

Chinese Arts Now

Executive Director & Joint CEO Job Description

CAN is seeking an Executive Director to join CAN's Artistic Director to form a new leadership team that will drive CAN's growth and ambitious development plans. The Artistic Director and the Executive Director will act as joint CEOs of CAN and both report to the Board of Trustees.

CAN is coming to the end of its first NPO round and is developing plans for its second NPO period. The new leadership team will be key to expanding the programme, increasing both earned and sponsorship income and achieving CAN's ambitions for this next period.

The Executive Director role is new to CAN and the successful applicant will be expected to develop this new role, including the design and selection of an appropriate supporting team, in the way that best allows CAN to achieve its plans.

The Artistic Director is responsible for CAN's artistic programme, creative strategy and leads CAN's creative team.

The Executive Director's role is to help provide inspirational strategic leadership and sound business direction to ensure that all of CAN's work, taking place across a wide variety of platforms, is planned and produced in the best possible circumstances and achieves the company's business and financial plans. The aim is to support CAN to fulfil its potential as a cultural leader in the arts ecology within the UK and internationally.

All persons employed by CAN who are not directly involved in the artistic programme report to the Executive Director or to a team member designated by the Executive Director.

The post of Executive Director is full time at a salary of £35,000 - 40,000, depending on experience.

Full Time Salary:

£35,000 - 40,000 per annum, depending on experience

Annual Leave:

25 days per annum

Probation Period:

Six months

Key Responsibilities

Business Plan

- Develop and agree all business plans, budgets, cash flows, fundraising applications and other financial plans and reports, in consultation with the AD.

Management

- Lead on ACE liaison, Board and stakeholder management, the operational, administrative, HR and financial functions of the company in order to support the achievement of the company's artistic vision, its financial objectives and audience engagement priorities.
- Support the Artistic Director, Associate Artistic Directors and other artists with the delivery and management of productions, workshops, and other events.
- Support the Artistic Director and the Associate Artistic Directors with recruitment processes and the development of productions.
- Ensure that CAN adheres to all policies agreed by the Board.
- Take responsibility for monitoring Health and Safety on behalf of the Board and
 - report immediately any instances of non-compliance or accidents as required by legislation,
 - ensure that all staff, whether permanent or contract, are aware of Health and Safety requirements and carry out any required checks.
- Appoint all staff required to deliver the work of the Executive Director.

Audience Development

- Lead on creating a press and marketing strategy for CAN Productions and the CAN Brand in conjunction with the Marketing Director and freelancers (eg. PR agencies).
- Oversee the delivery of the agreed marketing budget and plans.

Company Development

- Lead on and further develop fundraising and development for the company, in consultation with the AD and Associate Artistic Directors.
- Work with the Artistic Director to foster a dynamic relationship with main stakeholders, including Arts Council England, Westminster Council, the offices of the Mayor and Assembly of London, key venue partners and key sponsors.
- Ensure that CAN operates legally at all times and adheres to all requirements of its contracts and its obligations as an employer.
- Develop a close working relationship with the Board of Trustees and its Chair to ensure transparency and constructive debate.
- Act as the ambassador for CAN to help the company develop a strong reputation in the British Chinese community, in the media and arts industries in the United Kingdom and worldwide.

Finance

- Lead on designing and implementing appropriate financial systems and procedures to enable good financial control, ensuring that CAN is financially sound, and provide accurate and timely financial reporting including monthly, production and annual accounts.
- Ensure all plans, budgets, fundraising and other applications required by outside parties are prepared accurately, clearly and delivered on time.
- Together with the Artistic Director, assist the Associate Artistic Directors to budget and then account for and control the budget for their CAN Productions.

- Work with the Artistic Director and Associate Artistic Directors to ensure that budgets and CAN's overall financial objectives are achieved.

Admin

- Negotiation of all contracts including with suppliers, venues, landlords, funding bodies, employee/contracted staff and artists.
- Lead on planning, preparing and delivering papers for Board meetings and share the presentation of those papers according to role.
- Act as Company Secretary of CAN.

General

- Carry out other such duties as may be reasonably requested by the company.

Person Specification

Essential

- Excellent organisation, planning and problem solving skills with 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.
- Knowledge of the UK arts and funding landscape, and the social, cultural and political context within which theatre and the arts more widely operates.
- Previous experience in developing strategies, including company development and marketing, and working on organisational business plans.
- A genuine and demonstrable commitment to the broadening of cultural diversity, representation and access.
- Experience of financial & budget management and financial reporting.
- Knowledge of company governance & legislation, health & safety, contracting & HR.
- Experience of fundraising and development.
- Experience of audience development and marketing.

Desirable

- A background of working in the subsidised arts or charitable sector.
- Understanding of contemporary British Chinese/East Asian culture and arts.
- Experience of producing in the arts.
- Experience in a senior leadership role in an arts or other organisation.

HOW TO APPLY

Please supply the following information:

- Your up-to-date Curriculum Vitae.
- A letter of application, on no more than 2 sides of A4, setting out why you wish to apply for this position and the knowledge, skills and experience you can offer relevant to the role's responsibilities.

Please send applications through [this form](#). Receipt of your application will be confirmed by email.

Application deadline is **Monday 3 January 2022, 5pm**.
Interviews are likely to be on or close to **10 January 2022**.

The successful candidate will be expected to start on 1 March 2022 but we are happy to negotiate the start date.

If you have any questions about the role, please contact CAN's chair, Nicholas James nicholas@rbpgroup.com.