



REVOLUTION

# RECRUITMENT PACK

EXECUTIVE DIRECTOR

# About Revoluton

## Who We Are

Revoluton Arts is a Luton-based arts organisation. We programme, commission and co-produce bold artistic work rooted in diverse communities. Positive social change is at the core of our work. We programme activity across all artforms, producing work that spans hyperlocal and work of scale, including outdoor arts. Our work takes us beyond the geographical boundaries of Luton, delivering ambitious creative work in partnership with artists and organisations locally, across the UK and internationally. Over the last few years, we've produced bold new work putting Luton on the map in increasingly creative ways.

“ We believe the spirit of Luton encapsulates activism, warmth and generosity. The spirit of our work is captured in our name – Revoluton.

Revoluton is on an exciting growth trajectory. Established in 2015 as an Arts Council England-funded Creative People and Places (CPP) project, we grew to become an independent organisation in 2020. We are now a Charitable Incorporated Organisation (CIO).

Developments across recent years place us in a strong position. We've secured £1.8 million investment for the

next four years, including support from Arts Council England, Paul Hamlyn Foundation, Esmée Fairbairn Foundation, The National Lottery Heritage Fund and Luton Borough Council, via Arts Council England Place Partnership funding.

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.

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. We are driven by 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, including its diverse communities and the national and global significance of its sociopolitical character.

“ Since our inception in 2015, our programme has attracted over 250,000 in-person engagements and 1.3 million online.

Visit our website to find out more about our work [here](#)

# 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).

Revoluton



Executive Director



# What's Happening

The 'Luton and beyond' focus of our 2023 – 2027 business plan is being realised through delivery of bold projects with local, national and international partners. The below gives a taste:

**Global Streets** is a national network of partners that co-creates and presents international outdoor arts events with communities living and working in places which are underserved by the arts. Global Streets is led by FESTIVAL.ORG, producer of Greenwich and Docklands International Festival. Revoluton is one of 13 partners in the national network that works collaboratively to programme and tour work across the partnership. Previous examples include [Taroo by Company Zid](#), [Public Trust by Paul Ramírez Jonas](#) and [Lampadohores by Picto Facto](#).

**Undercurrent** is a creative heritage project that connects Luton to East London via the River Lea, the source of which is at our base in Marsh Farm. With support from The National Lottery Heritage Fund, in 2024, we delivered the research phase of this project, spanning Luton's Neolithic beginnings at the river's source and bottom-up activism of contemporary times, fuelled by music subcultures. The digital archive can be viewed [here](#). Undercurrent remains a live project and has secured a further £250,000 from The National Lottery Heritage Fund for activity into 2027.

**Rave New World** is an outdoor arts co-production with Tangled Feet Theatre. It delved into the history of the Exodus collective, a pioneering group based in Marsh Farm, inspired by Luton's vibrant rave scene of the 80s and 90s. Rave New World was co-created with Luton's residents, including through response to oral histories surfaced through the 2024 Undercurrent project. See [here](#) for more detail, film and images.

**Luton Henge**, conceived by Matthew Rosier, was co-created with Lutonians and co-produced with Revoluton in 2025, as part of the national Nature Calling programme led by the National Landscapes Association. Luton Henge was commissioned by the Chilterns National Landscape in partnership with Activate Performing Arts and the Poetry School. Luton Henge now forms a centrepiece for our work at our base in Marsh Farm, relevant to the ongoing focus of the Undercurrent project and providing an outdoor venue to celebrate Luton's culture. More information, films and images can be viewed [here](#).

**Luton Henge Festival** launched in 2025, attracting an audience of 1,200 across one day in July. The festival returns in 2026 for two days, in partnership with Marsh Farm Outreach. Read more about our plans [here](#).

**The Revoluton Associates** programme provides opportunities for local creatives to develop their practice and build connections with new local audiences through projects that have a long-lasting legacy. We have delivered 12 Revoluton Associate commissions since 2023, working collaboratively with local practitioners to co-produce and co-create work rooted in Luton's communities, including the neighbourhood locations of Bury Park, Farley Hill, Leagrave, Marsh Farm and pan-Luton. In 2023, Sonia Chowdhury was commissioned within the first cohort of Associates to create the Made in Luton documentary, which later went on to win an award in the Rameshwaram International Film Festival in India. See Sonia's film [here](#).

**We support creatives aged 16 – 30** through year-round cross-arts participatory workshops and through the provision of the Young Revolutonary micro commissioning strand. Since 2023, we have commissioned 21 young people to co-create projects with young Lutonians. See more about our work with young and emerging practitioners [here](#).

(All texts in red are clickable links).

# What's Coming Up

**Undercurrent: Movement of Jah People** is a bold creative heritage project tracing untold stories along the River Lea - from its source in Luton to the Thames in East London. Rooted in real histories of working-class and ethnically diverse communities, residents are invited to become active contributors to Revoluton's living archive shaped by community voices, memories and experiences. This two-year project funded by The National Lottery Heritage Fund takes focus on movements of people in both the socio-political sense and the stories of migration that have shaped multicultural society. Commissioned works will tour Luton to East London, culminating at the Royal Docks Originals Festival in 2027.

**Archives of Change** - a new cross-cultural collaboration between Third Version Creative (UK), Musyawarah Arsip (MUAR) (Indonesia), and Revoluton - invites artists from the UK and Indonesia to take part in a creative exchange. With support from the British Council, two Lutonian artists will visit Makassar in Indonesia for a two-week residency in the early autumn of 2026. The return visit from Musyawarah Arsip will follow.

**Talent and professional development** take a rapidly growing focus within our programme. In the summer of 2026, in partnership with Clore Leadership and The Culture Trust Luton, we will launch Luton Arts Support, funded by Arts Council England Place Partnership. Through this, Revoluton will offer bespoke in-person support to local creative practitioners. Additionally, we are growing our Associate programme to include peer network and learning activities, connecting at local and national level, alongside increasing the range of employment and commissioned opportunities to Luton-based practitioners.





# About the Role

We are seeking a collaborative Executive Director to join the leadership team on a permanent basis at Revoluton. The postholder 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 that enable the team to deliver an adventurous and inspirational programme of arts events, projects and activities.

This is an exciting time to join the team as we continue to broaden our programme and ambitions. The postholder 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 exciting 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 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, overseeing the Operations Coordinator to deliver these areas.
- Act as Executive Producer to 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.

## Advocacy and Communication

- Together with the CEO/Creative Director, represent and advocate for Revoluton Arts to ensure the development and maintenance of positive partnerships and profile.
- Develop and maintain responsive and accountable relationships with companies, artists, funders and all partners.
- Promote the interests and achievements of Revoluton Arts to stakeholders, funders and communities.
- Design and oversee implementation of the organisational advocacy plan.

- Line manage 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.
- 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 postholder and CEO/Creative Director as required.



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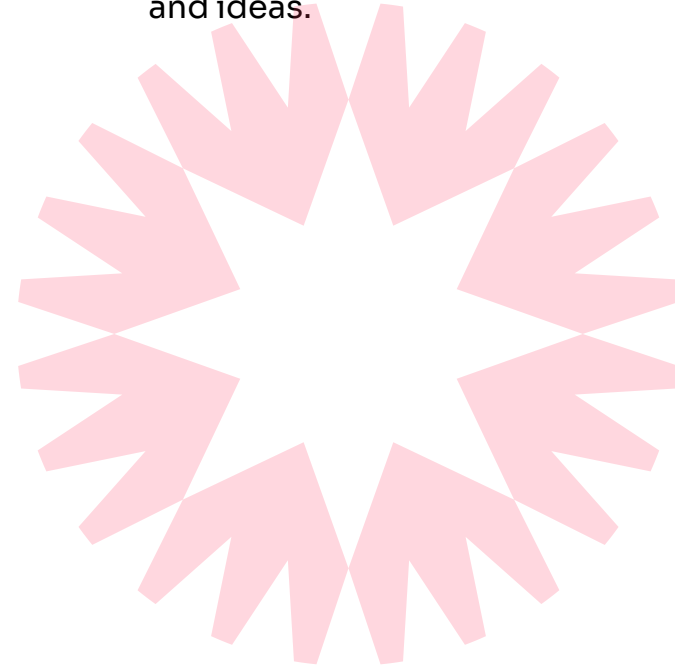
# Person Specification

## 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:** £48,000 to £50,000 (plus pension contributions)

**Responsible to:** CEO/Creative Director

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

**Start date:** ASAP from October 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:** 12:00 noon, Thursday 16 July

**Interviews:** First interviews will take place on 28 July, in person in Luton. The panel will include Lindsey Pugh, CEO/Creative Director and Asma Hussain, Chair, alongside Deborah Sawyerr, recruitment consultant. 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: Deborah Sawyerr via [recruitment@dsawyerr.com](mailto:recruitment@dsawyerr.com) to arrange a call.

## How to Apply

Please email your application to: [recruitment@dsawyerr.com](mailto:recruitment@dsawyerr.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 [recruitment@dsawyerr.com](mailto:recruitment@dsawyerr.com)

REVOLUTON

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