



We are looking to expand our Senior Management Team

The Queen's Hall is a beautiful arts centre in the heart of Hexham providing performances and workshops in the venue and engaging our community throughout the Tyne Valley and beyond. The Queen's Hall has a 350-seat theatre, two galleries, a Studio Theatre and a café/bar. Our building is also home to Hexham Library, Hexham Book Festival, Hexham Community Partnership and the town's tourist information centre.

Queen's Hall Arts (QHA) is a company limited by guarantee, and a charity which is governed by a Board of trustees. Alongside box office and other commercial income, our activities are supported by a number of stakeholders including core funding from Northumberland County Council and Arts Council England (where we are a National Portfolio Organisation).

We have a vibrant programme of theatre, spoken word, live music, contemporary dance, comedy and workshops. In 2021 we reopened the venue with a new accessible Studio Theatre and refurbished backstage area. We have strong links with our community and local schools and offer a wide range of activities including Youth Folk Band, Youth Theatre and a community choir. We are looking forward to following up on the success of our community based programme in 2021 that featured the Hexham Lantern Parade and Animating Hexham, with new outdoor theatre, countywide visual arts exhibitions and community led programming.

If you were to join Queen's Hall Arts then you would be part of our Senior Management Team, which also includes the Artistic Director/CEO and two other management staff. The SMT leads the operational elements of the organisation whilst working with the Board on strategic development for the future. If you join QHA you will be building on strong foundations and ambitious plans for the future. We have a small but hugely committed staff team who share our vision.

Queen's Hall Arts Centre, Beaumont Street, Hexham, Northumberland, NE46 3LS
Box Office: 01434 652477
www.queenshall.co.uk

Queen's Hall Arts is a registered charity (1088975)

This role will be based in the Queen's Hall, but will include some remote working as well as regional and national meetings/events. The role is the equivalent of 4 days per week and we are keen to support flexible working patterns, where possible.

Our most recent annual report and accounts, along with other governance and regulatory information are at: [Accounts and annual returns, QUEENS HALL ARTS - 1088975, Register of Charities - The Charity Commission](#)

How to apply:

If you would like to have an informal chat with our Artistic Director/CEO, Katy Taylor, then send an email to katy.taylor@queenshall.co.uk

Application is by completion of the form which is available on our website, www.queenshall.co.uk.

Equal Opportunities

Information provided by you on the Inclusivity and Diversity Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process. Queen's Hall Arts seeks to employ a workforce that reflects the diversity of background and cultures within which we operate and to provide a working environment free from any form of harassment, intimidation, bullying, victimisation or discrimination.

We will treat individuals openly and fairly with dignity and respect, and value their contribution towards providing a quality service to our customers. All members of the organisation will be expected to adhere to these principles and we will challenge behaviour which is unacceptable, in particular on the grounds of gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status.

References

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on this form.

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Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants may be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

Timeline:

Application advertised	22 May 2022
Application deadline	24 June 2022 (5pm)
Interviews	w/c 11 July 2022

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