



## **JOB DESCRIPTION**

**Post Title:** Executive Director

**Responsible to:** Chief Executive & Artistic Director

**Key contacts:** Board members, staff, volunteers, external suppliers, customers, stakeholders and partners

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### **Role overview**

The Executive Director will work closely with the Chief Executive & Artistic Director as part of The Stables Strategic Management Team, using a mix of fundraising, management, administrative and creative skills to enable programme, artist and organisational development.

### **About The Stables**

The Stables, based in Milton Keynes, is one of the UK's leading music venues with a vision to engage the widest range of people with music in all its diversity. Our task is to enrich people's lives with opportunities to access, participate in and experience live music, and the arts in general.

We currently deliver over 400 concerts across all music genres, and 250 learning and participation projects including the National Youth Music Camps, each year. We also produce IF: Milton Keynes International Festival, a biennial multi-artform festival founded in 2010 which engages 500,000 people with extraordinary events in unusual spaces and in unexpected ways.

This is an exciting time to join The Stables in one of the UK's fastest growing and economically vibrant cities. Part of Arts Council England's National Portfolio, The Stables is currently planning the 2018 International Festival, having recently been awarded the European Festival Association's 'Remarkable Festival' accolade. We are also keen to capitalise on the build up to The Stables' 50<sup>th</sup> birthday celebrations in 2020 and are exploring new opportunities for engaging more people through enhanced digital platforms, touring projects and venue development. These opportunities include scoping new venue facilities and presenting work in other places.

There is a wealth of opportunity to draw upon including local, national and international networks, artists, supporters, and student alumni. We are looking for an exceptional individual to work closely with the Chief Executive & Artistic Director as part of the Strategic Management Team.

[www.stables.org](http://www.stables.org)

[www.ifmiltonkeynes.org](http://www.ifmiltonkeynes.org)

## **JOB SUMMARY**

You will work closely with the Chief Executive & Artistic Director as part of The Stables Strategic Management Team to enable programme, artist and organisational development using a mix of fundraising, management, administrative and creative skills. The role also will also work closely with the Finance Director & Deputy Chief Executive who has overarching responsibility for the Finance and HR team.

## **PRINCIPAL RESPONSIBILITIES**

*Please note that this Job Description is designed to give you an overall view of the job and is not a definitive list of tasks.*

### **Organisation and Project Development**

- Contributing to the development and successful implementation of The Stables Business Plan
- Ensuring buy-in and understanding of the business and project plans amongst The Stables Trustees, Directors, staff and volunteers
- Working with the Strategic Management Team to provide leadership, and promote a positive and collaborative working environment
- Working with the creative team and artists to develop projects and the resources to deliver them
- Undertaking feasibility work needed on project proposals

### **Fundraising**

- Working with the Chief Executive & Artistic Director, and board to engage stakeholders and develop philanthropy and corporate income streams
- Helping to identify, shape and submit funding proposals
- Building partnerships that can provide in-kind support to reduce costs

### **Communication**

- Providing regular briefings to the Chief Executive & Artistic Director, The Board of Trustees, Subsidiary Boards and other working groups, attending meetings as required
- Communicating with and co-ordinating project teams to ensure joined-up thinking
- Acting as advocate for The Stables, the Festival and other key projects locally, regionally, nationally and internationally

### **Management and Administration**

- Working within and managing aspects of the budget including the negotiation of fees and other contractual matters as required in consultation with the Chief Executive & Artistic Director
- Approving and issuing contracts as required

- Maintaining and supporting partnerships with documentation, meetings, record-keeping, note-taking, etc.
- Managing and supporting teams to achieve key objectives
- Abiding by relevant policies including equal opportunities, health and safety, child protection etc.
- Leading on evaluation and post-production management reporting as required

#### Other

- Undertaking any other duties that are commensurate with the responsibilities of this post

#### Required Skills and Experience

Criteria	Essential	Desirable
<b>Work Related Experience</b>	<ul style="list-style-type: none"> <li>• Proven skills in fundraising from trusts, foundations, sponsors and other public bodies</li> <li>• Excellent oral and written communication skills with a track record of writing successful funding / sponsorship bids and proposal documents</li> <li>• Understands the politics and agenda of the funded arts sector</li> <li>• Excellent presentation skills</li> <li>• Previous experience of working at a senior level in a significant arts / cultural organisation</li> <li>• Experience of working within and supporting / managing teams</li> <li>• An understanding of assessing, managing and mitigating risk</li> <li>• Experience of budgeting, budget management and financial reporting</li> <li>• Familiar with arts policy and practice including an understanding of the priorities of Arts Council England</li> </ul>	<ul style="list-style-type: none"> <li>• Executive production / Tour management experience (people, budgets, processes)</li> <li>• Relevant and recent contacts to support the fundraising effort</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Can cope with constant change and pressure</li> <li>• Can trust and be trusted</li> <li>• A team player who is able to follow, work with and lead as the situation demands</li> <li>• Prepared to do what it takes to succeed whilst maintaining a positive outlook and positive working environment</li> <li>• Can maintain a sense of humour, tact and diplomacy</li> <li>• Can inspire, and build confidence and competence amongst staff and project teams</li> </ul>	

Other	<ul style="list-style-type: none"> <li>• An understanding of The Stables work and a real desire to be involved</li> <li>• Has an appropriate balance of interest in the creative side with fund-raising, practical administration and management skills</li> <li>• Able to apply commercial thinking when necessary</li> <li>• Good personal presentation</li> <li>• Prepared to take a hands-on approach</li> <li>• Flexible and able to work evenings or weekends as required to get the job done</li> <li>• Willingness to support The Stables commitment to equal opportunities, health and safety, child protection and other relevant policies</li> </ul>	<ul style="list-style-type: none"> <li>• Clean, current driving licence and own car</li> </ul>
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## Key Terms and Conditions

- The Executive Director will work in Milton Keynes. The Stables is based in rural Wavendon, Milton Keynes, and the Festival takes place in and around central Milton Keynes. During the run up to each International Festival there is an intense period of work with a requirement to be on site during the 10 day Festival which takes place in July.
- The post is offered on a full-time basis with flexible annualised hours, and will involve working outside of normal office hours from time to time to accommodate the needs of the role.
- The post is subject to a 6 month probationary period. Upon successful completion of the probationary period it will be a permanent position and the post-holder will be able to join The Stables stakeholder pension scheme, to which the Stables Theatre Ltd will match contributions up to 3%, and will be eligible for bonus pay awards under the terms of the company's performance related pay scheme.
- The salary is circa £40k per annum, dependent on experience.
- Full terms and conditions will be made available on offer of appointment.

***Please note that alternative employment terms including freelance / part-time appointments may be considered, and the terms outlined above could be adapted with the agreement of both parties. Candidates are invited to talk to the Chief Executive and Artistic Director prior to application on 01908 280814.***

## Application Process

Applications must be made using the Application Form which can be downloaded from The Stables website [www.stables.org](http://www.stables.org) or obtained from [lorraine.hack@stables.org](mailto:lorraine.hack@stables.org). We regret that CVs cannot be accepted.

Completed applications should be returned **by 12 noon on Monday 8 January 2018** to [lorraine.hack@stables.org](mailto:lorraine.hack@stables.org) or by mail to Lorraine Hack, The Stables Theatre Ltd, Stockwell Lane, Wavendon, Milton Keynes, MK17 8LU



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