



JOB DESCRIPTION		
Job title	Interim Director	
Reports to	Direct to Chair, JOHL.	
Key Stakeholders	Government of Jersey department of Economy, Arts Consultative Panel.	
Reporting to this position	General Manager, Technical team and other colleagues as required.	
Location of work	Jersey Opera house / or mobile office during Refurbishment	
Date effective from: February 2023	Version: 1	Role Branding:

Role Purpose	To lead and direct the Jersey Opera House in the development and delivery of an off-site interim programme and to be the main point of liaison during the renovation period and the development of a new operating model.
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PRINCIPAL RESPONSIBILITIES

Leadership

- a) Lead the Jersey Opera House team to develop and execute a programme of off-site performance and events to keep the brand of the Opera House alive during the period of renovation.
- b) Work as a mentor, across a number of stakeholder groups working collaborative towards the successful relaunch of the Jersey Opera House ('OH') following the renovation works.
- c) Working in accord with the "accountability framework" and "project charter" successfully lead the OH through the period of renovation towards a successful reopening, supporting the process of laying down the foundations of a new operating model and strategic direction for the future.
- d) Be accountable in developing, implementing, monitoring, and reviewing the execution of the JOHL's strategic plans, ensuring the board is appraised on a regular basis of progress.
- e) Lead on short- and long-term planning and budget development to support strategic business goals, developing tactical plans where appropriate to deliver agreed strategy, while fostering colleague alignment with business goals.
- f) Always abide by OH's strong ethics and values and ensure that the behaviour of others is consistent with those standards too and ensure those values are applied consistently across the OH enabling colleagues to perform at their best.
- g) Lead, direct and develop direct reports to enable them to operate as effectively to drive a culture which inspires continuous improvement and consistent service delivery through engaged, empowered, great people, always leading by example.
- h) Work with the government of Jersey to help execute on other aspects of the Arts Strategy for Jersey (2022-2027) where time and capacity allows.

People Management

- a) Lead, direct, consult with, develop and motivate each direct colleague in order that they may optimise their contribution to the business and understand their accountabilities for the areas under their direct control; determine and agree performance benchmarks and objectives, review performance against these to reinforce achievements, address shortfalls and identify development needs, on a regular basis.
- b) Ensure that all performance frameworks are used to support a culture of empowerment, delivery, accountability, and growth of OH people.

Operational Management

- a) To prepare and monitor budgets for all areas of responsibility, liaising with relevant managers as appropriate and exercise tight control over operational costs and expenses in line with budget.
- b) Lead the OH management team to identify, evaluate, mitigate, and monitor the OH's operational risk
- c) Develop the management team's ability to meet the future OH needs.
- d) Provide adequate capacity to ensure scalability, flexibility, and resilience of the technology solutions.
- e) Provide adequate risk mitigation to afford the JOH comfort in all areas of Business Continuity, and Risk Management
- f) To be the point of contact internally for Developments undertaken by the OH
- g) Contributing to the Executive and Board monitoring pack.

Other duties

- a) To carry out any other duties and responsibilities commensurate with the post as required.

MEASURES OF PERFORMANCE

1. **Off-site Programme**, the Opera House brand should be kept alive through the development of an exciting and engaging series of off-site events. These events will be aligned to the strategy objectives and key performance indicators of the government of Jersey Arts Strategy delivery plan.
2. **Research**, what are the possible operating models? Describe with detailed illustrations from best practice in UK and Europe. It may be essential to do a number of site visits to elicit this information.

This research is to be directed by the findings & recommendations of the consultation report and the list of 'best practice' theatres contained within. The research will be primarily conducted by the Interim Director.

3. **Options Paper**, the culmination of the research should be the presentation of a small number (ideally three) detailed options for the new operation from the department to the responsible Minister. Each model should detail:

- a, Governance
- b, Financial Model
- c, Artistic Operations
- d, Hospitality Operations
- e, Public goods (education, inclusions etc)
- f, Risks

The interim Director will be involved in the development and drafting of the paper, but the paper will ultimately be delivered and owned by the Department of Economy.

4. **Detailed work up**, following the selection of a single option, this should be turned into a viable 'turn-key' business plan. The plan should be fully actionable. For example, the plan should not say "find a catering company" but rather engage XYZ co. on enclosed Heads of Terms which have been negotiated and commercially agreed subject to approval. This will be a significant document with many contracts and specifications as appendices.
5. **Handover**, following the adoption, as amended, of the above plan the interim Director shall work with the new operator(s) to make final preparations for relaunch. The project ends with a successful launch of an artistic and commercial business operations at the refurbished site.

These will be assigned deadlines when the Interim Director has started.

COMPETENCIES AND BEHAVIOURS

Demonstration of these key behaviours is required:

Getting the Job Done	Working with others	Self-Management
Strategic Thinking	Managing Change	Decisiveness
Information Gathering	Developing Others	Self Confidence
Analytical Thinking	Teamwork and Collaboration	Flexibility
Technical Expertise	Managing Performance	Self-Development
Results Orientation	Communication	
	Influence and impact	
	Customer focus	

SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIREMENTS

1. Experience of running a theatre.
2. Experience of programming, at regional/national theatre level
3. Ability to develop programmes, opening Jersey to International partners, International Arts/Culture
4. Strong understanding of Information Security and Data Governance
5. Strategic mind-set
6. Ability to develop a risk management perspective with regards to areas of your responsibility
7. Strong level of business and financial acumen
8. Consults, collaborates, and communicates effectively.

Stakeholders Groups include,

Jersey Opera House Board.

Jersey Opera House staffing team.

The Government of Jersey department of Economy, Arts, Culture & Heritage team.

The Arts Consultative Panel.