

THE OLD VIC

Job Description Head of Legal

Location:	The Old Vic, 103 The Cut, London, SE1 8NB
Hours	Usual working hours are Monday–Friday, 10am–6pm with some occasional out of hours work as required
Duration:	Full or part time role to be discussed
Salary:	£55,000 - £60,000 per annum (depending on experience) (pro-rated to number of days)
Responsible to:	Executive Director

The Old Vic

The Old Vic is London's independent not-for-profit theatre, a world leader in creativity and entertainment.

The Old Vic is mercurial: it can be transformed into a theatre in the round, a space for music and comedy, has played host to opera, dance, cinema, music hall, classical dramas, variety, clowns, big spectacles and novelty acts. It was the original home of the English National Opera, the Sadler's Wells dance company and the National Theatre. It's also been a tavern, a college, a coffee house, a lecture hall and a meeting place.

All of this is now in the bones of the building and is as important a part of its open-armed, inclusive, welcoming personality as its grand historic decor and the iconic performances and famous productions it has housed.

Today, Artistic Director Matthew Warchus is building on 200 years of creative adventure, with The Old Vic recently being hailed as London's most eclectic and frequently electrifying theatre. Under his leadership, we aim to be a surprising, unpredictable, ground-breaking, rule-breaking, independent beacon of accessible, uplifting and unintimidating art.

We hold the belief that theatre needs to be cherished, supported and shared with as many people as possible. Our 1000 seats are yours from £10 a ticket. Our productions are diverse, adventurous, new, exciting. Our education and talent programmes allow students to explore and artists of tomorrow to create. Our building is open and alive, day and night. Our theatre is yours.

So, whether you're looking for a comedy or new musical, a dramatic work or dance performance, a £10 preview, a late-night cocktail or a show you can watch together as a family, there is always something new to entertain at The Old Vic.

The Team

This role will sit within the Theatre Management team. The Team includes the HR Director, Director of Operations and External Relationships, Director of Theatre Management and Customer Experience, Head of Business Development, Business Assistant, and other administrative roles.

Internally the Head of Legal will work closely with the Senior Management and Executive teams as well as with external counsel and service providers as may be required from time-to-time.

Purpose of job

To be the Head of Legal for The Old Vic and in so doing be responsible for the provision or procurement of all legal advice, guidance and services to The Old Vic, its wholly owned subsidiaries and its connected charities, and thereby ensure the timely provision of legal advice and assistance to The Old Vic to proactively further the charitable aims of the organization.

It covers in particular:

- To manage, provide or procure advice on legal matters for the organization including but not limited to contract drafting and commercial negotiation, media, charity, IP and data protection, GDPR, property, employment and company law;
- Provide advice on creative and actor contracts where legal issues arise outside standard templates;
- Provision of legal advice, templates and contract support on The Old Vic operational matters to departments including unionized permanent and casual staff;
- To provide general regulatory advice;
- To act as Company Secretary and ensure that all company secretarial duties are properly carried out;
- Ensure that all legislation is adhered to and internal policies and procedures updated from time to time;
- To act as one of the Whistleblowing Officers for The Old Vic
- To provide all necessary advice and guidance to internal stakeholders, including the Board and the Executive level as required
- To ensure The Old Vic has sound and robust governance procedures in place,
- Input into the legal aspects of The Old Vic's risk register;
- To be the point of responsibility for the procuring and management of external solicitors and counsel as required;
- To take responsibility for any litigation or dispute matters that may arise and the general dealing of issues associated with the public;
- Coordination of requirements across teams and managing legal budget for resources
- To work flexibly as may be required by the needs of The Old Vic and to carry out any other reasonable tasks which will be required.
- Represent The Old Vic on External Bodies as relevant; and
- Carry out any other related duties as required.

This is not an exhaustive list of duties and the Theatre's management may, at any time, allocate other tasks which are of a similar nature or level.

Person specification

Our working culture at The Old Vic is open, informal and proactive. As an organisation we prize creativity and the bravery to be led by that and we all bring passion and an entrepreneurial spirit to our roles. We work hard and take a can do approach, and we have as much fun as we possibly can in the process.

For this role, we are looking for a likeminded team player who is genuinely passionate about applying their Legal expertise within the theatre industry, as our environment offers a completely unique and rewarding experience for the right person.

The successful candidate will be a qualified lawyer with several years' post-qualification experience. A practical and problem solving approach is necessary and in-house experience in a performing arts/media/ entertainment industry organisation is preferred but not essential.

The successful candidate will be enthusiastic about the arts and committed to ensuring that The Old Vic achieves its aims through providing thorough, appropriate and sometimes innovative legal and commercial approaches and through maintaining rigorous and effective legal and contractual processes and advice.

Essential

- a qualified lawyer with several years' post-qualification experience;
- competent IT skills
- strong drafting and negotiating experience;
- a practical and problem solving approach
- strong administrative, planning and organizational skills
- attention to detail and ability to work under pressure combined with a calm and measured approach
- excellent verbal and written communication skills with experience of adapt and communicate legal advice clearly to stakeholders at both a senior and junior level; and
- skilled at effective multi-tasking - able to manage and prioritize a wide variety of matters and demands
- Demonstrably good drafting skills, ideally with broad experience of drafting a variety of contracts to a high standard.

Desirable

- private practice experience in a well-respected firm;
- in-house experience in a media/ entertainment industry/cultural/not for profit organization/theatre client;
- some dispute resolution experience;
- some property law experience

- an interest in the legal issues in the arts and cultural sector.

The Old Vic is a truly inspiring place to work. This is an irresistible opportunity for the right person to join a landmark institution at an exciting time in its history and be part of its future.

The Old Vic welcomes applicants from diverse backgrounds to apply.

To Apply:

If you are interested in the role, please apply via The Old Vic 'Work For Us' website at <https://www.oldvictheatre.com/about-us/work-for-us>, by downloading and completing an application form and sending to jobs@oldvictheatre.com along with your CV and cover letter.

The closing date for this position will be **5pm on Monday 19 March 2018**