

## Executive Director

October 2024



### Welcome

Thank you for your interest in this position at Brewery Arts. This pack provides background information on the organisation and a job description for the role of Executive Director. If you would like any further information, or would like an informal discussion, please contact us to arrange a call. We look forward to hearing from you.

### Overview

Brewery Arts is Cumbria's flagship arts centre, presenting a dynamic programme of live music, theatre, comedy, film, festivals, exhibitions and creative learning. Based in a historic building in Kendal, Brewery Arts has been a vital resource for the community for over 50 years. We are now seeking an Executive Director to work closely with the CEO & Artistic Director in our next phase of development. This is an exciting opportunity to help lead a well-established institution with an iconic public venue, a loyal audience base, a talented team and strong network of partners.

## **Company Information**

The Kendal Brewery Arts Centre Trust Ltd (T/A Brewery Arts) is a Charity and Company Limited by Guarantee. The trading subsidiary is the Kendal Catering Company Ltd. Both companies are governed by a voluntary Board of Trustees.

We welcome approximately 150,000 people each year and host major festivals, including the annual Kendal Mountain Festival. We are an Arts Council England National Portfolio organisation and a Strategic Cultural Partner of Westmorland & Furness Council. We also receive ongoing support from Kendal Town Council and the Brewery Arts Centre Endowment Trust. We are members of BFI Film Hub North and currently receive Strategic Award funding. Funding from regular grants makes up 15% of our income and the remaining 85% is generated through ticket sales, memberships, donations and commercial trading revenue through venue hire, catering and hospitality. The annual turnover for Brewery Arts is £2.4m.

## **Mission, Vision & Values**

Brewery Arts mission is to engage and inspire the community and the next generation. To enrich lives through culture and provide wide ranging opportunities for creative participation in the arts.

We present extraordinary experiences in music, film and performing arts - from across the globe and the community - to wide audiences in the region. Our engagement and learning programmes empower people of all ages to create and celebrate culture in all its forms. Children and young people are inspired and encouraged to develop a lifelong love of the arts, build talent, skills and confidence, and discover pathways to the creative industries.

Our vision is to continue evolving as one of the most innovative arts organisations in the UK, inspiring even more people to live, work and create in Kendal and the region. We are a critical resource for the local community, a catalyst for regeneration, and a destination for national and international visitors.

### **Values**

- Excellence - creating extraordinary cultural experiences that enrich lives
- Innovation - keeping pace with new developments in our sector and in society
- Inclusion - championing diverse communities that are currently underrepresented
- Sustainability - securing a strong future for our organisation and the environment
- Collaboration - increasing our impact through great partnerships and teamwork

### **Aims 2024-26**

Our current Business Plan is focused the following main aims:

- Programme: Increase the scale, impact and distinctiveness of the presented programme
- Engagement: Diversify the engagement programme to increase social and economic impact
- Audiences: Broaden audiences and communities to deepen dialogue, reach and impact
- Finance: Strengthen the financial model of the organisation to secure long-term sustainability
- Operations: Develop the building, operations and teams to ensure sustainability and resilience

## Job Overview

Reports to:	CEO & Artistic Director
Responsible for:	Finance Manager, Development Manager, Head of Hospitality, Head of Production & Property, HR Manager (new post).
Salary:	£48,000 per annum
Hours:	Full time, 40 hours per week
Holidays:	6 weeks increasing to 7 weeks after three years
Contract:	Permanent
Probationary Period:	6 months
Notice period:	12 weeks
Location:	On site in Kendal, with some opportunities for occasional remote working

### Purpose of the Role

The Executive Director has primary responsibility for the safe, legal and effective running of the organisation, reporting to the CEO & Artistic Director and working as part of the Senior Management Team to lead a dynamic and resilient organisation.

### Principal Responsibilities

#### Strategy & Leadership

- Lead on finance and fundraising strategy, supporting the CEO & Artistic Director with the development and delivery of the Business Plan and maximising opportunities for income generation.
- Play a key role in the senior management team (SMT), providing specialist knowledge and supporting the CEO & Artistic Director with strategic planning, evaluation and management.
- Deputise for the CEO & Artistic Director as required, leading the organisation in their absence.
- Lead a positive and collaborative staff culture and work to support the company vision, mission and values at all times.

#### Finance & Fundraising

Provide robust financial leadership of the organisation, managing the Finance and Development team, carrying out the following tasks:

- Act as Company Secretary and lead financial and regulatory relationships including accountants, Companies House, Charity Commission and HMRC for tax matters, ensuring compliance and meeting of legal requirements.
- Produce and manage the annual budget in consultation with the CEO & Artistic Director.
- Produce monthly management accounts and cash flow projections.
- Work with budget holders to assess performance and update forecasts on a monthly basis.

- Create budgets and reports for the board and funders, in line with set timescales.
- Deliver fundraising strategies for projects and for core revenue funding, in consultation with the CEO & Artistic Director and supported by the Development Manager.
- Develop funding bids to Arts Council England, local authorities, trusts and foundations, and pitches to sponsors and individual donors.
- Manage the operation of the Finance Sub Committee of the Board.
- Maintain and implement robust financial controls to mitigate the risk of fraud and error.
- Lead the Auditors in the preparation of the annual statutory accounts.
- Ensure contracts, grant offers and third-party agreements are appropriate and legally compliant.
- Manage insurance policies and ensure relevant licences are in place.

## **HR & Management**

Lead on HR matters, promoting an effective, professional and inclusive staff culture across all departments, supported by the HR Manager, carrying out the following main tasks:

- Oversee the recruitment, line management and appraisal of staff, ensuring all team members have the skills, resources and support required to deliver on their contracted duties, supported by the HR Manager (new post).
- Lead on the ongoing formulation and development of responsive and up-to-date company policy and procedure.
- Line management of the Finance Manager, Development Manager, Head of Production & Property, and Head of Hospitality and HR Manager, including performance management and the identification of training and development needs.

## **Trading & Property**

Ensure the safe, legal and effective running of the premises and the trading subsidiary, managing the Heads of Department and carrying out the following tasks:

- Oversee the trading subsidiary Kendal Catering Company (KCC), managing the Head of Hospitality and maximising opportunities for income generation through catering.
- Manage the operation of the KCC Board.
- Oversee the development and upkeep of the building, site and carpark, supported by the Head of Production & Property and Facilities Manager.

## **Other**

- Attend and present at Board meetings.
- Represent the organisation internally and externally.

***This list is not exhaustive. The organisation may evolve and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.***

## Person Specification

### Essential

- A minimum of 5 years experience in a senior leadership role
- Significant financial management, control and planning experience
- Strong people management skills
- Experience of producing and working with management and statutory accounts
- Experience of preparing, monitoring and analysing budgets and cash flow forecasts
- Demonstrable knowledge of current accounting software such as Sage
- Good understanding of VAT practice and payroll
- Experience in working with external auditors on preparing annual accounts
- Experience of working with HR and compliance
- Excellent ICT skills, accuracy and attention to detail
- An advanced knowledge of Microsoft Excel and accountancy systems
- Excellent written and interpersonal communication skills
- Entrepreneurial approach to income generation

### Desirable

- Accountancy qualification (e.g. ACCA/CIMA/ACA)
- Experience or knowledge of Charity accounting and Charity compliance
- Experience of financial control in a hospitality or catering business
- Experience of securing funds from trusts, donations and sponsorship
- Experience as Company Secretary and working with a Board of Trustees
- Experience of working as part of a senior management team to achieve a company vision
- Experience or knowledge of property and facilities matters
- Experience of working in arts and culture

Candidates from all sectors and backgrounds are highly welcomed. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our staff team, particularly people who are black, brown or marginalised, people from the LGBTQ+ community, or people who are disabled.

## How to Apply

Please download and complete an Application Form from the website and send it by email to Hannah Sinclair at: [recruitment@breweryarts.co.uk](mailto:recruitment@breweryarts.co.uk)

**Deadline for applications:** **Monday 11 November (midday)**

**Interviews:** **Thursday 14 and Friday 15 November**

If you would like an informal discussion before making your application, please contact:

Miriam Randall, CEO & Artistic Director: [miriam.randall@breweryarts.co.uk](mailto:miriam.randall@breweryarts.co.uk)