

The background is a dark brown color, decorated with various patterns. There are several large, stylized floral or sunburst patterns in shades of orange, red, and yellow. Scattered throughout are smaller white geometric shapes, including triangles, circles, and crosses, some of which appear to be hand-drawn or stamped.

UTOPIA THEATRE

Deputy Artistic Director
Application Pack

WELCOME!

Thank you for your interest in Utopia Theatre and the role of **Deputy Artistic Director**.

WHO ARE WE?

Utopia Theatre is a National Portfolio Organisation formed in 2012 by CEO and Artistic Director Mojisola Kareem, to create exceptional world-class African theatre with imaginative flair for the British and international stage. The charitable organisation aims to empower and engage African communities, support emerging artists and inspire the next generation. Utopia Theatre also uses African theatre as part of storytelling in schools and communities and hosts digital theatre.

For more information, visit: www.utopiatheatre.co.uk



Theatre productions



Creative Hub space hire



Creative and cultural events



**Youth Academy
(Ages 9-19)**



**Learning Club
(Ages 9-19)**



Community Ensemble

THE ROLE

Join us in shaping the future of Utopia Theatre! After a decade of remarkable growth and transformation, we are on the lookout for a passionate **Deputy Artistic Director**. This pivotal role will partner closely with our **CEO and Artistic Director**, playing a key part in bringing Utopia's bold vision and innovative programming to life.

As **Deputy Artistic Director**, you will collaborate to forge exciting new partnerships, enhance our artistic offerings, and expand our international reach. Utopia Theatre is dedicated to creating a diverse and inclusive environment, and we warmly welcome applications from individuals of all backgrounds, cultures, and experiences. We are an equal opportunity employer, committed to fostering creativity and representation in the arts. Come and be a part of our journey!



SPECIFICATION

Job Title: Deputy Artistic Director

Reporting to: CEO/Artistic Director

Salary: £35,000 per year FTE

Hours: Full time (37.5 hours per week), 5 days a week. Additional hours may be required to fulfil the role, including evening and weekend work for which no overtime is payable. A TOIL (time off in lieu) policy is in place.

Contract: Fixed-term contract for 1 year, contract to be automatically extended subject to Utopia's NPO funding status continuing.

Pension: Auto-enrolment in the company pension scheme on completion of probation, with **3% employer contribution** and **5% employee contribution**.

Holiday: Our holiday entitlement is **25 days paid holiday** in each holiday year. Utopia Theatre's holiday year runs from **1st April to 31st March** inclusive. The Utopia offices are **closed from 25th December – 1st January** inclusive.

Location: This role will be office-based at Utopia Theatre's offices in **Sheffield**, at **11 Rockingham Gate, S1 4JD**. Some travel may be required and all work-related travel and accommodation will be covered by Utopia Theatre.

Probation: 6 months from the first day of appointment.

Notice: During the probationary period, **1 weeks' notice** on either side is required. After completion of the probationary period, **two months' notice** on either side is required.



KEY RESPONSIBILITIES

Strategy

- Support the **CEO/Artistic Director** to develop and implement the strategic direction of Utopia Theatre.
- Co-lead on the continued development of the business model to ensure the strategic direction and aims are achievable.
- Support the **CEO/Artistic Director** to develop and maintain stakeholder relationships across the wider sector, ensuring Utopia Theatre continues to be a key player in the national landscape.

Collaborating with the Artistic Director

- Understand, interpret, and implement our artistic vision, turning it into actionable plans and projects.

Forging New Collaborations

- Work alongside the **Artistic Director** to connect with today's most innovative African/Caribbean and ethnically diverse artists across various genres and art forms, leveraging digital technology to push the boundaries of our work.

Designing Offerings

- Help create Utopia's programming to maximise our resources and enhance both creative and commercial potential.

Expanding Opportunities

- Build on Utopia's success in securing prestigious opportunities within the UK while exploring new possibilities in Europe, globally, and in digital spaces.

Translating Ideas Into Action

- Collaborate with the **Artistic Director** and **Marketing**, to bring bold artistic ideas to life through impactful events, tours, recordings, and broadcasts.

Board Reporting

- Assist the **CEO/Artistic Director** in preparing reports for the **Board of Trustees** by providing relevant information about your areas of responsibility.

Team Leadership

- Contribute to fostering a positive working culture at Utopia Theatre as a member of the senior management team.

KEY RESPONSIBILITIES

Event Attendance

- Attend company previews, events, and press nights as needed.

Company Advocacy

- Actively promote Utopia Theatre, maintaining a deep understanding of our vision, mission, and goals.

Policy Implementation

- Uphold and implement Utopia Theatre's policies and procedures as outlined in the Staff Handbook and governance documents.



ESSENTIAL

- Strong leadership and interpersonal skills.
- Experience of artist development.
- Extensive knowledge and experience of producing, in a variety of settings, and on a variety of scales.
- Experience of developing partnerships across the theatre ecology both nationally and internationally.
- Strong experience of managing budgets, particularly artistic project budgets, and an ability to deliver on financial targets.
- An enthusiasm for African theatre and in particular new writing.
- A proven ability to cultivate, secure and maintain partnerships with artists, venues, and other stakeholders.
- A demonstrable commitment to building a more equitable culture around African Theatre.
- Ability to work effectively with diverse individuals and teams.
- Excellent interpersonal and communication skills, both written and verbal.
- An understanding of how artistic planning interacts with fundraising, marketing, project delivery and financial management.
- A willingness to travel for research and to represent Utopia at festivals, conferences, on tour and at other events as needed.
- A commitment to upholding Utopia's mission and values.

DESIRABLE

- At least 5 years' experience in a leadership and/or senior management role in the arts sector.
- Experience of working strategically, including implementing business plans.
- An understanding and experience of the national touring ecosystem.
- A knowledge of and enthusiasm for Utopia Theatre and its work.
- A knowledge of Arts Council's NPO funding.
- Experience of supporting the generation of income, particularly through fundraising.



PERSON ATTRIBUTES

- A demonstrable commitment to equality and inclusivity.
- Excellent people management with the ability to inspire and motivate.
- Warm, friendly and approachable in order to effectively build collaborations.
- The ability to take initiative and recommend ways to develop Utopia Theatre.
- The confidence to work independently but also as part of a team.



OUR WORK



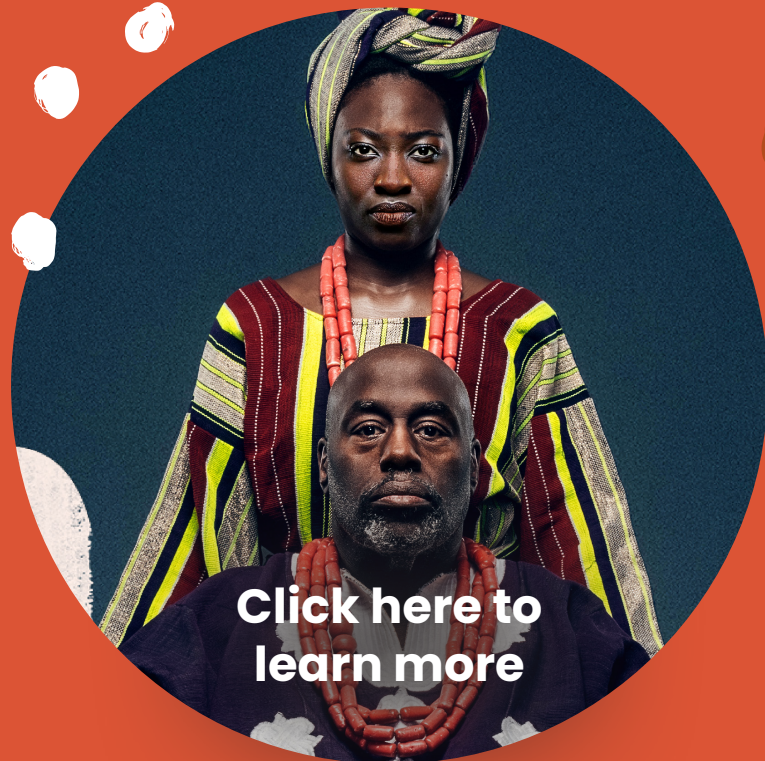
Click here to
learn more

Death and The King's Horseman

February 2025



Afridiziak Theatre News



Click here to
learn more

Crown of Blood

February 2026

A Yoruba adaptation of
Macbeth, coming soon
to Sheffield Theatres

See more of our past and present projects by heading over to our website:

<https://www.utopiatheatre.co.uk/projects-all/>



VISION

To be the UK's leading voice and producer of African theatre.

MISSION

Produce innovative contemporary African theatre productions and encourage authentic new voices from the African diaspora to share their stories on our stages and engage diverse audiences.

Profile: Raise awareness and increase appreciation of African culture in the Arts.

People: Invest in the skills development of artists (people from the African community and practitioners passionate about African theatre) and support their route to regular employment. We want to provoke, educate, entertain, to challenge and to delight, create lasting memories and inspire others artistic experiences and journeys.

Partner: Nurture a network of partners and build mutual support in order to develop an innovative approach to working with the African community in the UK and to build global audiences.

Place: We tell epic stories in small and big spaces. We develop creative performance spaces (live and digital) where artists can come together to test ideas and experiment with new ways of working which can lead to touring productions nationally and internationally. We want to innovate the ways the public experience theatre so that it is not just in buildings but as part of their everyday lives, not just as observers but as participants, not just with words but with all the theatrical tools available.

VALUES

We believe...

- Art has the power and **potential to change lives**.
- Art succeeds most effectively when **people are put before profit**.
- Art must be **available** and **accessible** as broadly as possible.
- In **shared decision making**, in equal creative stake, and **fair and equal pay**.
- In the creative power of **long-term relationships**.
- In **young people's potential to change the world** and their rights to be seen as part of that world in a world which tells stories and narratives that connect us together.



HOW TO APPLY

Please send a **CV and a cover letter** to director@utopiatheatre.co.uk with the subject line: **'Deputy Artistic Director Application'**. We also accept applications in alternative formats, for example, a short video or audio recording (up to five minutes in length). Please contact **Jude**, at info@utopiatheatre.co.uk to discuss options. The deadline for applications is **22nd April 2025** but this vacancy may close earlier if we find the right candidate.

We commit to interviewing people who identify as **disabled**, from the **global majority** and/or **working class** who can demonstrate they meet the level of knowledge and skills required to do the job.

If you would like an informal conversation about this role, please contact **Mojisola Kareem (CEO/Artistic Director)** at director@utopiatheatre.co.uk or call on **07881 028135**.

