

Theatre Green Book

we're making theatre sustainable

Theatre Green Book UK Director **12 Month Fixed Term Contract (0.6 FTE / 3 days per week)** **Job Description**

Introduction

The Theatre Green Book (TGB) is a sector-wide resource to support theatres and theatre practitioners to make every aspect of their work more environmentally sustainable, across productions, operations and buildings. It is both an online resource and a network of theatre practitioners across all roles who are committed to developing best practice in environmentally sustainable theatre and promoting the use of the Theatre Green Book more widely.

The 2nd edition of the Theatre Green Book, launched in June 2024, provides clear online guidance and tools to support practitioners to identify and achieve ambitious but realistic sustainability targets. Its strength is that it was developed and is sustained through a broad and active partnership of theatres, theatre-makers and sector support organisations, supported by the specialist sustainability team at engineering practice Buro Happold.

An unincorporated association, Theatre Green Book UK, has been formed to secure a long-term future for the Theatre Green Book. The Secretariat is held by the Theatres Trust and the other Steering Committee members are the Association of British Theatre Technicians (ABTT), Buro Happold, National Theatre, National Theatre of Scotland, Renew Culture, and Society of London Theatre (SOLT) / UK Theatre. Alongside significant and vital sector engagement, over the last year Theatre Green Book UK has progressed thanks to the engagement of a part-time Coordinator and the new role of Director will work with the Coordinator to build on those achievements.

This is an exciting time to join this award-winning initiative and this 12-month fixed term contract role has been created to drive the next stage of the Theatre Green Book's development and to deliver the objectives agreed with Arts Council England as part of their strategic delivery plan. There is potential to extend the role beyond the first 12 months subject to successful income generation and / or fundraising.

The role has been part-funded by the Foyle Foundation.

You can find more information on the [Theatre Green Book website](#).

Job Purpose

To build on the success of Theatre Green Book UK and to take it on the next stage of its development as a national resource and network for theatre practitioners across the UK.

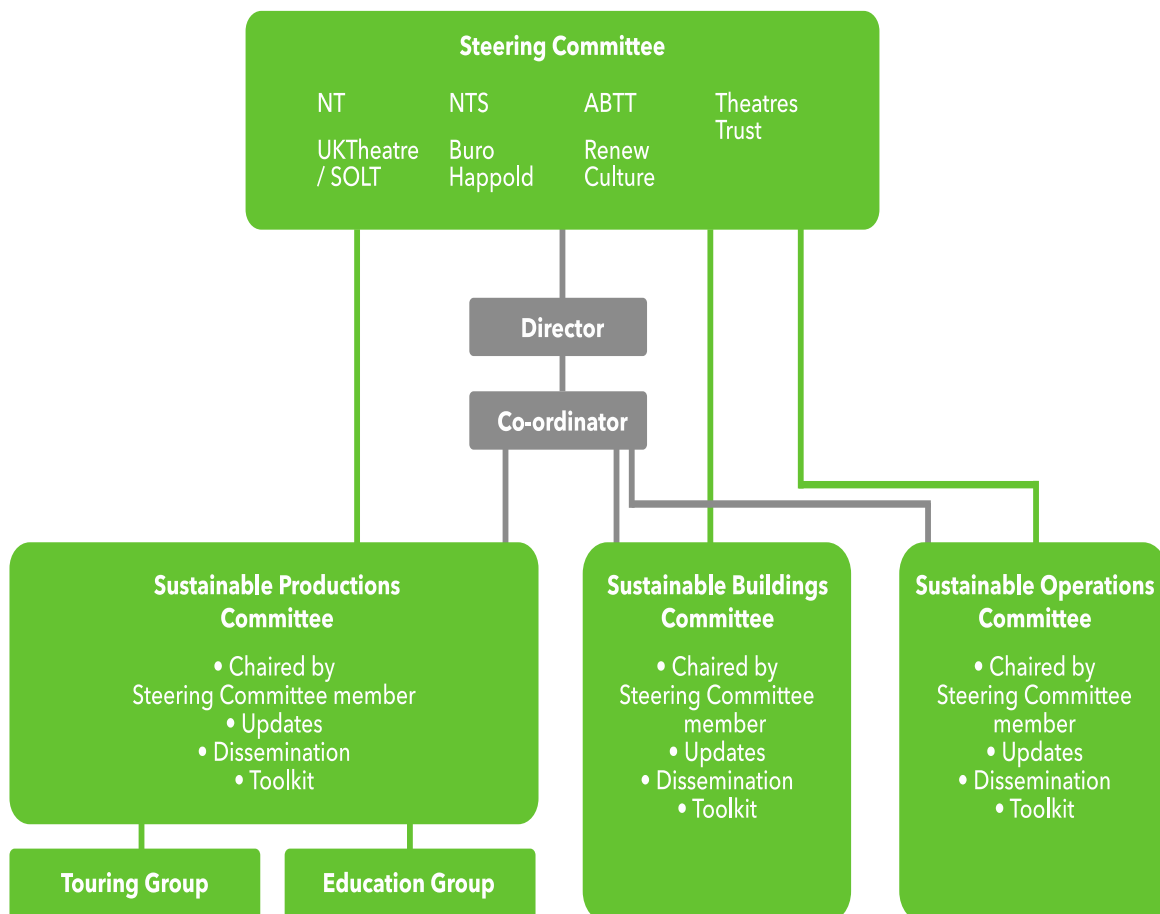
To increase use of the Theatre Green Book over the next 12 months, and develop a sustainable business model for future growth of the Theatre Green Book.

To grow the Theatre Green Book network as an active community for sustainable theatre, encompassing theatre, dance and opera of all types, at all scales, in all parts of the UK.

To deliver the metrics agreed with the Arts Council as part of their Strategic Delivery Plan.

Embed Theatre Green Book certification as the standard pathway to support theatres and theatre-makers' progress to net zero.

The role will report to the Theatre Green Book UK Steering Committee and is supported by a 0.4 FTE Theatre Green Book Coordinator. The Theatre Green Book Director will be engaged by Theatres Trust on behalf of the Steering Committee and the post is available on an employed or freelance basis.



Role Responsibilities

1. Grow Theatre Green Book community and drive usage of the TGB to maximise learning between theatre makers

- Make and deliver a 12-month plan to drive engagement with the TGB through Individual and organisation registration; local launch events; training webinars etc.
- Include a plan to identify and reach those parts of the sector which are currently less engaged. Specifically, develop usage of TGB by Commercial Producers and Venues.
- Embed and promote the new self-certification system, supporting 25 new organisations to reach Preliminary, the original 2nd edition trialler group to reach Basic by December 2024 (Arts Council KPI), and 5 organisations to reach Intermediate.
- Oversee the smooth running of the community forums, working with the Committee Chairs to ensure questions are answered and moderation in place as needed.
- Work alongside the Committee Chairs to facilitate the development and sharing of expertise between theatre-makers.
- Work with the TGB partners (ITC, Federation of Scottish Theatre, Creu Cymru, Theatre and Dance NI, Creative Carbon Scotland etc) to maximise the impact of the Theatre Green Book across all theatre networks.
- Liaise with Renew Culture over contact with Theatre Green Book networks outside the UK, and participate in shared events and initiatives.

2. Training and skills development in using Theatre Green Book

- Lead minimum of 3 regional training events and work with hosts to set-up a local support network.
- Deliver minimum of 3 training webinars to promote knowledge of sustainable theatre practice and use of TGB.
- Work with TGB Committees to develop a pool of speakers who can deliver training events.
- Identify additional resources needed to enrich TGB website (films, case studies, toolkits etc) and create or commission them.

3. Future sustainability of the Theatre Green Book UK

- Investigate business models which can underpin the long term success of the TGB.
- Develop the relationship with Arts Council England and TGB's future role in the delivery of ACE's strategic delivery plan for environmental sustainability. Develop the relationships with the other UK Arts Councils.
- Meet and cultivate new funders and write grant applications in collaboration with the Theatre's Trust Development Manager.
- Work with the TGBUK Steering Committee to consider succession planning for key roles - Committee membership, chairs and area experts.

4. Finance & Management

- Oversee and manage the work of the TGB Coordinator, liaising with Theatres Trust regarding any HR matters.
- Support the TGB Coordinator to develop their role and identify relevant training and professional development opportunities.
- Oversee and manage income and expenditure liaising with Theatres Trust Finance Manager to raise invoices, purchase orders and payments.
- Liaise with Theatres Trust to contract relevant sub-contractor organisations, freelancers etc as required.
- Produce quarterly accounts showing actual income and expenditure against budget and future commitments.

5. Advocacy

- Build on the post-launch momentum to raise awareness and use of the TGB. Speak at events, write articles and encourage others to advocate for the TGB.
- Promote and raise awareness of Theatre's route to net zero by 2030 using the TGB.

Person Specification

Essential Criteria

- Experience of working at a senior level in theatre, with good networks across UK theatre.
- Knowledge of the Theatre Green Book and/or experience of working in environmental sustainability.
- An excellent communicator with the ability to present to large groups of people in person or via zoom and also relate to a wide range of people individually.
- Excellent written communication skills with the ability to convey technical concepts to a broad audience.
- Experience of working with and inspiring volunteers.
- Experience of managing budgets; project monitoring and writing reports for funders.

Desirable Criteria (we wouldn't necessarily expect the candidate to meet all of these criteria but please do let us know of any experience you have)

- Qualified trainer or experience in developing training materials and delivery.
- Proficient in use of web sites and social media platforms to drive engagement.
- Proficient in Microsoft Word, Excel and PowerPoint.

Employment Terms and Conditions

We are also open to considering proposals to undertake this role on a freelance basis. If you wish to apply on this basis, please indicate this in your application statement.

- This is a 0.6 FTE / 3 days per week 12-month fixed term contract role.
- The salary will be £50,000 FTE (£30,000 pro rata).
- There will be an initial probationary period of three months, during which there will be a one-week notice period. Following successful completion of this, there will be a three-month notice period on both sides.
- The employer is the Theatres Trust.
- The Theatres Trust team is based in the Theatres Trust's London office (22 Charing Cross Road, London WC2H 0QL), and we currently work a hybrid model. Remote working will be considered for this role, but the postholder may be expected to undertake some UK travel e.g. for in-person training sessions or events (expenses will be reimbursed).
- Occasional evening and weekend work may be required. There is no overtime provision, but the Trust operates a time off in lieu (TOIL) system.
- Full-time holiday entitlement is 28 working days paid holiday each calendar year (17 pro rata) and all usual United Kingdom public and bank holidays (five pro rata). Theatres Trust offices are normally closed during the period between 25 December and 1 January inclusive, and this is taken as additional paid holiday.
- Theatres Trust offers a group personal pension scheme where the employee contributes a minimum of 2% and the employer contributes 6%. Employees are eligible to join the scheme after their first three months of employment.

Applications

To apply, please download the application form and equal opportunities monitoring form from our website <http://www.theatretrust.org.uk/about-us/opportunities> Once completed, please send both forms to sofia.oliva@theatretrust.org.uk

Deadline for applications: **Midday on Monday 1st July**

Interviews will be held online and will take place on: **Tuesday 16th July**

Equality, Diversity & Inclusion

We know that applying for a job is a two-way process, if you have any questions or would like to discuss the role and organisation before you submit your application, please contact Sofia Oliva at Theatres Trust directly. We want to make the recruitment process as inclusive and accessible as we can and provide an opportunity for all candidates to show their strengths. If there is more we can do, or if you have particular accessibility needs we would be happy to provide any further support that you may require – please get in touch with us via sofia.oliva@theatretrust.org.uk .

We encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.