



Recruitment to the post of Director at the Council for Dance, Drama and Musical Theatre (CDMT)

Closing date 10am Friday 7 November 2025

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Location	Salters' Hall, 4 London Wall Place, London, EC2Y 5AU
Responsible to	The Chair and Board of Trustees
Responsible for	The strategic direction, development and effective management of this charitable organisation.

CDMT is the industry body for world-class professional schools, conservatoires and awarding organisations in the performing arts, counting in its membership a number of international institutions.

We are looking for a talented, ambitious and driven education and arts professional to energetically build on the company's success over the past decade and imaginatively take forward and elevate the charity's mission and vision for the years ahead.

CDMT's position in the sector and the requirements of the role are described in this document:

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ABOUT CDMT

The Council for Dance, Drama and Musical Theatre (CDMT) grew from the Council for Dance Education and Training (CDET), which was founded in 1979. The change of name, reflecting the organisation's growing mission and ambition within the sector, was announced at a reception in the House of Lords in March 2018.

CDMT is today the only industry body in the UK offering quality assurance and membership services to institutions delivering training, education, and assessment in the performing arts. These institutions open themselves to scrutiny and collective stewardship by our organisation with the purpose of confirming a benchmark of quality. In turn, this standard serves to provide comfort and reassurance to students and their parents/carers when selecting an appropriate path towards achievement in dance, drama and musical theatre.

In 2019—the year before the onset of the Covid pandemic—CDMT celebrated its 40th year of serving the sector, delivering expert guidance and support to providers of professional courses and qualifications, as well as influencing government to ensure that the UK continues to provide superior opportunities for students to develop as artists of the highest calibre, according to their potential.

Our key milestones and achievements since 2021 are described at the end of this document. In summary, during June 2022, to advocate further on behalf of our members, CDMT held an industry reception at the House of Commons, and in October of the same year announced Baroness Wilcox of Newport as our new Chair whilst completing an office move to the impressive Salters' Hall building near Moorgate. In September 2023, we released our report *Securing Access to Performing Arts Education for All* at the House of Lords, with support of the All-Party Parliamentary Group (APPG) for Performing Arts Education and Training. In June 2024, we launched *A Manifesto for Performing Arts Education*, at the House of Commons, with the support of Andrew Lloyd Webber KG and Sir Cameron Mackintosh. We also renewed our Articles of Association and Board structure in this time, adding a second Peer to our Board.

In 2025 we have already hosted an inaugural Industry Information Event for students in vocational training with speakers from, amongst others, the Andrew Lloyd Webber Foundation, Cameron Mackintosh Ltd, Royal Shakespeare Company, Trafalgar Entertainment, Equity and Spotlight, and steered Angela Rippon's UK-wide *Let's Dance!* initiative.

CDMT's work, since its inception, has been to:

- Support the consistent application of standards across professional schools, conservatoires and awarding organisations, complementing the breadth of disciplines offered by performing arts providers
- Promote outstanding industry-approved institutions, thereby allowing prospective students, candidates and parents better to understand what constitutes excellent provision
- Advocate powerfully on behalf of the sector, increasing our public profile and influence with key industry and political stakeholders
- Act as authoritative source of information on high quality education and training provision, informing practitioners and government education authorities in their work.

CDMT's MISSION, VISION AND VALUES

Our mission, vision and values convey the underlying direction and principles of the organisation, and are implemented in a deliberate manner when taking forward initiatives.

Mission

Our mission is to ensure the pipeline of performing arts practitioners from the early stages of learning through to professional training and the industry. We achieve this through being the go-to body for quality assurance and expert support in the performing arts, and the first point of contact for employers, students and teachers seeking information about quality education, training and assessment in dance, drama, musical theatre, and the performing arts across the UK.

Vision

Our vision is to provide leadership in the performing arts sector through representing, and advocating on behalf of, a diverse range of high-quality providers, as well as providing valuable quality assurance, membership, and specialist services. To do this with authority, we operate on an intelligence-led basis underpinned by up-to-date and in-depth information—preparing for the future by strengthening the organisation both in itself and its structures, and in terms of its reach.

Values

CDMT is a values-driven charity which acts with integrity and resilience to:

- Embrace diversity, inclusivity and open communication to foster creative and collaborative working relationships in all aspects of our operations
- Treat people with dignity, honesty and respect
- Stay agile and intentional in finding innovative solutions to issues as they emerge, including significant changes to government policy and sector priorities
- Draw on the wide range of trusted research, experience and practice that exists in the education and training community and underpins our commitment to world-class performing arts provision
- Foster a culture of continuous improvement amongst our member institutions, our networks of practitioners, and our central team.

SUMMARY OF CDMT ACTIVITIES

- Accredits excellent professional training at full-time dance, drama and musical theatre schools—providing the industry benchmark of quality since 1979
- Validates the world's leading awarding organisations which offer performing arts and music qualifications
- Recognises, by means of the Recognised Awards Scheme, pre-vocational dance, drama and musical theatre schools and teachers
- Provides membership and other specialist services through our Conference of Professional Schools and Awarding Organisations Committee
- Negotiates with government authorities on issues of education, funding, policy and regulation
- Acts as Secretariat of the APPG for Performing Arts Education and Training
- Publishes the annual UK Guide which is the definitive resource for those seeking information on quality provision in the sector
- Manages a substantial public-facing online platform which promotes members and core services, as well as administering two information websites for the Dance and Drama Awards (DaDA) and Graded Examinations respectively
- Operates a free comprehensive information service for the public.

ABOUT THE ROLE OF DIRECTOR

The Director of the CDMT plays a strategic role in performing arts training, education and assessment nationally and manages the staff and resources of an organisation of UK-wide standing. The CDMT is financed primarily by membership subscriptions. As this source of income is restricted, the successful applicant will need to demonstrate a strategic business sense and a successful income-driven record that will enable the CDMT to create, diversify and take full advantage of developing opportunities.

The Director must be able to liaise effectively with all sectors of the dance, drama, music and musical theatre education communities. They will have wide knowledge and experience of arts education at all stages of development from entry level, through Further/Higher Education to post-graduate level, and will also require an understanding of qualification frameworks in the UK. Knowledge and experience of inspection and self-assessment mechanisms similar to those operated by the Office for Students, Ofsted and Ofqual, is desirable.

The role of Director includes advocacy on behalf of the sector and requires an ability to offer support and advice to professional schools, conservatoires and awarding organisations as well as informing the thinking of regulators, civil servants and parliamentarians. This demands a high level of tact, diplomacy, professional understanding and tenacity as well as intellectual rigour and integrity.

This is a time of change and challenge for the performing arts education community. The post of Director of the CDMT requires a talented, ambitious and self-driven professional able to offer and energetically deliver an exciting vision for the company's future, and manage the journey required to successfully achieve it.

RESPONSIBILITIES AND REQUIREMENTS OF THE POST

The Director:

Leadership and outward facing activities

- Identifies current issues and concerns for consideration by the CDMT membership and Trustees
- Develops appropriate policies and strategies so that organisational goals may be achieved
- Plans the work of the organisation
- Oversees the accreditation programme, the validation programme and the Recognition programme, ensuring their relevance and development
- Develops strategic relationships with government departments and agencies working in the arts to influence policy in relation to performing arts training, education and assessment.

Partnerships and membership support

- Represents the CDMT's membership and its concerns
- Builds our network: both organisational and individual
- Works effectively with the Chair and Board of Trustees.

Promotion

- Promotes the CDMT and the work of its members
- Represents the CDMT to the media
- Oversees production of printed materials and website.

Project development

- Oversees individual projects ensuring that objectives are delivered on time and within budget
- Identifies new projects and potential funding sources
- Monitors the work of staff and consultants on specific initiatives.

Finance

- With the Hon. Treasurer, draws up budgets, financial control systems and ensures appropriate reporting of financial status to Trustees and the regulators
- Develops income generation strategies
- Prepares funding applications, tenders etc.

Personnel

- Organises and oversees all HR and operational systems including:
 - the recruitment of all employees and freelance consultants
 - contracts of all who work for CDMT
 - the recruitment and training of the highest quality consultants
 - systems to record leave (holidays, sickness, maternity, time in lieu)
 - staff appraisals and identification of development needs of staff
 - the effective running of the office and relationships with suppliers
 - regular staff meetings
 - policies and procedures for the CDMT.

General

- Ensures the smooth running of the organisation via its committee structures
- Ensures activities are reported to Trustees on a regular basis
- Monitors action points and their implementation.

SUMMARY OF DIRECTOR'S ACTIVITIES

- Sets organisational strategy, vision and direction with Board support
- Establishes corporate values, rewards quality and success in a culture of equal opportunity
- Creates business plans, allocates capital in support of aims, produces budgets and monitors finances
- Cultivates key relationships, influences decision-makers, develops suitable partnerships and networks
- Strengthens organisational reputation through representations to government, industry bodies and media
- Leads, inspires and builds teams of highly qualified staff, consultants with effective use of resources
- Chairs meetings and ensures success of operational policies, membership committees and inspections
- Utilises sector intelligence to reinforce the company's standing through targeted events and initiatives
- Oversees reports to the Charity Commission, Companies House, HMRC, Pensions Regulator and others (acting as Company Secretary)
- Manages risk assessments and mitigating actions, seeks legal and professional advice where necessary.

PERSON SPECIFICATION

The successful candidate for the role of Director will be able to demonstrate:

- Experience of management at a senior level in the education and/or arts sectors, with an awareness of national assessment and inspection frameworks
- Staff management skills and a motivating and inclusive style
- Ability to identify opportunities, take initiative, and command the respect of peers and associates, demonstrating honesty and integrity in all dealings
- Excellent written and verbal communication skills, interpersonal abilities, and strategic thinking and planning
- Knowledge and experience of financial procedures and regulatory compliance and responsibilities
- Proficiency in influencing, negotiating, and finding common ground and agreement
- Resilience, self-motivation, clear vision and the ability to defend and promote organisational mission
- Commitment to equal opportunities and the charity's values
- Experience, knowledge and understanding of the performing arts
- High level of organisation, accuracy and attention to detail, including excellent numeracy
- Education to a minimum of Degree level
- The guile to engage with the pertinent issues and policies of the time and to endeavour to shape the future for the benefit of the CDMT and its colleagues.

SUMMARY OF TERMS OF EMPLOYMENT

The terms below do not form part of a contract and are for information only. On appointment the successful applicant will be issued with a contract setting out the full terms of employment.

- Reporting to CDMT's Chair and Board of Trustees
- A 37.5 hour working week with 25 days annual leave plus statutory holidays. Normal hours are from 9.30am – 5.00pm at the CDMT office
- 6 month period of notice on either side on confirmation of appointment (subject to successful completion of a six month probationary period)
- Salary of £60-70K per annum subject to annual review
- CDMT operates a pension scheme and is an equal opportunities employer.

HOW TO APPLY

Applications comprising a curriculum vitae and letter addressing the responsibilities and requirements of the post and person specification should be sent by email and attachment to CDMT at hire@cdmt.org.uk marked **Covering Letter and CV** in the subject bar. You should also indicate your present salary.

Closing date 10am on Friday 7 November 2025. Interviews will take place on Wednesday 26 November, and those invited to attend will be notified by Monday 17 November.

Start date Monday 9 March 2026.

CDMT RECENT MILESTONES

2021

- Hosting a sector-wide Online Question and Answer Session with Lord Clement-Jones, Lord Vaizey of Didcot and Lady Wilcox during the pandemic
- Founding the influential All-Party Parliamentary Group (APPG) for Performing Arts Education and Training at Westminster of which CDMT is Secretariat
- Publishing the perceptive reports *Restarting the Sector 2021*, *Practical Lessons in the Performing Arts; A Time of Challenge 2021*, *Vocational Training in Dance, Drama and Musical Theatre*; and a *Statistical Analysis of Provision at CDMT Accredited Schools*
- Introducing a series of innovative Online Careers Information and Showcase Events for 2021/22.

2022

- Supporting development of the Department for Education's (DfE's) non-statutory aims for Keeping Children Safe in Out-of-School Settings through mapping to CDMT's Recognised Awards scheme
- Releasing the insightful research paper *Preserving and Diversifying the Future of Performing Arts Education and Training*
- Delivering an inspirational joint CDMT/ APPG industry reception at the House of Commons to highlight our mission *Performing Arts for All: Promoting Creativity and Aspiration in Every Young Person*
- Announcing CDMT's new Chair, the Baroness Wilcox of Newport, and moving the company office to Salters' Hall in Moorgate, London.

2023

- Holding CDMT's leading Careers Conference and Showcase Performance at Mountview, London
- Facilitating two persuasive consultation sessions with parliamentarians at Westminster for CDMT Accredited Schools and Validated Awarding Organisations, initiating over 30 Parliamentary Questions in support of the performing arts and producing the *Regulatory Report on Graded Exams*
- Presenting a new CDMT website and online application platform for the Recognised Awards
- Releasing CDMT's hard hitting publication *Securing Access to Performing Arts Education for All: Building a Stronger Future* at the House of Lords.

2024

- Launching a powerful Manifesto for Performing Arts Education, proudly sponsored by the Cameron Mackintosh and Andrew Lloyd Webber Foundations, at the House of Commons
- Hosting CDMT's rousing Careers Conference and Showcase Performance at the Liverpool Institute of Performing Arts
- Advocating successfully on behalf of members on matters including VAT policy, initiating cross-party support through joint statements, Parliamentary Questions and debates in both the House of Commons and House of Lords, with 2024 culminating in a powerful Westminster debate on the future of Creative and Performing Arts Education
- Submitting a comprehensive response to the DfE's Curriculum and Assessment review, highlighting the urgent need for enhanced support for creative learning at all stages of the education pipeline
- Reimagining the content and design of CDMT's annual UK Guide to Professional Training, Education and Assessment in the Performing Arts.

2025

- Hosting an inaugural Industry Information Event for students in vocational training with speakers from, amongst others, Andrew Lloyd Webber Foundation, Cameron Mackintosh Ltd, Royal Shakespeare Company, Trafalgar Entertainment, Equity and Spotlight
- Elevating our work continuously at the UK Parliaments, building on impactful reports and publications
- Amplifying the company's objectives and profile through distinguished industry and political launch events hosted at prominent venues
- Bringing together organisations and practitioners in support of Angela Rippon's Let's Dance! Initiative, backed by Wes Streeting (UK Secretary of State for Health and Social Care) and Chris Whitty (Chief Medical Officer)
- Embedding CDMT's updated Articles of Association and Charitable Objects, securing a second Peer as a Trustee, with the view to refresh our list of patrons.