

Executive Director: Job Description

Role Summary

POSITION: Executive Director

REPORTS TO: The Chair and Board of Trustees

RESPONSIBLE FOR: All staff

LOCATION: Hybrid working - part home working, and part office-based at Longborough Festival Opera (LFO), New Banks Fee, Longborough, Moreton in Marsh GL56 0QF.

CONTRACT: full-time permanent contract

BENEFITS & TERMS: 5% employer pension contribution, 25 days holiday (plus statutory bank holidays), 3-day office closure during Christmas holidays, complimentary & discounted tickets to opera season. Six-month probationary period.

The Executive Director provides inspirational strategic direction for LFO's work, communicates the company's purpose and values to its staff and the wider world and has overall responsibility for the smooth running and ongoing financial viability of the company and its activities. The Executive Director jointly leads LFO, alongside the Artistic Director, Polly Graham.

The Executive Director reports to the Board and has direct line management for the organisation including: Finance, Marketing & Box Office, Operations & Site, Front of House, Membership, Fundraising, Education, Artistic Administration, Production Management, Orchestra Management.

Key Responsibilities

Strategic and Operational Leadership

- Provide motivational leadership to the team at LFO creating a best practice, positive environment in which the vision and work of LFO can flourish.
- Oversee the strategic and operational planning of all aspects of LFO's activities and advise the Board on policy, its implementation and other issues.
- Attend all Board meetings in an advisory capacity and ensure Trustees are kept fully informed of all business, risks and opportunities.
- Work closely with the Artistic Director on the vision and delivery of the Artistic Director's 3-year rolling plan as approved by the Board of Trustees ensuring the company presents an exciting, ambitious and diverse programme of work including new ideas and new work whilst balancing quality and innovation with sound financial management.
- Work with the Board of Trustees and team at LFO to ensure the strategy, planning and operations are in place to support the vision of the Artistic Director.
- Lead, develop and manage LFO's team ensuring that everyone is performing to the best of their ability.
- Lead by example and embody LFO's values to create a positive, curious, and transparent culture.

Financial Management

- Responsible for the financial health of LFO, reporting to the Board and mitigating financial and operational risks as they arise.

Executive Director: Job Description

- Oversee all financial management, budgeting, forecasting across the organisation, ensuring the financial integrity of LFO by maximising income, controlling costs and identifying financial efficiencies and initiatives that improve sustainability.
- Be responsible for the financial planning and controls including the preparation of business plans, annual reports, and management reports to Trustees.
- Oversee all contracting and fees across the organisation, ensuring financial implications of contracts are integrated within all budgets/forecasts and that the organisation's best interests are considered.
- Support the Finance Manager and work with Finance Subcommittee on the annual audit, including preparation of the Annual Report and liaison with the Audit Partner.
- Work alongside the Finance Manager and facilitate the payment of all invoices.

Staff Management

- Provide effective and supportive line management, manage workload & morale, set objectives, monitor standards & progress, guide their problem solving, identify training opportunities and encourage personal development.
- Ensure the appropriate processes, procedures, and communication are in place so that all artists, creative teams, stage management, and technical teams have an exemplary experience at Longborough.
- Ensure compliance with HR legislation and best practice are embedded into the ethos of the company for all personnel.
- Lead by example in promoting Equality, Diversity and Inclusion across all our work.
- Act as HR lead for the charity.

Governance & Compliance

- Ensure that LFO acts at all times in compliance with its governing documents, all relevant legislation, regulatory codes and partnership agreements.
- Support the continuing development of LFO's Board and governance.
- Attend all meetings of the Board and ensure high-quality reports are provided on a timely basis.
- Undertake all regulatory reporting to the Charity Commission and Companies House.

Site Management

- Oversee the management, upkeep and development of the premises.
- Champion improvements across the theatre and site, ensuring a safe and fit-for-purpose space for staff, freelancers, and audience.
- Clearly communicate compliance requirements and Health & Safety legislation with the Theatre and Site owner.
- Clearly communicate and be responsible for the health & safety regulations of the charity for the people working on and attending the opera.

Opera Production

- In line with the Artistic Director's vision and plans, develop budgets for artistic program, providing specific support on financial modelling, projected box office sales, and practicalities of each production
- Provide support & guidance to Head of Artistic Administration by overseeing rehearsal and performance scheduling, artist contracting, and all operational aspects of opera production.

Executive Director: Job Description

- Provide support & guidance to Production Manager by overseeing the financial and project management of the summer season.

Fundraising & Development

- Be actively involved and provide leadership for securing major funding opportunities for the organisation, ensuring due diligence and best practice is embedded into the work.
- Provide direction and approve plans for membership and friends schemes.
- Develop and expand relationships with current and potential sponsors, donors/members to ensure fundraising can support the ambitious plans for LFO.
- Proactive approach to creating and instigating fundraising opportunities to diversify income.

External Affairs

- Build and maintain relationships with existing LFO members, supporters, audience as well as the wider opera, classical music and performing arts sectors.
- Raise the profile of the charity ensuring wide understanding of our activities and identify new opportunities for growth/support.
- Represent the charity externally at events and be a lead spokesperson for the charity.
- Represent LFO to media and press, and the wider public through social media.
- Take every opportunity to maximise, promote and develop the company's reputation.

Education

- Oversee the development of the education programme and support the education team to deliver our charitable objects and outreach activity in line with the Artistic Vision and Strategic Plan.
- Ensure compliance on all Child Protection regulations, chaperoning requirements and licensing.

Marketing and Data Protection

- Oversee the development of the marketing strategy, shaping the voice and branding of LFO to maximise profile and reach.
- Ensure compliance and best practice on all GDPR legislation and transparency of our processes, policies and systems.

Other

- To be flexible and to undertake any other reasonable duties as requested by the Board of Trustees.
- Attend all opera performances during the summer season.
- LFO reserves the right to require staff to work on bank holidays; in lieu time granted to compensate

Person Specification

ESSENTIAL EXPERIENCE

- Extensive leadership experience at strategic and operational level.
- Proven experience of developing and implementing strategies that successfully deliver objectives.
- Proven track record of successfully managing significant organisational review and change.
- Proven team and staff development skills.
- Experience of working closely with a Board, with robust governance knowledge.

Executive Director: Job Description

- Successful track record of building profile and reputation of organisations.
- Proven experience of collaboration with the ability to build excellent relationships with internal and external stakeholders.
- Experience of managing budgets and maintaining the financial viability of an organisation.
- Experience of successfully securing income, either voluntary or commercial.
- Professional knowledge of classical music, opera, or theatre.

DESIRABLE EXPERIENCE

- Previous leadership role in the performing arts sector.
- Experience of working in a small team.

ESSENTIAL SKILLS AND QUALITIES

- Nurturing and trusting leadership and management skills.
- A pro-active, resourceful and hands-on manager, with an eye for new approaches and solutions.
- Engaging written and verbal communication skills.
- Influencing and negotiating skills with ability to represent LFO at a strategic and local level.
- Personal integrity and excellent interpersonal skills.
- Financial awareness with strong analytical skills and a creative approach to problem solving.
- A highly-organised self starter and able to self-motivate.
- Able to deal with ambiguity and reconcile ideas.
- Proven diplomacy skills and tact.
- Commitment to equality and diversity and an understanding of how such an approach strengthens an organisation.
- Public speaking skills.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

Updated: 6 September 2023