



## **Job Description - Executive Director**

We are seeking a visionary individual to join our team as Executive Director to lead Lung Ha Theatre Company in this exciting next phase of its development which will consolidate our position as Scotland's leading theatre company working with adults with learning disabilities and autism. We are proud to say that our company provides a platform and voice for people whose stories are not always heard. We have a five-year plan which offers the opportunity for our actors to participate in award-winning work that sits proudly at the heart of Scotland's creative output and speaks to the wider world.

Within this role, you will lead and oversee all strategic and financial planning and work collaboratively with the Artistic Director on all artistic development and programming with a view to maintaining the Company's unique and established position in the Scottish Theatre community, and in the national and international networks we inhabit.

The successful candidate will have a proven commitment to diversity and broadening access to the joy and power of theatre, for artists, audiences, and participants. They will also share in Lung Ha's core commitment to equality, diversity and inclusion and will work with the Artistic Director to reimagine new, leading practices of sustainability, both financial and environmental, in all the company does.

Whilst this is an Executive Director position, for the right person with the right level of experience and commitment, we would be interested to meet someone who may not have fulfilled the role of joint executive before. We have listed core person-specifications, however in line with our equality, diversity and inclusion aims, we encourage applications from those who may not meet all the core requirements. If you can demonstrate a commitment to learn, we will support your development.

### **Key role requirements**

- To lead artistic and strategic planning for Lung Ha, in collaboration with the Artistic Director.
- Deliver the company's 5-year Business Plan.
- Manage budgeting, fundraising and finances.
- Collaborate, inspire, and engage with a wide range of internal and external stakeholders and partners, especially Creative Scotland.

- Ensure good governance and communication with the Board of Trustees, including Trustee meetings and the Annual General Meeting.
- Lead the staff team and work with the Artistic Director and Trustees to ensure the company maintains the highest standards of governance and strategic planning.
- Oversee press and media relations strategy for all projects and work effectively with our external PR company.
- Oversee all elements of HR, recruitment and management of staff and appropriate safeguarding procedures.
- Ensure that risk is well managed, and the risk register is maintained and reviewed.
- Ensure effective policies and plans are in place and regularly reviewed.
- Ensure Lung Ha Theatre Company is compliant with all statutory requirements including the Charity Commission and Companies House.
- Ensure Lung Ha Theatre Company complies with best practice and legal requirements, employment law and data protection; and environmental sustainability.

### Person specification

	Core	Desirable
Proven leadership and people management skills including an understanding of employment practices	Yes	
Strong administration and management experience, gained through working at executive leadership or management level for an arts, charity or publicly funded organisation	Yes	
Strong financial management skills and proven capability of setting and managing project and organisational budgets	Yes	
Experience of successful statutory and private bid writing with a proven track record managing relationships with funders and partners	Yes	
Excellent interpersonal, advocacy, communication, presentation and negotiation skills	Yes	
Good knowledge and understanding of the UK arts sector with an aptitude for creative thinking and generating ideas	Yes	
Knowledge of the theatre industry, touring, and the opportunities and challenges for artists and audiences	Yes	
Proven track record of effective project monitoring, evaluation and report writing	Yes	
Experience of driving positive change in equality, diversity and inclusion and environmental sustainability	Yes	

Lived experience of working with adults with learning disabilities and autism with an awareness of potential barriers and a proven commitment to inclusion and equal opportunities within the arts	Yes	
A team player with an understanding of the collaborative and supportive approach required working for a small organisation	Yes	
Experience in the Scottish cultural sector		Yes
Experience in international collaborations and connected to international networks		Yes

### Terms and Conditions

- **Hours:** Full-time hours are 35 hours per week (excluding lunch breaks), Monday–Friday, however flexibility is essential. The post holder(s) will be expected to work some evenings and weekends in line with production schedules.
- **Salary:** £39-45K dependent on experience.
- **Contract:** Either a full-time contract for 1 person, or job share with part-time contracts for 2 people. We support flexible working. Contracts will be subject to continued multi-year funding from Creative Scotland and a probation period of 6 months.
- **Location:** Lung Ha office, Grindlay Street, Edinburgh with some travel around Scotland, and a blended approach to office and home working.
- **Notice Period:** 3 months’ notice on either side.
- **Holiday entitlement:** 28 days annual leave.
- **Pension:** The company will contribute 3% of salary to People’s Partnership.
- **Safeguarding:** This position is subject to a satisfactory PVG registration with Disclosure Scotland.

**Accessibility:** If you require copies of documentation in alternative formats, please contact [info@lungha.com](mailto:info@lungha.com). If you have any access requirements, should you be invited to interview, please let us know.

Please apply by sending a CV and Cover Letter to the Chair of the Board Kate Skinner c/o [libby.dave@lungha.com](mailto:libby.dave@lungha.com)

**Application deadline – 29th September 12pm (midday).**

Interviews will be held with members of the Lung Ha Board. Please advise if you have any prior commitments when submitting your application.