

## Competencies

All Corn Exchange Newbury and 101 Outdoor Arts Creation Space staff strive to demonstrate competencies in the following key areas. In your application you should try and give examples of how your previous activities might demonstrate your own personal competencies.

### Customer Focus

- You act professionally and calmly when interacting with others
- You demonstrates concern and courtesy towards colleagues and customers
- You treat all people respectfully
- You take personal responsibility for correcting problems
- You follow up with individuals to ensure satisfaction with the level of service they have received

### Accountability

- You take personal responsibility for work activities and personal actions
- You follow through on commitments made
- You implement decisions that have been agreed upon
- You maintain confidentiality with sensitive information
- You acknowledge mistakes you make without blaming others, and learn from mistakes altering behaviour to avoid repetition
- You recognise the impact of your behaviour on others and act appropriately

### Adaptability

- You respond to changing circumstances by being innovative and altering your behaviour to better fit different situations
- You exhibit optimism and energy
- You learn new skills that help you perform work in better ways
- You successfully work with new colleagues
- You professionally deal with personal discomfort in a changing environment
- You are willing to be flexible
- You remain calm in stressful situations

### Clear Communication

- You express yourself clearly and effectively when speaking and/or writing to individuals and/or groups
- You listen attentively
- You ensure that information is understood by all parties
- You share information in a timely manner using the most appropriate method
- You present well organized information in a group setting

### Initiative

- You take action to improve a situation without waiting for explicit instructions
- You understand how your actions relate to the Corn Exchange's and your department's strategic goals
- You recognise and respond to opportunities in order to reach a goal
- You seek new and improved techniques, solutions, and approaches to completing assignments

### Problem Solving

- You generate creative approaches to addressing problems and opportunities

- You identify and weigh options, make sound decisions after reviewing all relevant information
- You anticipate and plan for potential problems
- You take calculated risks
- You recognise the impact of your solutions on others

## About Us

The Corn Exchange Trust manages four key spaces; the Corn Exchange which includes a 400 seat auditorium, a 40 seat independent cinema and thriving Kitchen and Bar; 101 – a unique outdoor arts creation centre for the development of large-scale outdoor performances, making and rehearsal space and on-site accommodation and our new centrally located Learning Centre in which all of the organisation's learning and participation activity has taken place since its opening in September 2017; and The Base, a visual arts gallery and workshop space on Greenham Business Park which is also home to 8 resident artists.

The performance programme at the Corn Exchange has developed considerably in recent years. We present a mixed programme of theatre, dance, comedy, music, family, film and outdoor work to audiences from across the South East. The emphasis is on presenting shows of the highest quality and films that inspire and entertain audiences, with attendance growing year on year. The Trust produces its own pantomime in-house as well as supporting a range of artists and companies across all art-forms through commissioning and development opportunities, mentoring and production support. Our emphasis is on presenting great shows and films that audiences really want to come and see. Always high quality, we're really proud that our attendance figures are growing year on year.

Since 2009 the organisation has led a major outdoor arts programme, presenting internationally renowned companies and most recently producing spectacular large-scale outdoor performances to audiences of thousands. 2014 saw the launch of the Trust's newest venture 101; a creation centre dedicated to the production of outdoor arts and an ambition to develop the facilities, opportunities and resources available in the region to support the create exceptional outdoor performance. From April 2017 this work was expanded as a result of Ambition for Excellence funding from Arts Council England and further funding from Greenham Trust enabling the expansion of 101 and the creation of a new talent development and innovation programme.

The launch of our dedicated Learning Centre has seen the continuation and subsequent expansion of the Trust's flourishing participation programme *Get Involved*. Working across all age groups, there is a particular focus on working with schools and young people as well as Ageing Creatively, a programme of work specifically aimed at those aged 55+.

The Trust has a turnover of around £3 Million per annum and is run by an Executive Team, led by Director Katy Griffiths, Guy Dickens (Head of Technical & Operations), Jessica Jhundoo-Evans (Deputy Director), Gemma Twiselton (Head of Communications and Audiences) and Danielle Corbishley (Head of 101 & Outdoor Programmes). We have a wider management team of 7, and a number of key freelance partners who we work with regularly most notably Simon Chatterton as well as a core staff team of 41, plus casual staff and over 120 volunteers. We receive core funding from Greenham Trust, West Berkshire Council, and Arts Council England as a National Portfolio Organisation.

## Mission and Objectives

We are a flagship arts centre for the South East, punching above our weight artistically and so much more than just a theatre. Core funded by key partners to deliver outstanding performances, and creating our own well respected work. We are at the heart of a creative and cultural community, leading a vision for a vibrant district with more and more people involved in all of our activities. With some of the best facilities and staff in the country we are committed to involving everyone in what we do.

## Centre for Excellence

*Enable excellence at every opportunity*

- Our role as artistic leader is to provide examples of what is excellent and to encourage and enable this work to thrive in Newbury
- We must continue to play a key role in providing inspiration for both artists and audiences

## Creative Communities

*Provide access points and encourage involvement from our entire community*

- Deliver a programme of artistic opportunities in more places, incorporating more art forms and engaging with more people
- Develop and provide more quality opportunities for local people to participate in cultural activities within their own community

## Custodian

*Safeguard our long-term sustainability*

- Ensure that the organisation and its buildings are valued by the people of Newbury
- Maximise income generated from our five income streams at every opportunity in order to ensure we can deliver on our vision
- Invest in our staff and infrastructure to ensure continued success and growth

## About Newbury

Newbury is a modern market town, at the heart of rural West Berkshire. The Corn Exchange and our main office is situated in the town's central market place. 101 is situated a 5 minute drive from the town centre at the site of the former Greenham Common Airbase on Greenham Business Park. The town's train station is a short walk from the Corn Exchange providing frequent trains to Reading and London Paddington; whilst the M4/A34 enables quick access to Reading, Bristol, Oxford, Winchester, Salisbury and the surrounding areas.

Newbury has been undergoing expansion recently, with many developments including a shopping area, Parkway, attracting new retailers and footfall to the town. The wider region of West Berkshire has lots of beautiful countryside and villages, with the historic downlands and Ridgeway great for relaxation, and the small and unique towns of Hungerford and Marlborough within easy reach.

## Core Values

The Trust aims to be a centre for artistic excellence that cares about providing a high quality experience for its audiences, artists and employees. We encourage involvement in the creative arts from our entire community, welcoming everyone and inspiring future generations. By forging strong relationships with our audiences and stakeholders, and being efficient in the operation of our business, we are committed to safeguarding the long-term sustainability of the organisation.

In doing this we hold true to the following values

- We are passionate about the arts
- We aim for excellence
- We put our customers first
- We work collaboratively
- We respect and include everyone
- We seek out better ways to do things

The Trust expects our staff and volunteers to demonstrate a commitment to these values and use them in their decision making and actions every day, for the benefit of our audiences, artists, stakeholders, and fellow employees.

- We are passionate about the arts: We believe wholeheartedly in what we do, and seek to share our enthusiasm with others; inspiring future generations.
- We aim for excellence: We always try to exceed expectations and actively pursue success. We are proud of our reputation and we want to build it together.
- We put our customers first: Customers are our audiences, participants, artists and stakeholders and we work hard to see things from their point of view and improve their experience of the Corn Exchange.

- We work collaboratively: We forge relationships with others in order to succeed. We work as a team and are adaptable, making it easy for our colleagues, partners and communities to work with us.
- We respect and include everyone: We will treat everyone we encounter with respect and courtesy; we actively seek out opportunities for local people to participate in cultural activities within their own community.
- We seek out better ways to do things: This means we work hard to get the best possible value out of everything we do, and actively look for examples of best practice both inside and outside our organisation.