



Executive Director Recruitment Pack Wild Arts

Reports to:	Chair of the Board & Trustees
Responsible for:	Associate Producer Fundraising Manager Education Manager and all freelance employees including marketing manager, project managers, company managers, book-keeper, fixer, production assistant and work experience
Hours:	4 days a week
Pay:	£50,000 pro rata Plus holiday (20 days per annum pro rata, plus bank holidays), and pension contribution
Start date:	As soon as possible
Location:	Wild Arts, Rich Mix, 35-47 Bethnal Grn Rd, London E1 6LA Hybrid and Flexible working possible usually 1 or 2 days a week in the office
Notice:	3 months following probation period of 3 months

Thank you for your interest in the Executive Director role with Wild Arts. This is a key role within our small team, and has the ability to make a huge impact on the company at this exciting time of growth. Wild Arts is a charity and in 2024 has delivered a Summer Opera tour, [The Magic Flute](#), an outdoor [Opera Evening tour](#), Songs of Summer Love, the [Messiah](#), and a schools programme and concerts in Essex. The company has grown from [the Roman River Festival](#) which we also present annually in coastal Essex. We run the Essex Summer Opera Festival at Layer Marney tower every June and have a supportive Friends scheme. We receive generous donations alongside ticket sales and fundraised income to make our work possible. Over 50% of the charity's income is earned from ticket sales and fees from festivals, demonstrating a healthy demand for our work and a strong basis on which to fundraise the remaining income necessary from individuals, trusts & foundations and statutory bodies.

2025 is an exciting year for us with ambitious productions and tours, building on the success of this year. The Executive Director will be key in realising this, working closely with Orlando Jopling the Artistic Director. This role would suit an experienced producer, general manager or finance and operations professional who loves music and opera.

About Wild Arts

Founded in 2022, Wild Arts aims to make music fresh, enjoyable, and available to everyone, while spearheading positive environmental change.

The charity has three ingredients at its core: bringing world-class performers and performances to intimate settings across the UK; working with schools and young artists to foster future talent; and last but not least, doing all of this in a sustainable, one-planet living way.

Role and Responsibilities

Oversee shows & strategic planning

- With the Artistic Director, set the medium term artistic and business strategy, and create and present budgets and business plans to the trustees for approval
- Pitching future productions (with Artistic Director)
- Negotiating venue deals
- Liaise with and nurture relationships with performance venues / hosts
- Write and issue contract for the below (and others as required):
 - performance venues / hosts
 - any production related staff (stage managers etc)
 - creatives (director, designer etc)
 - performers
- Manage Essex Summer Opera Festival including catering, technical and venue requirements

Manage Wild Arts budget & finances

- Ensure income generation to enable the planned work to take place

- Manage overall budget, setting targets for shows
- Approve fortnightly pay runs and liaise with book-keeper
- Use financial software (Xero) for tracking and reporting
- With trustee finance lead, liaise with and ensure compliance and reporting with HMRC, the Charity Commission and other regulatory bodies
- Manage process of theatre tax relief claims
- Securing investment through co productions with venues, producers and individuals

Fundraising

- Manage corporate giving
- Overseeing the management of the friends scheme (200 friends) and individual donors
- Explore potential opportunities for partnerships & co productions
- Organise fundraising events
- Working with the fundraising manager to identify and write grant applications to trusts, foundations and statutory funders

Manage the team

- Recruit, manage and contract team as per organisation structure
- Lead on reporting to trustees

Support on marketing and publicity

- Manage marketing campaigns
- Manage & oversee design process and social media
- collaborate with PR
- Manage Assistant Producer looking after the website and ticketing systems (Ticket Tailor) and marketing newsletters

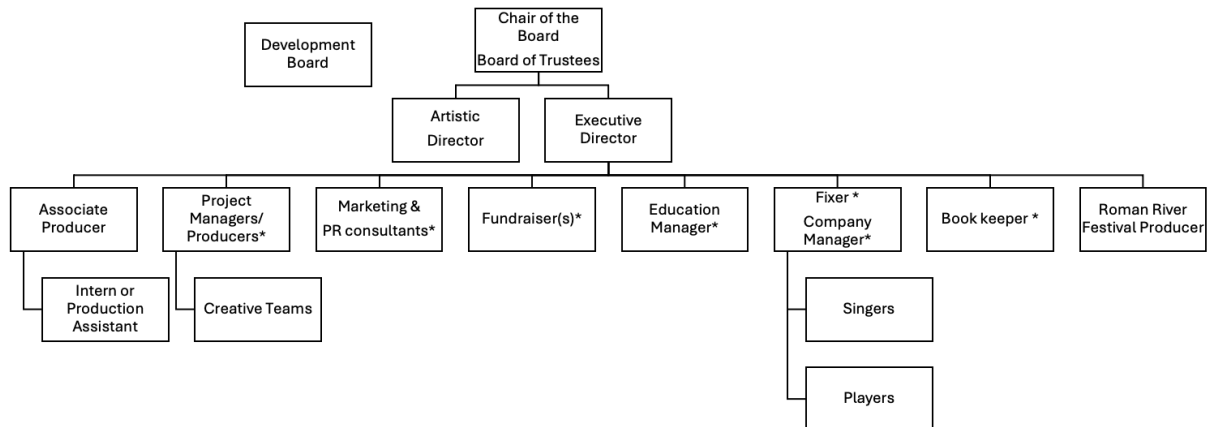
General

- Other tasks which may arise in consultation with the board, as appropriate
- Be an ambassador for the charity
- Attend performances and represent the company
- Support the sustainability aims of the company, working with the Theatre Green book

Our team

Orlando Jopling	Artistic Director
Max Parfitt	Associate Producer
Robin Huber	Production Assistant
Will MacGahon	Fixer
Kirsty Hopkins	Messiah Producer
Rebecca Moffatt	Postdam Project Producer
Rebecca Milford	Education Manager
Jessie Chapman	Roman River Producer
Deborah Lanyon	Gloucestershire Lead
Bethan Sheppard	Marketing Support

Wild Arts Team Structure



Board of Trustees

Caroline Compston
John Kennedy (chair)
Kate May
Silvia Melchior
Jill Pellew

How to apply:

Please send a covering letter (no longer than 2 pages) and CV to info@wildarts.org.uk by Wednesday 9 October at 10am.

First round of interviews will be held w/c 14 and 21 October.

For an informational conversation about the role please contact Orlando Jopling and Rosie Townshend on info@wildarts.org.uk

