



POSITION DESCRIPTION

Position:	Executive Director of Silo Theatre Trust (<i>Silo</i>)
Employer:	Silo Theatre Board of Trustees (<i>Board</i>)
Reports to:	The Board

About Silo

Silo Theatre is a leading producer of contemporary theatre in Aotearoa.

We curate an annual season of local and international work that champions new forms of storytelling in order to speak directly to the world around us. We work with the most exceptional theatre practitioners in Aotearoa at every stage of their career, providing the space for them to extend their practice and create their most courageous work. Our focus is on voices that are urgent and are not heard often enough.

In Tāmaki Makaurau, in Aotearoa and sometimes overseas, we provide exceptional experiences for a variety of audiences, with the hope that they walk away transformed, uplifted, and with a greater sense of connection to themselves and our collective cultural identity.

We acknowledge Te Tiriti o Waitangi as this nation's founding document, and the rightful place of Māori as tangata whenua in Aotearoa New Zealand. Furthermore, as an organisation that calls Tāmaki Makaurau home, we acknowledge and recognise Mana Whenua o Ngāti Whātua o Ōrākei and, in addition to this, we honour the diversity of our many communities in Tāmaki Makaurau.

Our purpose

- To encourage the pursuit of excellence in Aotearoa New Zealand's arts practitioners and stage craft
- To foster greater inclusion and representation in storytelling and invigorate diverse audiences
- To contribute to, and develop, the arts and culture landscape of Tāmaki Makaurau and Aotearoa

Our Values

- Excellence
- Manaakitanga
- Innovation
- Representation and Inclusion
- Extension and Courage

Our Strategic Objectives

- We aim to create and promote diverse performance, always underpinned by excellence and the new. We prioritise critical rigour and create an aspirational working environment where artists are challenged to exceed their personal best
- We strive to recognise and respect the mana of every individual. This involves a process of care that is proactive and conscious. We strive to uplift our people in our eyes and see this as the foundation of great leadership
- We are anti-box ticking. We want real-world impacts from our work and we seek to build tolerance and stimulate conversation among our audience
- We seek to actively champion work that speaks to cultural, sexual and gender identities that are underrepresented in mainstream storytelling
- We aim to build our organisational resilience through purpose-fit governance and strong financial health to meet and reflect our artistic and audience aspirations

Purpose of Position

To have direct responsibility for the financial, legal, marketing and promotional, sponsorship, staffing, operational and administrative aspects of staging Silo's activities, subject to:

- the direction of the Board; and
- a commitment to the Silo vision, mission and values. (These are set out in full in the Schedule.)

We are looking for a candidate who embodies our commitment to:

- Honouring Te Tiriti — and who understands te ao Māori and has confidence moving through this world
- Being inclusive of our communities in Aotearoa — including having an understanding and appreciation of the many ways of knowing, seeing and doing things by our Moana Oceania and migrant communities, our queer communities, our disabilities communities, and beyond.

We are looking for a candidate who understands te ao Māori, can nurture relationships with mana whenua and be a good Tiriti partner. Our candidate should also acknowledge the diversity and distinctiveness of the wider community of Tāmaki Makaurau and Aotearoa.

Key Relationships

Internal

- Board Chair
- Artistic Director
- Marketing and Comms Manager
- Accounts Administrator
- Accountant/ Finance Manager
- Production and Activity Contractors and Service Providers
- Brand & Creative Agency
- Publicists
- Casual office staff

External

- Key funding agencies (CNZ, Auckland Council, Foundation North)
- Venues, Ticketing Agencies, Presenting and Producing partners
- Commercial Sponsors
- Charitable Trusts (and other funders)
- Patrons & Friends of Silo
- Media
- NZ/Auckland Arts & Entertainment Industry
- Audiences/Customers

Responsibilities

- 1) The Executive Director shall be responsible, in consultation with the Board, for setting and managing the organisation's strategic goals and developing plans for it to achieve them. The Artistic Director will support the Executive Director in achieving these goals.
- 2) The Executive Director shall be directly responsible for all matters related to the successful staging of Silo's activities (including consideration of audience and community engagement). They will also work with the Artistic Director with whom they will be jointly responsible for setting and delivering Silo's artistic vision, including identifying and selecting events for the annual programme.
- 3) The Executive Director will work with the Artistic Director to prepare comprehensive operating plans and critical paths relating to the delivery of Silo's programme and activities.
- 4) With the Board, the Executive Director is to be directly and primarily responsible for identifying and securing funding and revenue sources in order to carry out Silo's activities.
- 5) The Executive Director is to be directly and primarily responsible for the negotiation and documentation of all services required for the staging of Silo's activities and for the administration of its business generally.
- 6) The Executive Director is directly responsible to, and shall report directly to, the Board and will attend all Board meetings. In the ordinary course of activities, the Executive Director's means of contact with the Board shall be through the Chair of the Board.

Financial Budgets and Business Systems

- 7) The Executive Director is to be directly and primarily responsible for the compilation and refinement of all income and expenditure budgets required to stage productions and other Silo activities and to administer Silo's business as an ongoing trading entity.

- 8) The Executive Director is to be directly and primarily responsible for setting up and maintaining all required financial and administrative systems, and for ensuring that, to the extent possible, Silo's activities adhere to all budgets and generally operate effectively and efficiently, so that revenue is maximized and expenditure is contained and minimised.

Working with the Artistic Director

- 9) The Executive Director and the Artistic Director are expected to work closely together to ensure that the organisation meets its strategic goals.
- 10) The Executive Director has accountability for all administrative aspects of Silo's activities. However, the Executive Director will work with the Artistic Director on a range of issues including (but not limited to):
 - a) development of a comprehensive critical path to support Silo's annual programme of activities;
 - b) negotiations with, and contracting of, co-productions, sell-offs, tours, and co-presentations;
 - c) negotiations with, and contracting of, independent contractors, including artists, performers and support personnel;
 - d) obtaining sponsorship and grants;
 - e) reviewing venues/facilities;
 - f) provision of leadership oversight and input into financial planning, marketing and logistics planning.
- 11) The Executive Director and the Artistic Director, together with Silo's executive team, will take a proactive role in the leadership and development of the theatre and performing arts community, particularly in Auckland, developing and maintaining productive relationships with other arts organisations, and creating an environment in which artists, performers and production personnel can thrive.
- 12) The Executive Director and the Artistic Director are expected to reach a consensus on all matters. If that consensus cannot be reached, then the issue shall be immediately referred to the Chair of the Board for resolution by the Board.

Staffing

- 13) The Executive Director is to be directly and primarily responsible for engaging and supervising all staff required for the effective implementation and administration of Silo's activities. The Chair of the Board is to be consulted prior to the Executive Director making any appointments to key positions.
- 14) The Executive Director shall also be directly and solely responsible for staff management, professional development and training, and discipline, and for the dismissal of staff whose performance is unsatisfactory. In the case of staff holding key positions, the Executive Director must discuss the position with the Chair of the Board before taking action.

Marketing and Brand Management

- 15) The Executive Director will provide leadership oversight for the development and implementation of strategies for promoting the Silo brand, artistic programme and other activities, including maximising box office revenue from subscriptions and ticket sales.

- 16) The Executive Director will act as spokesperson for the Board in relation to administration, marketing and PR development, and on financial matters within parameters agreed with the Board Chair.

Fundraising and Sponsorship

- 17) The Executive Director will be responsible for obtaining grants from key public-sector funding agencies including Creative New Zealand and Auckland Council, as well as other non-corporate funding sources. The Chair and other members of the Board will assist the Executive Director, to the extent that is considered appropriate by the Chair, in seeking out and negotiating the terms of such public funding.
- 18) The Executive Director will be responsible for obtaining sponsorship from the private sector (for example, sponsorships, patronage and additional grants). In that role, the Executive Director shall have the reasonable assistance of the Chair and other members of the Board. (The Artistic Director will also assist the Executive Director in these efforts, whenever appropriate, or as requested by the Chair of the Board or the Executive Director).
- 19) The Executive Director will also be responsible for administering and ensuring the fulfilment of the terms of any sponsorships and funding arrangements that are entered into by the Board, including ensuring appropriate recognition for funders and sponsors.

Reporting Requirements

- 20) The Executive Director is required to keep the Board appropriately informed about significant issues which may, or do, affect Silo's business and, in particular, about progress in organising and staging Silo's activities.
- 21) The Executive Director is to keep the Board appropriately advised in writing on a regular basis on financial performance and legislative compliance, and is to supply the Board with such papers, reports and information as may be required by the Board from time to time.
- 22) The Executive Director shall be responsible for maintaining and safeguarding all relevant records and documents and all systems in an effective and proper manner.

Legislative Compliance

- 23) The Executive Director is to take direct and primary responsibility for Silo's compliance with all legislative requirements relating to the management of the organisation, including health and safety.

General

- 24) The Executive Director will be expected to represent Silo\ at functions involving media, sponsors, government and the arts and entertainment industry as required.
- 25) The Executive Director is to undertake such other duties and responsibilities as may be required by the Board from time to time, with the understanding that it may be appropriate, from time to time, to add to, alter or delete some of the responsibilities set out in this Position Description.