



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.

Revoluton was established as an Arts Council England-funded Creative People and Places (CPP) project in 2015 and became an independent organisation in 2020. Over the last few years, we've produced bold new work putting Luton on the map in increasingly creative ways.

Now is an exciting time to join the team as we prepare to deliver many new and ambitious projects. We've shaped 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.

Revoluton

Our work as a newly established independent organisation takes us beyond the geographical boundaries of Luton, delivering ambitious creative work in addition to the remit of our primary funded programme, CPP.

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 has now established a role as a producer of bold new work. Additionally, we are building 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 250,000 in-person engagements and 1.3 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 a diligent and collaborative Executive Director to join the leadership team on a permanent basis at Revoluton. The post holder will work closely with the CEO/Creative Director to support the growth, development and delivery of the organisation's ambition. This includes the successful delivery of the CPP project – our primary funded programme – alongside the progression of Revoluton's role as a producer of bold new work. Leading all aspects of the organisation's operations, the post holder will create the conditions and support the team to deliver 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 continue to broaden our programme and ambitions. Developments across recent years – securing increased resource and capacity to deliver against our plan – place us in a strong position. With £1.77 million investment confirmed for the next four years, the post holder will play a vital role in enhancing and evolving the operations of the organisation at a time of expansion. Revoluton's transformation is ongoing and there is work to be done with the staff team, trustees and our partners, to realise our ambition.

We are looking for someone to be a key leader in the delivery of the organisation's overall strategy, led by the CEO/Creative Director, and be responsible for its operational oversight. This includes financial sustainability, fundraising, evaluation, impact and advocacy, governance and staff leadership. We are looking for a great strategist with a flair for finance, an entrepreneurial spirit and a great appetite for collaborative working.

This is a leadership position in a growing organisation that is building creative opportunities with amazing communities in Luton and with places like Luton. Together with the CEO/Creative Director, the postholder will maintain and nurture a positive working culture that is ambitious and inclusive.

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

- Support the CEO/Creative Director in the strategic leadership and management of the organisation in relation to all day-to-day matters, excluding artistic direction.
- Take leadership responsibility for delivery of the strategic aims and objectives of Revoluton Arts CIO, with particular focus on organisational resilience, building on current successes to drive forward organisational impact.
- Lead the day-to-day delivery of all operational matters across the organisation.
- Work collaboratively with the CEO/Creative Director to develop the organisation's long-term resilience through an effective organisational structure, business model and plan
- Devise and implement effective planning tools and processes, to ensure the ambition of the business plan and programme is achieved, the expectations of funders and partners are met, and resources are used effectively.
- Support the CEO/Creative Director and team in establishing effective partnerships with stakeholders
- Manage and monitor partnerships with stakeholders, overseeing contracts, alongside establishing and maintaining professionalism and excellence in the management of relationships.
- Take the lead on the evaluation frameworks for the organisation, including the CPP project, working with external evaluators and overseeing the collection and collation of evidence for reporting to funders.
- Lead on the reporting functions to all funders, working with team members to gather evidence.
- Attend regional, national meetings and conferences, as appropriate.
- Oversee the smooth operational running of the organisation across administration and IT, supporting the Operations Coordinator to deliver these areas.
- Working with the Senior Producer/s, oversee operational planning for mid to large-scale events, including approval of event management plans and risk assessments.

Finance

- Lead the financial function for the company, ensuring staff have clear delegated responsibilities and processes to follow.
- Lead on charity financial management, budgeting, cashflow and accounting procedures, ensuring statutory and legal compliance, alongside a culture of sound financial decision-making.
- Lead on preparation and delivery of accurate and timely quarterly management accounts and financial reporting for the organisation, the Board, Arts Council England and other funders as required.
- Work with auditors on the preparation and delivery of the annual accounts and financial statements, ensuring accurate and timely reporting to the Board.
- Ensure that Revoluton Arts' resources are always maximised and agreed income targets are met.

Fundraising and Resourcing

- Work closely with the CEO/Creative Director to develop and manage the fundraising strategy, ensuring that the organisation meets its fundraising targets from diverse sources.
- Support the organisation's fundraising by taking the lead on selected fundraising applications, to ensure the ongoing sustainability and development of the organisation.
- Seek new sources, diversify and maximise income generation for the organisation.
- Work closely with the CEO/Creative Director and freelance fundraiser/s on strategies to maximise immediate and longer-term fundraising opportunities.

Key Responsibilities

Policy and Governance

- Work with the CEO/Creative Director and Board to ensure the organisation maintains the highest standards of governance and strategic planning.
- Ensure compliance with all legislation including all charitable, business and financial law and with statutory obligations including HMRC, Charity Commission and Companies House, as necessary.
- 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.
- Lead the ongoing development and implementation of policies and procedures across the organisation, keeping up with legislative requirements.
- Update and manage a Risk Register, leading on the implementation of mitigating actions to reduce risk across the organisation.
- Provide expert advice to the Board on operational, commercial, compliance, and risk matters.

Communication

- Together with the CEO/Creative Director, represent and advocate for Revoluton Arts to ensure the development and maintenance of positive partnerships and profile.
- Design and oversee implementation of the organisational advocacy plan.
- Support the work of the Marketing Manager in the continued development of Revoluton Arts' brand.
- Work with the Marketing Manager on the development of effective and dynamic marketing and communication strategies.

Human Resources

- Lead the HR function, including team building, staff development and training, recruitment of team members and ensuring best practice in legal compliance.
- Work with the CEO/Creative Director in making recommendations to the Board in areas of performance management, staff achievement, development and remuneration.
- With the CEO/Creative Director, create and nurture a positive and collaborative working culture, conducive to the professional development and wellbeing of staff and freelancers.
- Develop and maintain positive and responsible relationships with companies, artists, funders and all partners.
- Promote the interests and achievements of Revoluton Arts to stakeholders, funders and communities.
- Ensure all staff and creatives reflect the organisation's diversity and inclusion ethos.

Other

- Participate actively in sector-wide projects and networks.
- Act always in the best interests of Revoluton Arts.
- Any other responsibilities that may reasonably be required by the CEO/Creative Director and Board of Trustees.

This job description is a guide to the nature of the work required of the Executive Director. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder and CEO/Creative Director as required.



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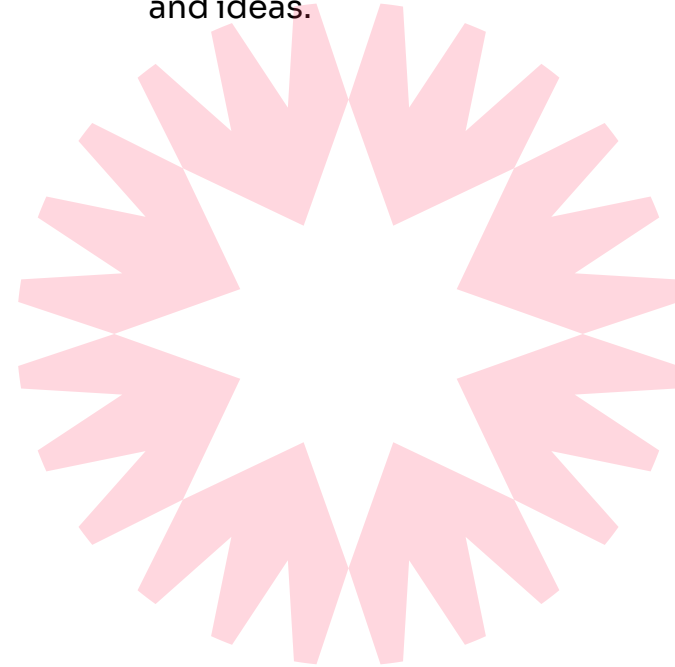
Person Specification

Essential

- 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.
- Ability and interest in establishing robust evaluation processes.
- Knowledge of health and safety, contracting and HR best practice.
- Experience in managing staff and freelancers, designing briefs, writing job descriptions and contracts.
- Ability to manage strong partnerships and support others leading partnerships.
- Experience in developing organisational policies and strategies.
- Experience of successful fundraising and income generation.
- Experience in line management and developing a positive working culture.
- A genuine and demonstrable commitment to the broadening of cultural diversity, representation and access.
- Excellent 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.

Desirable

- Knowledge of company governance and legislation.
- Knowledge of the UK arts and funding landscape.
- An interest and enthusiasm for working collaboratively with communities on developing plans and ideas.



Application Details

Contract Terms: Full-time

Salary: £48,750K (plus pension contributions)

Responsible to: CEO/Creative Director

Responsible for: Marketing Manager, Operations Coordinator, freelance Digital Producer/s, freelance Bookkeeper

Start date: ASAP from August 2026

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.

Probationary period: 6 months

Notice period: 3 months (one month during probation)

Application Information

Deadline for applications: 23:59, 11 May 2026

Interviews: First interviews will take place on 20 May, in person in Luton. The panel will include CEO/Creative Director, Lindsey Pugh, and Chair, Asma Hussain. Second interviews TBC.

Candidates attending an interview will need to prepare a 5-minute presentation outlining how they would approach the first 3 months in the role.

If you would like to discuss the role before applying, please contact our CEO/Creative Director, Lindsey Pugh, by emailing lindsey@revolutonarts.com to arrange a call.

How to Apply

Please email your application to:
hello@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:

- 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.

Please clearly label your files with your name. The Equal Opportunities Form should be anonymous and requires no label.

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 hello@revolutonarts.com or 01582 345560.

REVOLUTON

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