

TARA ∞ THEATRE



RECRUITMENT OF EXECUTIVE DIRECTOR AND JOINT CHIEF EXECUTIVE

MARCH 2025

WELCOME

Thank you for your interest in the role of Executive Director and Joint CEO for Tara Theatre.

We are proud to be the oldest global majority led theatre company in the UK. As we approach our 50th year, in 2027, Tara Theatre remains true to its activist roots delivering work of excellence that creates a more equitable cultural landscape for historically underrepresented audiences and artists.

We are seeking an Executive Director and Joint CEO to take over from Helen Jeffreys, who has co-led Tara Theatre since 2019. We are keen to meet candidates who are senior within the industry, and we are open to the skillset of the new Executive Director being from a range of experiences within the arts, including but not limited to business and governance, producing, engagement and education, finance and administration and encourage applications from individuals from a diverse range of backgrounds and lived experiences.

In February 2024, Natasha Kathi-Chandra was appointed as Artistic Director. Read about her appointment [here](#).

“My journey from Associate to Artistic Director reinforces the significance and importance this organisation has in terms of the ecology of our sector for many artists who identify like me.

For me, it is not just about the work we programme but it is also about how we are pioneering the development and expansion of South Asian and global majority talent both on and off stage in a local, national and international capacity.

My inaugural season in 2025 is exciting and dynamic filled with new writers and artists showcasing the versatility and vigour of South Asian stories and talent.”

The team and Board are committed to sustaining the vision and upholding the values of Tara Theatre - to a programme of artistic excellence, to creating high quality, inclusive engagement opportunities, to developing and nurturing artists and to growing the canon of contemporary South Asian theatre. We have a footprint in London, but seek to deliver a blueprint around diversity for the sector.

We are looking for an exceptional, compassionate leader and collaborator to join us and to lead the company into its next chapter; we actively encourage applications from underrepresented backgrounds in theatre.

We look forward to hearing from you.

Sunita Pandya Malik
Chair of the Board

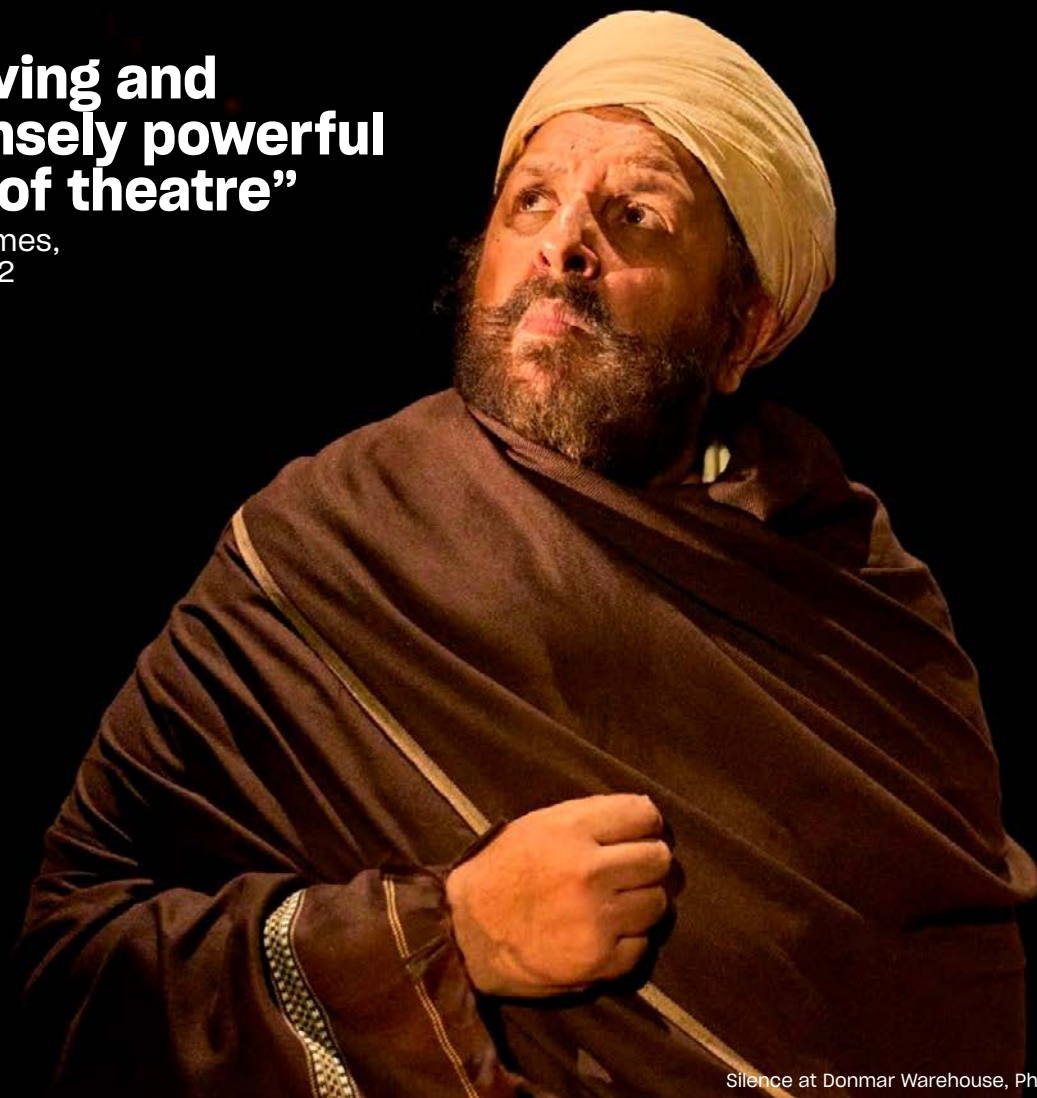


Natasha Kathi-Chandra
Artistic Director and
Joint CEO



**“A moving and
immensely powerful
piece of theatre”**

Financial Times,
Silence 2022



Silence at Donmar Warehouse, Photo Credit: Manuel Harlan, 2022

**“Powerful docu-theatre
show giving voice to
those caught up in
the chaos of the
Partition of India”**

Time Out,
Silence 2022



Silence at Donmar Warehouse, Photo Credit: Manuel Harlan, 2022

ABOUT TARA THEATRE

Tara Theatre is the only UK theatre with a mission to produce an artistic programme of excellence amplifying the voices, stories and talents of South Asian communities, the UK's largest minority group. We create innovative, politically charged theatre harnessing the power of co-creation. We explore the complexities of our world through a South Asian lens, identifying new narratives, new ideas and new forms, building a more equal, accessible representative world. Tara Theatre has a local footprint and a national blueprint with a global reach.

Our home is in the diverse and vibrant borough of Wandsworth, which has one of the largest wealth gaps in the UK. As the only arts venue in South Wandsworth Tara Theatre provides high quality creative opportunities and experiences for our community, as well as South Asian diaspora communities across London and the UK.

Our work and creative practice centres on creating conversations and dialogue with communities and artists through national residencies, community and audience engagement programmes, a national South Asian artist development programme, mid-scale national touring, international touring and artist exchanges.

We create work collaboratively with community organisations, schools, and national and international co-producing partners. We have a strong commissioning strand and have commissioned more than 50 writers over the past three years.

The new Tara Theatre was opened in 2016 and has won a number of prestigious awards for its design and architecture as well as the Stage Sustainability Award for its green credentials. We are located just 10 minutes from Waterloo directly opposite Earlsfield station. The Foyer Bar and Garden lead into our main performance space. The 100-seat theatre is fully equipped with outstanding technical facilities, has 6m high walls of exposed London brick and a dust free earth floor. Our studio space has an audience capacity of 30 and is a fully equipped performance space. The top two floors house light and airy office spaces.

We are an Arts Council England National Portfolio organisation with a grant of £422,000 each year for the current funding period of 2023-2027. Since 2021 we have secured over £1 million in fundraised income and expect a turnover of £950,000 in 2025/26.

Tara Theatre (Tara Arts Group) is a company limited by guarantee (02059664) and a registered charity (295547). As a charity it is governed by a board of trustees.

Tara Arts Group Ltd has two trading subsidiaries: Tara Productions Ltd and Tara Enterprises Ltd. All profits from both subsidiaries revert to the parent charity.

Tara Theatre is a member of UK Theatre.

Tara Theatre is supported using public funding by Arts Council England, Greater London Authority and Wandsworth Borough Council.



Tara Theatre, Photo Credit: Harry Elletson, 2021



OUR VISION, MISSION AND VALUES

Tara Theatre's **vision** is a world where equity and social justice is the new normal.

Our **mission** is to be the beating creative heart of our communities, exploring the world through a South Asian lens.

We make politically charged innovative theatre which creates ripples from the hyper-local to the global.

Wherever we go we embed ourselves in local communities identifying new narratives, new ideas and new artists.

We are redefining the theatre of today, tomorrow and beyond.

Our work is driven by our **values**:

- we are a catalyst and agent for change
- we tell stories which are responsive, authentic and relevant
- we work with empathy and clarity
- we strive for excellence whilst being resourceful, collaborative and open
- we are unapologetic in reimagining, reshaping and rewriting the future



IN 2024 WE...



Employed over
107
freelance artists and
practitioners,
93%
from
global majority
backgrounds.



Commissioned
7
South Asian writers
and ran research and
development weeks
for new plays and
new adaptations for
3 additional South
Asian writers.



Toured *Silence* to Leicester
Curve, Birmingham Rep, Home
Manchester and Queens
Theatre Hornchurch, reaching
over 6000 people across the
tour with an average of
33%
of audiences being new
bookers to the venues.

100% of the *Silence* cast and **78% of our creative team**
were of South Asian heritage.
89% of creative freelancers who worked on the project
were from global majority backgrounds.



Delivered 2 programmes to
support artist development,
NOVA and Tara Theatre
Young Company.



Raised over **£1,000,000**
in fundraised income
since 2021.



Achieved
Theatre of Sanctuary
status



Nominated for the
International Award at the
Stage Awards 2023



Winner of the Digital
Innovation Award at the
UK Theatre Awards 2023

RECENT PROJECTS INCLUDE:



AMMA
Tara Theatre, 2022

Photo Credit: Harry Elletson, 2022



ARTISTS MAKE SPACE
CONTACT Manchester, 2022



FINAL FAREWELL
Brighton Festival, 2022

Photo Credit: Harry Elletson, 2023



DNA
Tara Theatre Young Company, 2023

Photo Credit: Harry Elletson, 2023



CONSTELLATIONS
Tara Theatre, 2023

ABOUT THE ROLE

Tara's Executive Director works with Artistic Director Natasha Kathi-Chandra as Joint Chief Executive. Together they lead the company strategically, creatively and operationally.

Our new Executive Director will be a confident and compassionate person who is passionate about Tara's mission and delivering world-class theatre both in the theatre in Wandsworth and in collaboration and co-productions nationally and internationally. They will lead with care and ensure the work is underpinned by Tara's values, consistently working toward the company's long-term financial stability and growth across the entire programme.

The Executive Director will be appointed by and is accountable to Tara Theatre's Board of Directors.

JOB DESCRIPTION

Reports to: Board of Directors
Responsible for: Head of Finance and Operations (currently on maternity leave),
General Manager & Producer, Senior Producer (currently on maternity leave),
Fundraising Consultant and Head of Marketing

SHARED RESPONSIBILITIES WITH THE ARTISTIC DIRECTOR

- Provide inspirational leadership that brings to life the company's ambitions
- With the Board, develop and deliver Tara Theatre's long-term strategy ensuring financial stability and artistic excellence
- Co-create a balanced programme that delivers both artistically and financially to ensure Tara Theatre is a viable and sustainable business for the future
- Provide inspirational leadership that brings to life the company's ambitions
- Create and oversee the implementation of the next Business Plan
- Set and agree the annual budgets ensuring that income targets are met, costs are controlled and opportunities maximised
- Report to and liaise with the Chair, produce reports, attend committees as required and attend all Board meetings
- Secure funding from Arts Council England and other funders including trusts and foundations, corporate partnerships and individuals that can support the artistic vision and mission
- Build productive external partnerships with stakeholders, potential funders and co-producers
- Act as an active ambassador for Tara Theatre attending functions, conferences and performances
- Ensure the company conforms to all relevant laws, including charity laws

FINANCE AND INCOME GENERATION

- Work closely with the Head of Finance and Operations to manage the theatre's finances, including overseeing budgeting, cash flow, financial reporting and ensuring fiscal responsibility and long-term sustainability
- With the freelance fundraising consultant, lead on fundraising strategy overseeing the writing of applications and reporting processes for statutory, trust, and foundation grants, ensuring compliance and successful relationship management with stakeholders
- With the freelance fundraising consultant develop, create and maintain relationships with major donors and corporate partners
- With the Artistic Director, develop strategic relationships and co-producing relationships to secure partnership income for the artistic programme

- Ensure that the organisation continues to deliver Arts Council England's Let's Create strategy and delivers the Investment Principles as per the NPO agreement – reporting and monitoring on a quarterly basis
- Develop strategy and maximise opportunities for income generation from commercial activities

BOARD, FINANCE SUBCOMMITTEE AND GOVERNANCE

- Liaise with Tara Theatre's accountants and Board finance subcommittee to ensure timely reporting to the full Board, stakeholders and funders
- Oversee the annual audit process with the Head of Finance and Ops and external auditors including drafting directors' report
- Ensure the company's statutory obligations are fulfilled (e.g. with Companies House, Charities Commission)
- Act as Company Secretary
- Provide quarterly and detailed reports to the Board including (but not limited to) the following: Finance; Fundraising; HR and Operations; Risk; Projects – current and future; ACE activity plans and policy updates
- Overall responsibility for all matters to do with Health and Safety

HR, PEOPLE MANAGEMENT AND TARA THEATRE'S BUILDING

- Create and maintain an inclusive, equitable and anti-racist working culture for all employees and freelancers
- Oversee all key areas of policy to ensure access and inclusion and best practice at all times
- Oversee /Support the General Manager/Producer in the safe and efficient running of the theatre building and operations
- Oversee all HR policies and procedures and ensure their implementation with the GM/Prod
- Day-to-day line management of senior members of the Tara Theatre team
- Ensure a commitment to environmental sustainability across all activities and operations and proactively work with the team to reduce Tara Theatre's environmental impact
- Strategies to reduce the environmental impact on the planet in Tara Theatre's building and on tour

ARTISTIC PROGRAMME AND ARTIST DEVELOPMENT

- Ensure that operational and financial resources are in place to support the Artistic Director's programming choices, maintaining the delicate balance between creative ambition and operational feasibility
- Explore and create new partnerships for Tara Theatre to best support and amplify the voices of South Asian artists locally and across the UK
- Oversee the General Manager & Producer/Senior Producer on productions to support artistic vision and ensure working culture underpins the production process
- Advocate for the artistic programme within the sector, with audiences and maintaining good relations with the unions and UK Theatre

MARKETING AND COMMUNICATIONS

- Work with the Artistic Director and Head of Marketing to oversee marketing and communications, brand and audience development and internal and external public relations and articulation of Tara Theatre's vision, ambition and impact on the sector
- Act as an ambassador for Tara Theatre and represent the theatre publicly

This list of responsibilities is not exhaustive and the Executive Director may be required to undertake additional duties, as operationally required at the discretion of the Board.

PERSON SPECIFICATION

ESSENTIAL

- A passion for Tara Theatre's vision, mission and values
- Significant experience in a senior management or leadership role in a theatre or arts organisation with knowledge of best practice in terms of HR
- Demonstrable experience of successfully applying for funding from ACE and/or other Trusts & Foundations
- Experience of creating, managing and reconciling budgets (this could include productions and/or HR and operations)
- Experience of contract negotiation
- Experience of implementing best practice in Equality, Diversity and Inclusion
- A commitment to collaborative working
- Experience of working with a Board/governance (could be as a trustee)

DESIRABLE

- Knowledge of audience development strategies
- Awareness of sectoral developments and discussions
- Extensive networks of South Asian artists and a passion for and understanding of South Asian culture and diaspora
- Experience of developing strategic plans

TERMS AND CONDITIONS

Salary	£60,000 - £65,000 per annum dependent on experience
Contract	Permanent
Working Hours	<p>Full time 35 hours per week</p> <p>As Joint CEO it is expected that you will work flexibly as necessary to manage the organisation and meet the requirements of the business.</p> <p>We welcome applications from candidates who wish to work in a flexible working pattern (for example around caring responsibilities or access requirements relating to a disability). We are open to the potential for the role to be shared (salary on a pro rata basis).</p>
Location	<p>Tara Theatre, 356 Garratt Lane, London, SW18 4ES.</p> <p>Tara Theatre's building is accessible with step free access and a lift.</p> <p>The post will require occasional UK and international travel.</p> <p>Some remote working is possible but the Executive Director should be based close enough to the theatre to be able to work from there on a regular basis.</p>
Holiday	25 days per annum plus all UK public holidays
Pension	Tara Theatre offers a workplace pension plan with NEST currently with 5% employee and 3% employer contributions
Probationary Period	Six months
Notice Period	Six months (four weeks during probationary period)

HOW TO APPLY

Sarah Nicholson is acting as recruitment advisor on behalf of the Board of Directors. If you would like an informal, confidential chat regarding the position before applying, please contact her at sarah@taratheatre.com.

Tara Theatre is committed to being an equal opportunities employer. We encourage applicants from the broadest range of backgrounds, with different skills and experiences to bring into our organisation. All candidates who identify as disabled and demonstrate that they meet the essential criteria during the shortlisting process will be invited for an interview, in line with the Equalities Act 2010.

To apply, please send a CV and covering letter (neither should be more than two sides of A4) outlining:

- Why you are applying for the role
- How you think you could contribute to the next chapter in Tara Theatre's future
- How your skills and experience match those outlined in the Job Description and Personal Specification

Please supply contact details for two referees and complete the equal opportunities monitoring form. References will not be sought without permission.

Submissions should be addressed to Sunita Pandya Malik, Chair of the Board and sent to recruitment@taratheatre.com no later than 12pm on Monday 7th April 2025.

We plan to hold in person first interviews on Tuesday 15th April and second interviews Thursday 24th April 2025. Tara Theatre will cover access costs, travel costs, and / or reasonable adjustments for disabled candidates during the interview process.

ACCESS

If you would like to submit your application in a different format we would be happy to accommodate this. Please contact frederick@taratheatre.com

