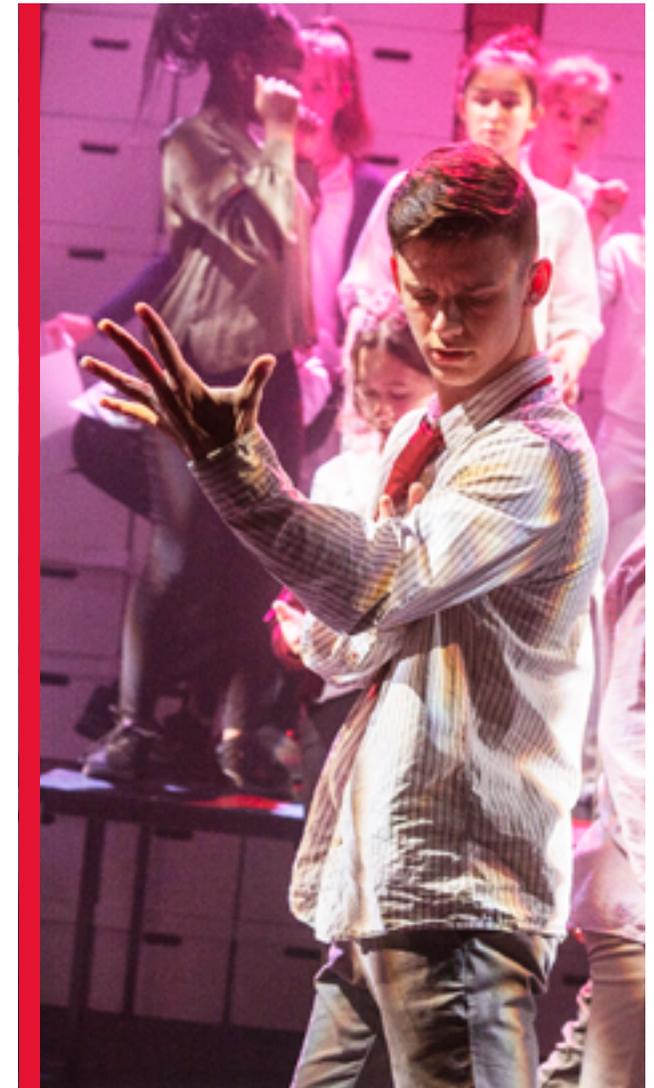
Our most recent management accounts will be made available to shortlisted candidates.

Summary of the Role

The key features of the role are:

1. Establishing an enhanced vision to deliver the organisation's principal mission.
2. Outlining an organisational strategy to deliver our longer-term goals.
3. Championing diversity and inclusion
4. Preparing an artistic programme for the company and implementing it through:
 - An annual season of productions, summer camps and Access to the Arts outreach
 - Engaging the very best industry professionals to deliver the season
 - Overseeing recruitment and engagement of young people
5. Acting as the principal advocate of the company's work to funders, partners and the theatre and music industries.
6. Working effectively with the rest of the team, the Chief Executive & Creative Producer will have ultimate responsibility for the ongoing stability and effective operation of the organisation, including finance, HR and safeguarding.
7. Building a positive and effective working relationship with the Chair and Board of Trustees.

We recognise the scale of this role and although the Chief Executive will take ultimately responsibility for BYMT's artistic output, the Board is open to exploring with our appointed candidate how BYMT's artistic strategy and programme is most effectively resourced, developed and delivered in the future.



Role Description



Strategic leadership

- Working with the Board, Head of Development and Finance Manager to set and deliver the overall strategy for BYMT including a business plan, financial plan and annual budget
- Building and structuring a first-class executive team comprising permanent staff and key freelancers and consultants, through staff development and recruitment to deliver the strategy
- With the Head of Development, developing and delivering BYMT's fundraising strategy, including building and managing relationships with key donors

Delivery of Principal Artistic and Educational Programme

- Creating a programme in line with the priorities of ACE's Let's Create strategy and the DfE's Music and Dance Scheme
- Programming the main artistic season of 8-12 productions (the core programme funded by Arts Council England) to include:
 - Identifying and commissioning writers and composers
 - Engaging the principal creatives for each production and negotiating their contracts
 - Identifying theatre venues for each production in the context of a UK wide offer
 - Attending all company productions
 - Ensuring exacting artistic and educational standards throughout all areas of the company's core programme
 - Ensuring the highest standards of safeguarding are adhered to throughout all programmes and productions
- Overseeing the audition programme including:
 - Recruiting creative staff
 - Providing overall assessment criteria
 - Attending auditions, assessing young people and overseeing allocations onto individual projects (casting)
- Recruiting all creative staff for Summer Camps and Boot Camp
- Developing and building on BYMT's core pool of 300 creative practitioners
- Providing strategic direction and expertise for all educational progression routes into the company (Outreach and Discover Musical Theatre) and from the company into conservatoire level training (Masterclasses and additional opportunities)
- Broadening and diversifying our participant and audience base through building relationships with schools and other key stakeholders
- Developing strong relationships with partnering organisations – theatres, producers, other creative companies
- Developing the organisation's key targets for improving diversity and international development
- Establishing new creative partnerships and exploiting new opportunities
- Providing direction to the in-house marketing team on both brand and production communications
- Overseeing and approving production budgeting and ensuring all artistic activities are delivered to agreed budgets and to high artistic standards

Stakeholder Management and External Advocacy

Working with the Head of Development to:

- Build the broader profile of BYMT, promoting BYMT's creative and educational strengths to key stakeholders and influencers
- Build and manage relationships with key funders and supporters including ACE, NASUWT, Mountview, and trusts and foundations
- Build and manage relationships with peer organisations particularly other National Youth Music Organisations (NYMOs) and National Youth Arts Companies (NYACs)
- Connect with the broader UK arts establishment and act as an ambassador for BYMT through trade bodies UK Theatre, Music Mark and Musical Theatre Network

Efficiency and Effectiveness

- Working closely with the Chair of the Board of Trustees to give direction to Board policy-making and to ensure that meetings are well planned and managed
- Ensuring that Trustees are fully informed and that decisions are taken in the best, long-term interests of BYMT
- Ensuring that decisions taken at Board meetings are implemented

Working with the management team

Line manage the management team ensuring they are inspired to achieve agreed strategic objectives, including:

- Management accounting and cost management process, cashflow forecasting and reporting, budgeting and liaison with BYMT's Finance Committee (Finance)
- Preparation of key reporting documents including annual accounts and ACE reporting (Finance and Development)
- Updating the risk management register to ensure risks and appropriate mitigations are considered and implemented
- Preparation and implementation of a comprehensive sustainability plan
- Working with the Board to ensure best practice in governance and compliance with current legislation including sustainability, environmental health and safety, and alignment with ACE's Let's Create strategy

The Chief Executive & Creative Producer will be expected to perform all such duties as are reasonably commensurate with the role.



Person Specification

The Board of Trustees is seeking an inspirational leader with extensive experience of working in the cultural sector. We are open to applications from suitably experienced people from a range of backgrounds across the performing arts, including music, broadcasting and film, such as a director of a company or venue, a producer, an artist with ambitions to run a company or an arts education practitioner.

The successful candidate will be ambitious and want to build on the success of the current operation and ensure it emerges from the pandemic with renewed commitment to leading BYMT to even greater success. They will be comfortable with multiple priorities and have a positive attitude to risk. While we are looking for someone who can demonstrate they have the majority of these skills and experience, we recognise that the successful candidate may need support in some areas.

Experience, Knowledge and Skills

Evidence of delivery of a compelling artistic and creative vision

Knowledge of the world in which BYMT operates, in particular music theatre (in the widest sense) and the education and development of young people

Knowledge of producing theatrical or musical works and understanding the complex network of skills required

Experience of operating at a senior strategic leadership level within an arts organisation, company or public body

Proven interpersonal skills, with the ability to lead, inspire and motivate a team

Track record of achievement and success

Proven financial management expertise

Experience of external representation, delivering presentations and managing diverse stakeholders

Experience of working with a Board of Trustees

Broad understanding of charity finance and governance issues

Personal Qualities

Enthusiasm for BYMT and the performing arts and commitment to BYMT's core values and strategic objectives

Ability to foster and promote a collaborative team environment

Strong inter-personal and relationship building abilities

Comfortable in an ambassadorial and communications role

Strong networking capabilities that can be utilised for the benefit of BYMT

High level of self-motivation

Ability to lead and manage multiple projects with enthusiasm

Creative approach to prioritisation and problem-solving

Understanding of and commitment to equality, diversity and inclusion

Commitment to environmental sustainability

Availability

The Chief Executive & Creative Producer must also meet the following requirements:

The company's output is largely geared to school and college holidays and it is essential that the successful candidate is available throughout those periods. BYMT staff are not allowed to take annual leave between early July and the end of August. Activities also take place at Easter and occasionally at half term. Auditions are largely at weekends in January, February and March. The CEO is expected to attend all productions and as many other activities as practical in order to maintain quality control.

Many of these activities are outside London with considerable commitments every year in Belfast, Plymouth, Ipswich, Halifax and occasionally at the Edinburgh Festival.

Terms and Conditions

This is a summary of the principal terms and conditions:

- Salary – in the region of £55,000, dependent on experience
- The appointed person will be engaged as an employee
- Pension: BYMT operates a contributory pension scheme through NEST
- The post is subject to a six-month probation period. Notice period is one month by either party during the probationary period and six months thereafter for both parties
- Working hours – The post-holder will be expected to fulfil the hours required to do the job, including some evening and weekend work, but is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations
- Holiday allowance is 25 days per annum (exclusive of public holidays)
- Holidays may not be taken from mid-July to the end of August.

The board is willing to consider joint applications to job share.

The postholder will be based at BYMT's offices but some working from home may be possible, and as mentioned above, extensive travel in the UK will be required.

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to BYMT
- Evidence of the right to work in the UK as defined by the Home Office
- A valid DBS check



Application Process

To arrange a confidential, informal discussion about the position before applying, please contact Jodi Myers, who is acting as BYMT's recruitment consultant, on projects@jodimyers.co.uk.

Applications should be made by submitting:

A letter of no more than three sides of A4 stating what attracts you to this position and how you meet the requirements of the role, demonstrating how your experience relates to the various skills and personal qualities make you suitable for the role

Please also supply a CV and a separate page headed with your name giving:

- Names and contact details for two employment/professional referees, however, BYMT will not take up references unless candidates are invited to a second interview
- Details of notice period in current employment if applicable
- A statement that you have the right to work in the UK or that you require a work permit to do so
- Details of any criminal offence you have been convicted of where you have not yet completed the rehabilitation period for the offence.

In addition, to help us monitor our equal opportunities plan, 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 short-listing process.

The monitoring form will be separated from expressions of interest before being considered by the Nominations Committee.

BYMT is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are particularly keen to hear from people from minority ethnic backgrounds and from candidates who self-identify as disabled as they are under-represented in our workforce.

Applications should be addressed to Simon Millson, Chair, BYMT and sent to projects@jodimyers.co.uk with "BYMT" in the subject line by 10am on Monday 6 December.

Candidates invited for interview will be notified by evening of Friday 10 December. First round interviews will be held at Mountview on **Thursday 16 or Friday 17 December**. BYMT would prefer the interviews were conducted face to face but an online interview may be considered in exceptional circumstances.

Second round interviews will take place during **w/c 10 January 2022**. Second round candidates will also be invited to meet the current Executive Producer and selected Trustees prior to interview.

If you require this pack in a different format, please contact Eugénie Bacher on eugeniebacher@bymt.org



British Youth Music Theatre

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