A night scene of a parade or festival. Large, colorful balloons with black and white stripes and various colored accents (purple, orange, red, green) are suspended in the air. People in dark costumes with striped sleeves and hoods are walking on the street. The scene is illuminated by streetlights and the balloons themselves.

REVOLUTION

RECRUITMENT PACK

EXECUTIVE DIRECTOR

About Revoluton

Who We Are

Revoluton is a Luton-based arts organisation. We work with artists and communities - across a range of art forms and disciplines - to produce creative work that promotes positive futures for people and place. We provide support, resource, and mentoring to artists and emerging creative practitioners. We facilitate pathways for people to engage with creativity, as professional practitioners, participants, and as audience members.

“ We believe the spirit of Luton encapsulates activism, warmth, and generosity. The spirit of our work is captured in our name - Revoluton.

This is an exciting time in the development of the organisation. Over the last two years, Revoluton Arts has been on a journey to shape a long-term strategy that will see more people engaging with our work as audiences, creatives, and co-designers - in person and via digital means. Our work as a newly established independent organisation will take us beyond the geographical boundaries of Luton, delivering ambitious creative work in addition to the remit of our primary funded programme, Creative People and Places (CPP).

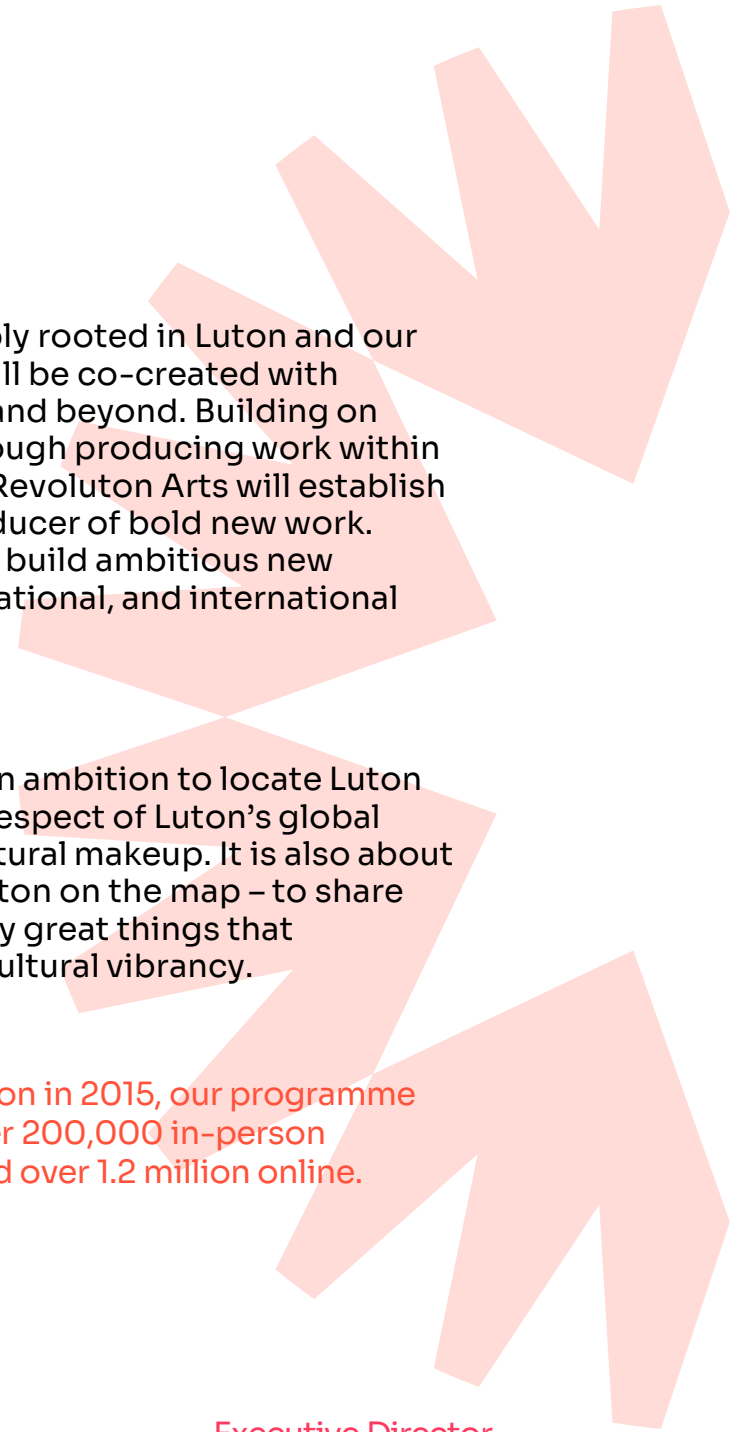
Revoluton

Our work remains deeply rooted in Luton and our creative programme will be co-created with communities in Luton and beyond. Building on experience gained through producing work within previous CPP activity, Revoluton Arts will establish a nascent role as a producer of bold new work. Additionally, we aim to build ambitious new partnerships at local, national, and international levels.

Central to this plan is an ambition to locate Luton in the world. This is in respect of Luton's global relevance and multicultural makeup. It is also about a deep desire to put Luton on the map - to share with the world the many great things that contribute to Luton's cultural vibrancy.

“ Since our inception in 2015, our programme has attracted over 200,000 in-person engagements and over 1.2 million online.

Executive Director



Our Vision, Mission and Values

Our vision is for communities to connect through creativity, locally and globally, uniting to define their positive futures.

Our mission is to unite communities and creatives as the collective catalyst for change. We locate Luton in the world. We do this by connecting the people of Luton with standout creative 'practitioners –locally' and beyond - to create cultural activities that bring positive change to people and places.

Our values are:

Agency (affirming the voice, choice, and power of marginalised communities to bring positive change).

Belonging (celebrating place, and creating a sense of acceptance and freedom).

Connection (uniting people and forming partnerships towards a common purpose).

Creativity (nurturing talent, promoting everyday creativity, and producing creative work made in Luton).

Opportunity (providing and promoting access to arts and creativity for leisure, learning, and livelihood).





About the Role

We are seeking an ambitious and collaborative Executive Director to join the leadership team at Revoluton. The post holder will work closely with the CEO/Creative Director to enable the growth, development and delivery of the ambitions of the organisation. This includes the successful delivery of the CPP project, alongside the development of our nascent role as a producer of bold new work. The post holder will support the CEO/Creative Director with the successful delivery of an adventurous and inspirational programme of arts events, projects, and activities.

Revoluton was established as an independent organisation in 2020, and this is an exciting time to join the team as we broaden our programme and ambitions. Developments across the last two years - aimed at assuring increased capacity to deliver against our plan - place us in a strengthened position. This transformation is ongoing and there is work to be done with the staff team, the Board and our partners, to realise the ambition.

The post holder will be responsible for working with the CEO/Creative Director to build a sustainable business model for the organisation, building partnerships and leading the finance, income generation, evaluation and HR functions. Together with the CEO/Creative Director the postholder will maintain and nurture a positive working culture that is ambitious and inclusive. This is a leadership position in a growing organisation that is building creative opportunities with amazing communities in Luton and with places like Luton.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by, and for Lutonians, to how we budget and build partnerships. We are committed to our organisation reflecting and celebrating Luton's incredible diversity across ethnicity, age, gender, disability and socio-economic background. We therefore especially welcome applications from people with lived experience of the communities that we work with.



Key Responsibilities

Strategic Leadership and Management

- With the CEO/Creative Director take leadership responsibility to develop and deliver the strategic aims and objectives of Revoluton, and implement a model for developing organisational impact.
- Lead the implementation of effective strategic planning processes to support the delivery of all company programmes.
- Work with the CEO/Creative Director to develop the Company's long-term resilience through an effective organisational structure and business model and plan.
- Work with CEO/Creative Director to develop and implement fundraising and income generation strategies.
- Work with CEO/Creative Director on building effective partnerships with stakeholders.
- Lead the financial function for the company, setting and monitoring budgets and cashflows and produce financial management reports for the Board of Directors and Arts Council England, ensuring staff have clear delegated responsibilities and processes to follow.
- Lead the HR function, to make key recommendations to CEO/Creative Director and Board in areas of performance management, staff achievement, development and remuneration.
- Take the lead on the evaluation frameworks for the organisation and CPP project, working with external evaluators and overseeing the collection and collation of evidence for reporting to all funders.
- Lead on the reporting functions to all funders, working with team members to gather evidence.

- Oversee the smooth operational running of Revoluton across administration and IT, supporting the Programme Assistant to deliver these areas.
- Develop and maintain positive and responsible relationships with companies, artists, funders, and all partners.
- Promote the interests and achievements of Revoluton to stakeholders, funders, and the community.
- Attend regional, and national meetings and conferences, as appropriate.
- Ensure all staff and creatives reflect the organisation's diversity and inclusion ethos.
- With the CEO/Creative Director build a vibrant and collaborative work culture

Governance and Compliance

- Work with the CEO/Creative Director and Board of Directors to ensure the company maintains the highest standards of governance and strategic planning.
- Ensure all legal responsibilities across the organisation are undertaken with due diligence.
- Arrange and attend Board meetings, and ensure Board members have relevant papers on finance, legal, and operational issues, and that they receive accurate and timely information that enables them to make informed decisions.
- Manage the ongoing development and implementation of policies and procedures across the organisation, keeping up with legislative requirements.
- To update and manage a Risk Register, leading on the implementation of mitigating actions to reduce risk across the organisation



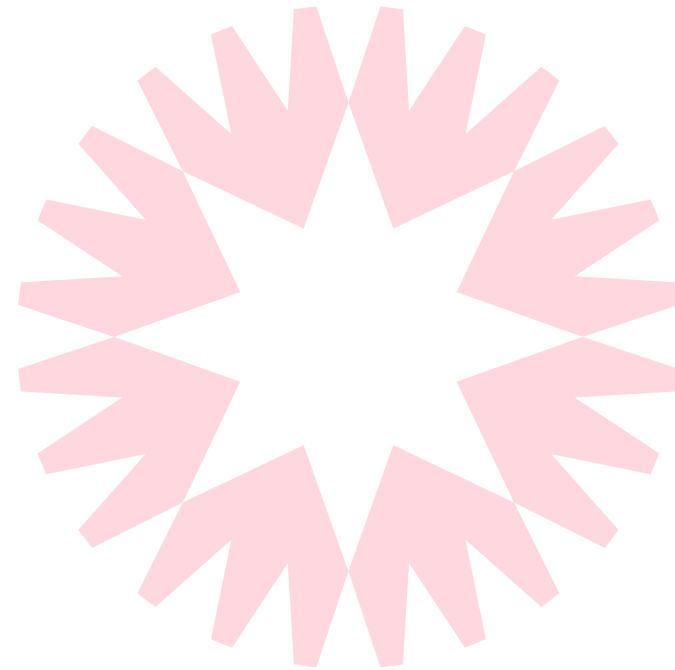
Person Specification

Essential

- Knowledge of the UK arts and/or third sector and relevant funding landscape.
- Experience in strategic planning for an organisation/large department, establishing effective planning and monitoring systems.
- Experience of managing budgets and cashflows for projects around £500k - £1million, establishing robust systems and financial reporting.
- Experience in successful fundraising and income generation.
- Ability and interest in establishing robust evaluation processes.
- Ability to build strong partnerships and support others leading partnerships.
- An interest and enthusiasm for working collaboratively with communities on developing plans and ideas.
- Ability to develop organisational policies and strategies.
- Experience in line management and developing a positive working culture.
- Ability to manage staff and freelancers, establishing briefs and writing job descriptions and contracts.
- Knowledge of health & safety, contracting & HR best practice.
- A genuine and demonstrable commitment to the broadening of cultural diversity, representation, and access.
- Excellent problem-solving skills with a proven ability to work flexibly under pressure, to prioritise, and meet deadlines.
- Excellent presentation, written, and verbal skills.
- High attention to detail and accuracy in written work.

Desirable

- Knowledge of company governance and legislation.
- Interest in digital opportunities when developing a business model



Application Details

Contract Terms

Contract: Full-time.

Salary: £46k (plus pension contributions)

Responsible to: CEO/Creative Director

Responsible for: Marketing Manager, Programme Assistant and Freelance Fundraiser

Start date: From September 2024

Place of work: Hybrid working, with at least 60% of the week in the Revoluton office at Marsh Farm, less than 10 minutes from Leagrave Station on the Thameslink.

Application Information

Deadline for applications: 23:59, Monday 15 July 2024

Interviews: First interviews will take place on the Monday 22 July in person in Luton, the panel will include CEO/Creative Director, Lindsey Pugh and Chair, Matthew Jones

Second interviews will take place on Wednesday 24 July.

Candidates attending an interview will need to prepare a 5-minute presentation outlining how they would approach the first 6 months in the role.

If you would like to discuss the role before applying, please contact: lindsey@revolutonarts.com to arrange a call. Please note that Lindsey will be unavailable between 24 June and 2 July.

How to Apply

Please email your application to:
info@revolutonarts.com

To submit an application, please send in an up-to-date CV, with details of two referees, a completed Equal Opportunities Form, and a supporting statement outlining your interest and why your experience makes you an excellent fit for the role.

We will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4.
- Video submission that is no longer than 5 minutes.
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes.

Revoluton is a diverse organisation, committed to equal opportunities and we welcome applications from all sections of the community. If you require any further information, assistance in making an application or this information in an alternative format, please contact us on info@revolutonarts.com or 01582 345560.

REVOLUTON

   @REVOLUTONARTS

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