

ROLE DESCRIPTION

Job Title: Executive Director.

Location: Edinburgh.

Reports To: Board of Trustees.

This is a truly special role – an opportunity to join Filmhouse (Edinburgh) Ltd. and to help shape the organisation at a unique and exciting time.

Terms:

Salary in the region of £45K *p.a.* with 31 days leave and a 3% employer pension contribution.

Full time hours, including daytime, evening and weekend work as required for the proper performance of the role. The Executive Director will be based on site at Filmhouse.

It is anticipated that the Executive Director will be in post 12–16 weeks prior to the re-opening of the cinema. During the pre-opening phase, they will be involved in staff recruitment and the preparation and launch of the new Filmhouse.

Context:

Filmhouse (Edinburgh) Ltd. is the new company that will run Filmhouse as an independent cultural cinema. This is the start-up of a new organisation that will re-launch, operate and grow an Edinburgh institution with a distinguished history. Our vision is for Filmhouse to be a world class cultural cinema for Scotland’s cultural capital, contributing to the common good by connecting people with the full diversity of cinematic forms and cultures.

The premises are now leased from Caledonian Heritable. Considerable investment has been made in the external fabric of the building. A full refurbishment of the interior has been funded by the Levelling Up Community Ownership Fund, as well as a Crowdfunder, and philanthropic donations. The renovation will add another screen and upgrade the other cinemas and public areas. It is hoped that works will be completed to open in March 2025. Prior to opening, a launch campaign will unfold, key staff will be appointed, and all aspects of the new operation will be put in place.

Filmhouse is a key cultural institution in the City of Edinburgh. As such it is funded by City of Edinburgh Council (CEC), primarily to deliver educational impact; and by Screen Scotland / Creative Scotland, to deliver a diverse cultural programme. Creative Scotland will announce the level of Multi-Year Funding to be awarded for 2025–28 in January 2025. Screen Scotland has invested significantly in the project to ‘Open The Doors’ at Filmhouse after its closure in October 2022, which was caused by the administration of Centre for the Moving Image. Filmhouse ran as a successful independent cinema on Lothian Rd. from 1978–2022.

Our robust business model has been assessed and approved by the main stakeholders; we have an in-depth business plan. Both documents will be available to short-listed candidates.

The Role and Remit:

The Executive Director will be responsible for staffing; for creating a mission-focused, harmonious organisational culture; and for ensuring – particularly in the first three years – that the business model is monitored and deliverable in line with the strategic ambitions agreed by the Board and expressed in the business plan. Customer experience will be paramount, encompassing the whole customer journey from booking and then seeing a film to eating and drinking before and afterwards.

The Executive Director will be the primary spokesperson for Filmhouse as an organisation and will be responsible for stakeholder management. They should have a track record in fiscal management, balancing commercial income generation with cultural imperatives and audience needs. They must also be a strong communicator, have the ability to influence key decisions, and be deeply committed to the transformative power of cinema.

The Executive Director and the Programme Director will have equal status in this unique situation. The Programme Director brings the heft of experience of cultural cinema programming, which is core to the business model and to the cultural mission.

The Executive Director and the Programme Director will both be directors of Filmhouse (Edinburgh) Ltd. (FEL), a company limited by guarantee and a charity registered in Scotland.

The Executive Director is also responsible for the trading company, FEL Trading Ltd. (FEL-T). This is a busy café-bar operation whose commercial success is fundamental to Filmhouse's overall health. All café-bar profit is covenanted up to FEL. At least two of the FEL directors are directors of the trading company, FEL-T.

Job Summary:

The Executive Director of Filmhouse will head up the business. They will provide strategic, financial and operational leadership to ensure the organisation's mission and vision are achieved. They will work closely with the Board of Trustees, the Programme Director and the management team to foster a creative, inclusive and dynamic environment. The Executive Director will be responsible for stakeholder management and be the primary spokesperson for the organisation, committed to diversity, equality and inclusion in all aspects of the organisation's operations and its cultural mission.

Key Responsibilities:

1. Leadership and Strategy:

- Develop and execute the organisation's strategic plan in partnership with the Programme Director, to achieve goals approved by the Board of Directors.
- Provide inclusive and forward-thinking leadership, ensuring the organisation's activities reflect its mission and values.
- Offer strategic advice to the Board and collaborate on policy development.

2. Financial Performance:

- Oversee the financial health of the organisation, including budgeting, forecasting and financial planning.
- Ensure transparent financial practices and efficient use of resources.
- Develop and maintain relationships with key stakeholders, funders, donors, trusts and other funding sources.
- In conjunction with the Finance Manager, maintain and develop Filmhouse's core business modelling.

3. Operational Management:

3.1 Cinema business

- Manage daily operations, ensuring that day to day delivery enables and aligns with the organisation's strategic goals.
- Foster an inclusive workplace culture that promotes collaboration, creativity and respect for diversity.
- Ensure compliance with legal, regulatory and ethical standards.

3.2 Café-bar business

- Monitor and support the Café-bar Manager to deliver a commercially successful food and beverage offer that complements the cultural delivery.

3.3 General operations

- Ensure business processes, systems and workflows are maintained and optimised to support all of the organisation's needs.

4. Human Resources:

- Lead, support and develop the organisation's staff, promoting a positive and inclusive work environment.
- Implement fair and equitable HR practices, including recruitment, performance management and professional development.
- Champion diversity, equality and inclusion initiatives within the organisation.
- Deliver on Filmhouse's commitment to the Fair Work principles.

5. Stakeholder Engagement:

- Act as the primary representative of the organisation to the public, stakeholders and the media.
- Build and nurture relationships with community partners, supporters, programme partners and the broader community.
- Promote the organisation's mission and programmes through effective communication and advocacy.

6. Innovation and Growth:

- Identify and pursue opportunities for programmatic and organisational growth – in partnership as appropriate with the Programme Director.
- Encourage innovation.
- Address challenges and develop solutions to ensure the organisation’s sustainability and impact.

7. Estates

- Ensure the building is maintained to a high standard in all its physical aspects.
- Ensure all aspects of the lease and the relationship with the landlord are attended to.

Skills, knowledge and experience:

- Proven experience within an arts or cultural organisation as a CEO, executive director, or in a senior leadership role.
- Cinema experience is desirable.
- Experience in strategic planning and execution.
- Passionate about film, culture and the arts.
- Strong understanding of financial management and budgeting.
- Excellent interpersonal and communication skills, with the ability to engage a wide range of stakeholders.
- Ability to inspire and lead a diverse team with empathy and integrity.
- Knowledge of the arts/cultural sector and a commitment to Filmhouse’s mission.

Personal Attributes:

- Inclusive, ethical and solution-seeking leadership style; inspires trust in the team.
- Strategic thinker with a collaborative approach.
- Strong advocate for diversity, equity and inclusion.
- Ability to build trust and relationships within and outside the organisation.
- Resilient and adaptable, with the ability to navigate challenges effectively.

Equal Opportunities:

At Filmhouse, we celebrate diversity and are dedicated to promoting equal opportunities for all. We warmly welcome applications from individuals of every background and are committed to fostering an inclusive workplace where everyone can truly be themselves. Ensuring equality of opportunity is one of our core values, and we strive to create an environment where everyone can thrive.