



### **Contents**

- 4 Welcome from Marianne Locatori, Chief Executive
- 5 Newcastle Theatre Royal an overview
- 6 Our Vision, Mission and Values
- 7 On stage
- 9 Creative Engagement
- 11 Financial overview (23/24)
- 12 Newcastle & the North East
- 14 The role
- 17 Organisational chart
- 19 Person specification
- 21 Terms of appointment

How to apply





### Welcome from Marianne Locatori, Chief Executive

I am delighted you are interested in this new role of Chief Operating Officer & Deputy CEO at Newcastle Theatre Royal.

It's an exciting time to be joining us, as we deliver and develop our new five-year strategy. The last few years have been financially strong for the charity, meaning we've been able to create solid foundations and expand our creative programme, our commercial income opportunities and our community and stakeholder engagement.

This new position will play an integral role in further developing this strategy alongside me, the Trustees and the Executive Team. We are ambitious and committed to ensuring we drive and grow the Theatre's positive impact socially, culturally and economically for audiences, for communities and for the city and region as a whole. As Chief Operating Officer & Deputy CEO, you will work in partnership with me to maximise growth opportunities for the Theatre, to innovate and to lead positive change.

If you have the energy and drive to work in a fast-paced organisation, are enthusiastic about the power of culture and creativity to have a positive impact on our communities, and are excited to embrace new challenges, I would love to hear from you.

I'm looking forward to the next chapter of success for Newcastle Theatre Royal and working alongside our new Chief Operating Officer & Deputy CEO to achieve this.

I look forward to meeting you.

Marianne



Marianne Locatori Chief Executive





### Newcastle Theatre Royal – an overview

Granted its Royal Licence by King George III, the Theatre Royal opened on Drury Lane in Newcastle Upon Tyne in 1788 and established itself as one of England's leading theatres. In February 1837, the theatre moved to Grey Street, a flagship building in Grainger and Dobson's famous city plan. It features what is generally regarded as one of the finest theatre façades in the UK, later combined with a 1901 auditorium by one of the world's greatest theatre architects, Frank Matcham, after the original interior had been destroyed by fire in 1899. Over the centuries, many of the great names of the English stage have played at the Royal, from Keane to Irving, Olivier to Dench and the Hollywood greats Orson Welles, Charlton Heston and Jack Lemmon have also trodden the famous boards; Sir Ian McKellen has described the Theatre Royal as his favourite theatre.

The Grade 1 listed Theatre Royal is positioned in the heart of the vibrant city centre and is a cultural hub presenting the best national and international touring theatre, across all genres, in the UK.

The 1,247-seat auditorium welcomes an audience in the region of 320,000 people annually, and the Trust had a turnover of c£16m in 23/24. As a registered charity, we do not receive regular funding, relying on our own resources and income as well as development and fundraising to fulfil our charitable objectives.

Embedded at the heart of our ambition to create a love of theatre that lasts a lifetime is our Creative Engagement programme, developed to provide pathways and opportunities for local communities and nurtures the abundance of talent right here on our doorstep.

By leveraging partnerships with visiting companies such as New Adventures and the Royal Shakespeare Company, we have been able to develop brilliant community programmes and will continue this important work through further collaboration with organisations representing under-served groups and fostering relationships with schools in economically deprived areas.

The Newcastle Theatre Royal Trust is governed by a Board of Trustees, who provide strategic leadership through their wealth of skills and experience. The Trust is registered as a Company Limited by Guarantee and has charitable status. The Trustees are also Directors and referred to as The Board. We employ approximately 220 staff, of which 98 are permanent, with the rest made up of casual staff, many with multiple roles within the Theatre.

Our ambition is to position Newcastle Theatre Royal as the leading, large-scale theatre in the North East. Since our successful reopening following the pandemic, we've not only rebuilt our reserves but are now ready to look to the future with an ambitious and progressive strategy to realise our vision to create a love of theatre for everyone, that lasts a lifetime. Our strategy, simply put, is to programme the finest work, to grow our commercial income and to invest in the cultural development of our communities and our city.

https://www.theatreroyal.co.uk/





### Our Vision, Mission and Values







# On stage

Our programme on stage is rooted in quality; it is ambitious and embraces diversity with a broad range of the best regional, national and international drama, dance, musicals, opera and pantomime. We are the largest Theatre in Newcastle and draw our diverse audiences from across the North East.

While most of our programme is visiting work, we collaborate with carefully chosen partners (producers/venues) to facilitate or co-produce new musical or drama productions for tour or the West End. At the small scale, our studio theatre is used to support talent development, new work and our Creative Engagement programme. Last year (2024/25), we welcomed 317,456 people to 64 productions, from the very best West End musicals to gripping dramas which had audiences on the edge of their seat, mesmerising world class dance to fun-filled family shows.

26,686 391

First time bookers

Performances

72%
Occupancy

£32.47

Average ticket price

(all data from 2024/25)







## **Creative Engagement**

Newcastle Theatre Royal creates moments of magic on and off stage, through an ambitious creative programme for audiences and communities across the North East. Creative Engagement is at the heart of all that we do, and we deliver a programme of work that is accessible, is of quality and of relevance. From young people to professional artists and across communities, our work focusses on developing talent and supporting wellbeing through the Performing Arts through innovative, diverse and inclusive projects, engaging approximately 16,000 people annually.

Our work with young people includes our Youth Theatre, Youth Company, summer school and our flagship actor training programme Project A, which offers an annual cohort of young people access to professional level training. Running alongside these, our adult ensemble programmes offer daytime drama-based activities for over 25s.

Our ongoing programme of creative workshops offer young people opportunities to develop performance skills, build confidence and meet new friends in a safe and nurturing environment. In 2024/25, 3219 young people participated in workshops, and we welcome 12,388 school aged people to the Theatre. We have long-term relationships with both Twisting Ducks, a North East charity that aims to change the lives of people with learning difficulties and autism, and Newcastle College, providing advisory support and sector guidance across their Performance Art provision.

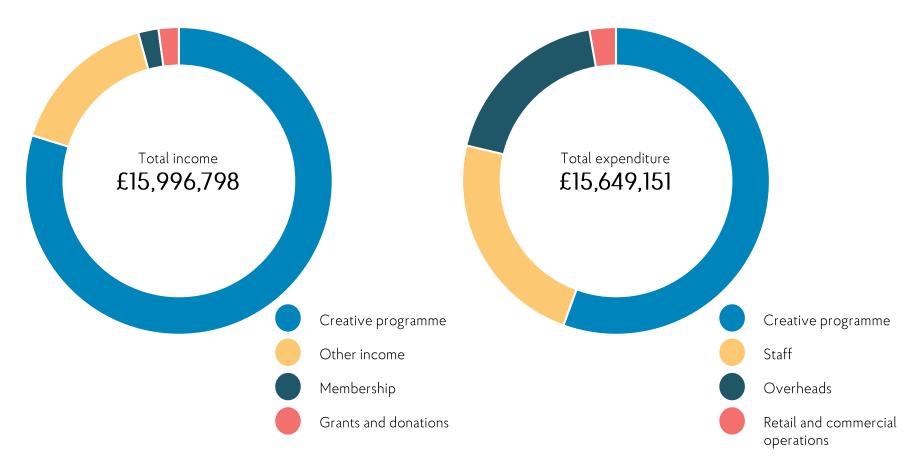








## Financial overview (23/24)



Newcastle Theatre Royal Trust's latest accounts can be accessed here.





### Newcastle & the North East

Newcastle is the cosmopolitan capital of the North East of England. Over the past 25 years, a cultural regeneration has changed the area beyond recognition, creating a stunning cityscape and a special place that rewards people who choose to visit, live, work, study and invest here. The region is steeped in history. The Northumberland coast and its historic castles, designated as an Area of Outstanding Natural Beauty, are only 30 minutes' drive to the north, while to the west lies Hadrian's Wall world heritage site. South of the city is County Durham where the ancient City of Durham is complemented by a heritage coastline and rural towns and villages.

Today, Newcastle is a modern, compact and culturally vibrant European city with a strong identity. The city centre is easy to get around and offers excellent shopping, restaurants, museums, galleries and cinemas. It is renowned for its stunning architecture with many fine buildings and streets including Grey Street, Newcastle Theatre Royal's home, described by architectural historian. Nikolaus Peysner, as 'one of the finest streets in England'. Once a busy industrial and commercial port, Newcastle's Quayside is now packed with cafés, bars and restaurants from which to enjoy views of the River Tyne and its bridges. Neighbouring Gateshead, on the south bank of the Tyne, is now famed for its contemporary culture and iconic structures, including BALTIC, the Glasshouse, the Stirling

Prize-winning Gateshead Millennium Bridge, and Antony Gormley's Angel of the North.

Exceptional transport links connect the city and region to the rest of the UK, Europe and beyond. Newcastle International Airport is just over 20 minutes from the city centre and the East Coast mainline provides direct access to London by train in less than three hours and Edinburgh in just over an hour. Education here also has a strong reputation, with a choice of excellent state and private schools, several FE colleges and of course world-class higher education provision.

Our region is one of the most affordable places to live in the UK, and property is significantly more affordable than in many other parts of the country. From carefully restored Victorian terraces to contemporary city-centre apartments, semi-rural locations to a seafront home, the region offers a wealth of choice.

Sports fans are spoilt for choice in Newcastle, with regular Premier and Champions League football, and rugby and basketball fixtures taking place in the city. Gateshead Stadium brings international athletics to the region, while the world-class Durham International Cricket Ground plays host to county, one-day international, Twenty20 and Test matches. The world's largest half marathon, the Great North Run, attracts some 57,000 participants and many thousands more spectators.









### The role

Working in close partnership with the CEO and other Executive Leadership colleagues, the COO will contribute to the development of strategic planning, the identification of new opportunities and innovation for the Trust, and the development and implementation of a positive organisational culture and staff team development.

Alongside the CEO, the COO will provide executive leadership and be responsible for strategic financial, governance, risk, legal and regulatory matters, advising the Board of Trustees and the Executive Leadership Team to ensure effective corporate planning, financial control, an engaged and positive work-place culture and efficient, effective and sustainable operational delivery of the strategic plan.

In addition, the COO will be responsible, through the Director of Operations, for overseeing all building, facilities, technical theatre, visitor experience and commercial operations (including the trading subsidiary) and will be the lead for Health & Safety and Risk, security and environmental compliance.

Job Title Chief Operating Officer & Deputy CEO (COO)

DepartmentExecutive Leadership TeamReporting toChief Executive Officer

**Direct Reports** Operations Director, Head of Finance, Head of People & Culture, Head of Business Optimisation & Projects

#### Headline responsibilities

- Partner with the CEO and Executive Leadership Team to refine, implement and manage a long-term business strategy and financial plan;
- Provide strategic direction and leadership to the Trust's Finance, Operations, People & Culture, and Business Support functions, leading the development of strategies that enable and support the Trust's aspirations;
- To be responsible for the delivery of Audit, Companies House and Charity Commission compliance.
- Ensure an organisational culture that balances strategic and financial risk with artistic growth and the expansion of the Creative Development programmes, whilst achieving financial stability.
- Ensure operational infrastructure and efficiencies to create effective working practice and financial sustainability to support creative growth and audience and community engagement;
- Strategic léadership for people and culture, successfully managing resources to ensure a positive and effective organisation culture that embodies our vision, mission and values:
- Act as the Deputy CEO and advisor for the CEO, Executive Leadership Team and Trustees, playing a key role in developing strategy and planning;
- Support the CEO in building and maintaining strong and collaborative relationships with external partners both creative and corporate, stakeholders, funders, Trustees and colleagues to represent the organisation at a leadership level both internally and externally as required.





#### Specific duties

#### Leadership & Governance

- Maintain effective relationships with Board and Board Committee members, leading on reporting and advising on statutory, legal and compliance considerations. Be the Executive lead for the Finance & General Purposes Committee;
- Act as Company Secretary and fulfil corporate reporting requirements for the Charity Commission and Companies House and for any other statutory bodies or funders as required;
- Oversee contractual matters across the organisation, supporting colleagues to ensure appropriate service delivery is maintained and is fit for purpose;
- Oversee compliance and appropriate management of company structure and financial matters for any current or future trading subsidiaries.

#### **Financial**

- Lead the delivery of strong and effective financial planning management across the organisation, ensuring budgetary control and budget holders have financial literacy, all financial disciplines are adhered to, and financial resources are effectively allocated in line with long term strategy;
- Maintain a high standard of timely financial accounting and reporting, including the preparation of financial projections, annual budgets, forecasting, cashflow, balance sheet, management reporting and statutory accounts in line with regulatory requirements;
- Provide analysis, interpretation and advice to Trustees, CEO and budget holders to support the delivery of organisation strategy KPIs, financial sustainability and growth;
- Have overall responsibility for the provision of financial systems, controls, procedures and operational processes to ensure effective financial control and support best practice financial management;
- Oversee arrangements to maintain financial compliance in relation to VAT, Theatre Tax Relief, and other tax or financial compliance requirements;
- Oversee the annual audit process and produce the Trustees Annual Report and Accounts in line with the requirements of the Finance & General Purposes Committee;
- Oversee the appropriate and effective management of any investments or investment portfolios, ensuring appropriate management, in liaison with external third parties, to balance risk and growth.

#### Commercial Development & Business Growth

- Support and advise the Operations Director and other colleagues responsible for income generation to maximise income streams and business assets through new initiatives or business growth, within the organisation's charitable context;
- Monitor cost efficiency and oversee strategies to increase value for money or improved operational efficiency to ensure resources are managed effectively and income is maximised.

#### People & Culture

- Oversee, in collaboration with the Head of People, the successful implementation of the People Plan for the organisation, ensuring appropriate resource and support is provided;
- Along with the CEO and Executive Leadership Team colleagues, role model the organisation values and behaviours, and take a proactive lead in ensuring they are embedded and demonstrated across the organisation;
- Ensure, through the Head of People, compliance with all People related legislation with effective policies in place relating to people management, recruitment, succession planning, Equality Diversity and Inclusion, health and well-being;
- Oversee, alongside key colleagues, a positive and constructive working relationship with the Union, BECTU.

#### **Operational Support Services**

- Ensure through the Operations Director the provision of compliant, secure, effective building management and building infrastructure;
- Oversee the Theatre's capital asset management planning, ensuring sufficient resources are allocated for maintenance, capital works and general improvement;
- Ensure, through the Operations Director the delivery of theatre technical services, to support the needs of the organisation across all aspects of the creative programme (on or off site) and meet agreed levels of service for visiting companies;
- Oversee, in collaboration with the Operations Director an excellent front and back of house visitor experience, meeting customer service needs and expectations;
- Through the Operations Director ensure appropriate environmental sustainability for the organisation.





#### **Business Systems**

- Through the Head of Business Support, ensure suitable IT infrastructure, systems, software and data management is in place that is effective, simple, compliant and secure;
- Work in collaboration with the Head of Business Support to future proof the organisation's IT infrastructure making sure the macro digital landscape is considered in addition to current operational requirements.

#### Risk, Policy and Compliance

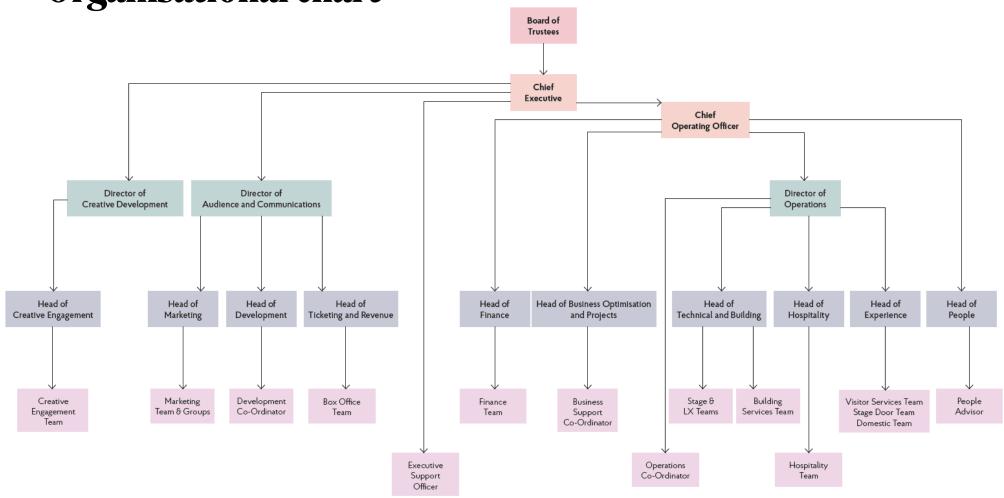
- Ensure compliance by effective management of and regular review of organisational risk, making sure appropriate mitigation strategies are in place, including business continuity and disaster recovery planning;
- Deliver suitable insurance cover and manage the interaction with brokers and insurers on claims:
- Be the organisational lead on Health & Safety and cyber and building security, and the organisational safeguarding lead;
- Ensure all policies relating to governance, compliance, regulatory and legislative requirements are up to date, fit for purpose and regularly reviewed.







Organisational chart









# Person specification

The ideal candidate will possess the following attributes:

Skills and Experience

• Fully qualified accountant [e.g. ACA, CIMA, ACCA, CIPFA];

- Proven experience of senior leadership roles and ability to manage successful change and organisation development;
- Proven experience of roles with senior financial responsibilities organisation budget setting, forecasting, audit and financial control;

 Understanding and proven experience of risk management – financial, health and safety, security;

• Experience of managing HR functions;

• Knowledge of governance and compliance, including H&S, GDPR, safeguarding, HR and financial legislation.

#### Personal attributes

- Strategic thinker, who is future focused and can drive organisation motivation;
- Solution focused, entrepreneurial problem solver who seeks out ambitious and innovative opportunities;
- Dynamic, action-focused leader who can effectively performance manage and ensure quality;

A great communicator;

- Can influence and negotiate effectively, building relationships across difference sectors and with people at all levels;
- A demonstrable interest/experience in the performing arts and community engagement;
- A commitment to championing diversity and inclusion.





## Terms of appointment

**Salary:** £95,000 per annum, with possible flex depending on

experience

**Contract:** Full time, permanent

**Location:** This role is based at Newcastle Theatre Royal, 100 Grey

Street, Newcastle upon Tyne, NE1 6BR

Benefits: Pension

Smart Pension – 10.3% employer contribution/minimum employee contribution of 3%. Employees can choose a higher contribution which some people do take

advantage of as salary sacrifice.

Annual leave

27 days + Bank Holidays (8)

#### Further benefits:

- Critical Illness and Death in Service Cover
- Employee Assistance Programme available to all staff and their household members
- Corporate Travel Scheme discounted Metro and bus travel.
- Discounted Tickets Access to staff discounted tickets for performances, subject to availability
- NE1 Discount card Access to city centre discounts and activities.
- NGCV Discounts Theatre Royal staff have access to discounts across 10 Newcastle Gateshead Cultural Venues.

A relocation allowance will be available if required.

### How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Newcastle Theatre Royal Trust on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **JBWKA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on Wednesday 15th October 2025.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

#### Key dates of the process

Préliminary interviews with Saxton Bampfylde: w/c 20<sup>th</sup> & 27<sup>th</sup> October Informal conversations with Newcastle Theatre Royal Trust: w/c 10<sup>th</sup> November

First round interviews with Newcastle Theatre Royal Trust: w/c 17<sup>th</sup> & 24<sup>th</sup> November

Second round interviews with Newcastle Theatre Royal Trust: December

#### GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

#### Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

