

**South London Theatre**  
**General Council – role descriptions**  
**Theatre Director**

**Being a member of the SLT General Council**

All members of General Council (GC) become Directors and trustees of SLT. You can read more about what being a trustee means here, but in essence it's about looking after the interests of SLT and our members. We need to make sure we are behaving legally and responsibly, are using our resources effectively and are accountable for what we do. You will be part of the decision-making that makes that happen. We hold monthly GC meetings, our AGM and annual away day, that you will be expected to attend (although we're all allowed a holiday!). All members of GC will also be expected to promote equality, diversity and inclusion and good safeguarding practices.

**Specific to the role – Theatre director**

The main purpose of the role is to be responsible for the artistic direction of the theatre and ensure the season is planned and delivered effectively. It is anticipated that each Theatre Director will take a lead on one of the following areas: finance, planning, and learning. The main responsibilities include:

1. Structuring the theatrical Seasons, within which SLT productions should make up a minimum of 65% of the annual artistic programming.
2. Oversight and responsibility for any other productions or performances that are scheduled into the theatre, working with the Building Manager and General Technical Manager.
3. To consider and programme any other workshops and training-orientated events, including those by visiting professionals, companies or other productions.
4. To consider and programme performance opportunities for all SLT groups, including Youth classes, Fest Norwood, Writers 'Circle, etc.
5. Being responsible for the choice of material performed, ensuring that it can be successfully administered in terms of space and casting.
6. Liaising with the General Technical Manager regarding the technical feasibility of productions and resources required.
7. Acting as, or identifying and appointing delegated Theatre Representatives, to provide support to Directors and casts, follow rehearsal progress and oversee productions.
8. Liaising with the Rights and Payments Director over requirements for royalty applications and performing rights for each production.
9. Liaising with the Building Manager to ensure room scheduling for rehearsals and performance, including additional space requirements to meet safeguarding requirements or large cast requirements.
10. Ensuring that Directors hold production meetings and that requirements are communicated to all relevant technical staff.
11. To prepare a proposed expenditure budget for each Season for which they are responsible, ensuring that budgets are adhered to and all expenditure fully accounted for and approved.
12. To prepare a Theatre report for the end of year Annual Report.

**What skills do you need?**

In addition to your personal creativity and artistic innovation, you will have an understanding of technical issues, the workings of a theatre and the process of performance and acting. A natural problem-solver, you will have great communication skills, able to guide and support others. As one of a team of three you will be a great team player and communicator, with time-management skills.