



Brighton Dome & Brighton Festival

Appointment Of Chief Executive
May 2024

Saxton Bampfylde





Credit: Andy Stagg

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Introduction from our Chair

On behalf of our trustees and everyone at Brighton Dome & Brighton Festival, I'm delighted that you are interested in the role of Chief Executive.

It's a truly exciting time to consider leading our arts charity into its next phase of growth and impact. We have recently completed a major capital refurbishment project that has restored and upgraded our Corn Exchange and Studio Theatre venues, introduced a new creative space for artists, new public areas and a restaurant. Brighton Dome has been a landmark centre of our community for over 200 years and with these improvements we are now more accessible and more sustainable than ever, helping us to support more artists and communities to make new work.

Our purpose is to enable extraordinary experiences where people can come together to enjoy, imagine, create and change. We commission and support local, national and international artists and companies, facilitating the development and delivery of bold new work. The annual Brighton Festival - England's largest curated multi-arts festival - embraces our city's distinctive cultural and eclectic atmosphere and builds on its experimental and pioneering spirit. Alongside our year-round

programme of events, May is a particularly wonderful time when the city and region bursts into life and becomes a hive of activity. More recently we have been joined by Create Music, which provides music education and performances for children, young people and adults, realising our ambition of a future where lives are forever transformed by the power of music.

Brighton and Hove is a special place of permission, activism, experimentation and possibility and we aim to reflect these qualities back to our audiences in everything we do, and as we continue our commitment to become even more fair, diverse and inclusive.

The role of CEO is critical for our future in so many ways. In the following pages we explain more about the experience and personal qualities we are looking for. We are seeking a leader who has the energy and vision to increase our ambition, reach, impact and income and build on the successes that Andrew Comben, our departing CEO, has achieved with such distinction.

We look forward to hearing from you.



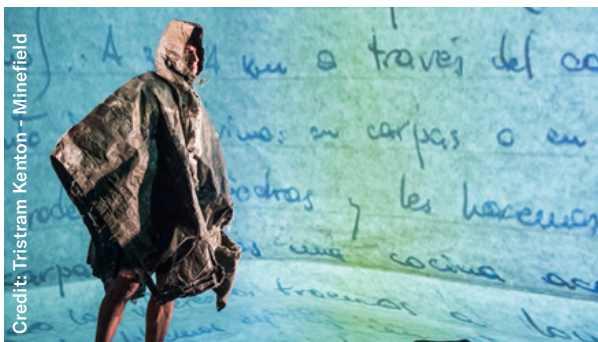
Credit: Andrew Hasson - Bakkhai

About Brighton Dome & Brighton Festival

Brighton Dome & Brighton Festival is an arts charity that manages a year-round programme of events across three venues - the Concert Hall, Corn Exchange and Studio Theatre; the annual Brighton Festival in May; and music education hub Create Music, which reaches 19,000 children across Brighton & Hove and East Sussex.

Located on the Royal Pavilion Estate, Brighton Dome's venues have a rich history spanning over 200 years, providing an extraordinary space in which to bring the arts alive. A major capital refurbishment project to restore and protect the Grade I and Grade II listed Corn Exchange and Studio Theatre has recently completed, making it a landmark centre for the arts and equipping it for a sustainable future.

Our purpose is to enable extraordinary experiences where people can come together to enjoy, imagine, create and change. We commission and support local, national and international artists and companies, facilitating the development and delivery of bold new work of the highest quality.



Credit: Tristram Kenton - Minefield

Together we can change

Our vision is a world where artists are exploring their internationalism and a digital/physical hybrid future, where experience and understanding is shared across the globe and where all our actions are planet-positive.



Credit: Andrew Hasson - Our Place

Together we can create

Our vision is for Brighton and Sussex to be a place where creativity is seen as essential to life, a place of creative entrepreneurship, and a place of deep artistic collaboration.



Credit: Chloe Hashemi - SMOOSH!

Together we can understand

Our vision is for all of us, our visitors and residents to empathise with each other's differences, to be open to new ideas, and to enjoy shared experiences.



Credit: Andrew Hasson - Bakkhai

Together we can grow

Our vision is an organisation that's instinctively inclusive, with staff, volunteers, artists and supporters united by a shared purpose, and constantly developing.

Brighton Dome: Concert Hall, Corn Exchange, Studio Theatre

Credit: Richard Chivers



As the south coast's premier multi-arts venue, each year we present over 600 events spanning music, theatre, dance, comedy, literature, spoken word, visual arts, film, digital, community and participatory events.

Our magnificent Grade I listed building situated in the heart of the city forms part of the Royal Pavilion Estate, and has been a beacon for the community for over 200 years. Starting as a grandiose riding stables for Prince Regent and transforming into many guises thereafter; from a place of protest and solidarity for Suffragettes, to a refuge for wartime dances and a temporary hospital in World War I, and even a roller-skating venue. In April this year Brighton Dome celebrated 50 years since Abba won the Eurovision song contest with Waterloo.

Brighton Dome is an extraordinary space in which to bring the arts alive.

Brighton Dome's historic Grade I and Grade II listed Corn Exchange and Studio Theatre officially reopened for live performances in November 2023, following a six-year major capital refurbishment. The project included substantial restoration and upgrades to both

venues, conserving vital heritage features for future generations and improving the visitor experience and facilities for artists and audiences alike.

The refurbishment of the Corn Exchange and Studio Theatre is the first phase of a project by Brighton & Hove City Council, who lease us these buildings, in partnership with Brighton Dome & Brighton Festival and Brighton & Hove Museums, to cement the Royal Pavilion Estate as a landmark UK destination for heritage and the arts. The circa £38 million project has been realised with support from Brighton & Hove City Council, Arts Council England, The National Lottery Heritage Fund and Coast to Capital Local Enterprise Partnership, alongside trusts and foundations and many individual donors. Once all phases of the project are complete, the Royal Pavilion Estate is estimated to welcome over 1.5million visitors, support over 1,200 jobs in the city centre and have an economic impact of £68m, making it a significant cultural landmark in the UK.

These historic buildings now also include Anita's Room, a brand-new dedicated creative space for artists to research, experiment and create bold and courageous new work. It is fully equipped with a lighting grid, mixing desk and the latest 5G technology. The space can accommodate up to 40 people within its main space, office and kitchen areas and is suitable for a range of activities, including: research, development, writing, rehearsals, workshops, retreats, experimentation, music making and community group work. The space is named in memory of activist, entrepreneur and founder of The Body Shop, Dame Anita Roddick.

brightondome.org



Brighton Festival

Each year we produce Brighton Festival, the largest curated annual arts festival in England. A celebration of music, theatre, dance, circus, art, film, literature, debate, outdoor and community events, Brighton Festival takes place in familiar and unusual locations across Brighton & Hove and further afield for three weeks every May.

Renowned for its pioneering spirit and experimental reputation, Brighton Festival has become one of the city's most enduring symbols of inventiveness.

The inaugural programme in 1967 included Laurence Olivier, Anthony Hopkins, Yehudi Menuhin, The Who, Pink Floyd and Concrete Poetry. So we have a long tradition for attracting the most exciting performers from across the globe, as well as promoting local artists, and bringing fresh, challenging work that opens minds right across Brighton & Hove and beyond.

Our ambitious and daring programming aims to make the most of the city's distinctive cultural atmosphere, and draws some of the most innovative artists and companies from the UK and around the world.



Credit: Ray Lee - Points of Departure



Credit: Jamie MacMillan - Musical Miniatures

Brighton Festival

Since 2009 we have welcomed a major cultural figure to guest curate and enhance the prestige of the artistic programme. Anish Kapoor, Brian Eno, Vanessa Redgrave, Michael Rosen, Hofesh Shechter, Ali Smith, Laurie Anderson, Kae Tempest, David Shrigley and Lemn Sissay have contributed significantly to our innovative programming as Guest Director.

Every year Brighton Festival is opened by the popular Children's Parade. Produced in partnership with Same Sky, we work with over 5,000 parents, teachers and young people from 60 Brighton & Hove schools alongside artists, musicians and choreographers. The annual event is always a whirlwind of colour, music, dance and fun attracting over 20,000 people to the streets to celebrate the creativity and imagination of our next generation.

brightonfestival.org



Credit: Andrew Hasson - Bakkhai



Credit: Claire Leach
BISHI: Celestial Voices (Swargiya Awaz)



Credit: Claire Leach - Chough Choogh



Credit: Chloe Haslem - SMOQSHI



CREATE MUSIC

TRANSFORMING LIVES BY GIVING CHILDREN, YOUNG PEOPLE, AND ADULTS THE LIFELONG GIFT OF MUSIC.

Teaching over 4000 children and young people each week, reaching 19,000 per year and engaging with 270 schools across the region, Create Music is the region's leading provider of high-quality, inclusive music and arts education together with performance opportunities in the South East. Taking in Brighton & Hove, Eastbourne, Hastings, Lewes, Rother, Wealden and the surrounding areas we offer children, young people and adults the chance to explore their passion for music through lessons, ensembles, projects, workshops, orchestras and summer schools.

Brighton & Hove Music & Arts Service transferred from Brighton & Hove City Council to Brighton Dome & Brighton Festival in 2017, subsequently merging East Sussex Music Service with its operation in 2019. Brighton Dome & Brighton Festival is the accountable body to Arts Council England and the Department for Education and facilitates Create Music as the lead organisation for the Music Hub employing 32.44 FTE staff and 69 casual music teachers.

Following a successful application, Create Music, in partnership with West Sussex Music, have been appointed by Arts Council England to deliver music education across Sussex as part of the newly formed Sussex Music Hub.





CREATE MUSIC

Create Music as part of Brighton Dome & Brighton Festival will be the Hub Lead Organisation – the Hub will work with a network of 42 regional and national partners, including Glyndebourne, London Philharmonic Orchestra and local music and arts organisations, to co-create a Local Plan for Music Education that offers music lessons and performance opportunities to every child and school in Sussex.

The £2.6 million funding award is part of a £101 million Music Hub Investment Programme, administered by Arts Council England on behalf of the Department for Education, to ensure every child in England has access to high quality music opportunities in and outside of school. The new Sussex Music Hub will employ a targeted approach that identifies and responds to the needs of local schools and communities to deliver improved music education to children and young people across Sussex.

OUR MISSION

At Create Music, the Music Hub for Brighton & Hove and East Sussex, our mission is to centre the voices of children, young people and adults in our cities, towns and villages. We inspire engagement with a diverse range of music genres and activities. We co-design, teach, develop and showcase participants by connecting them with teachers, youth workers, creative practitioners and cultural workers. We provide access to information, expertise, space and resources to facilitate learning and innovation in music. Our priorities include relevance to local identities, nurturing talent and exploring the synergy between high-quality provision and creative risk-taking.

OUR VISION

Our vision is for a future where children and young people's lives are forever transformed by the power of music, the value of belonging and opportunities without barriers.

createmusic.org.uk



Credit: Chloe Hashemi
- Create Music, One Voice



Credit: Chloe Hashemi - Heritage XR

Strategic Partnerships

Digital Catapult

Through our partnership with the UK government's Digital Catapult, we are very proud to boast a 5G testbed in our venues - the only such UK testbed located in a cultural space such as ours - and to be working closely with the Catapult and the Brighton CreaTech sector in delivering a variety of R&D programmes which have to date included 5G Festival and Heritage XR. A world first, 5G Festival was delivered through a major

consortium partnership including the Catapult, Warner Music, O2 and Metropolis Studios, amongst others. This world-first experience saw artists located remotely - in the O2 Blueroom and in Metropolis Studios in London and at Brighton Dome - yet performing seamlessly together in real time, for a truly unique and memorable experience. Our ambition to deliver world-leading CreaTech experiences continues.



Strategic Partnerships

Future Creators/ Coastal Catalyst

Future Creators is a collective of organisations spanning the creative industries, local businesses, youth groups, schools, arts and heritage, health and social services. We work collectively to develop the creative potential, skills and voice of our children and young adults.

We are driven by our response to need. By understanding local, regional and national context we are able to work together to shape and co-develop work that responds to need and will make a difference.

Our ambition is to prove to the world that collective action to nurture the creativity of children works and has long term, positive and measurable effects. Children and young people are our beginning, not our end. We work backwards from their needs then match them with the most appropriate local opportunities.

The call for the importance of creativity for the future of the region and the nation, and the need to provide meaningful evidence to make the case for this is being heard from multiple sectors.

Starting in 2015 in Brighton & Hove, Future Creators was created out of Art Council England's Cultural Education Challenge.

We are constantly looking to grow the collective and expand our offer. In 2019, we began to work with partners across Greater Brighton, reaching Worthing & Adur, Crawley and East Sussex to work collaboratively to improve outcomes for children and young people across the region. BDBF has recently received Arts Council England Place Partnership Funding over two years to establish 'Coastal Catalyst', driving investment in and development of new creative talent and skills pipelines. It will build pathways into the world of work, facilitated by the development of cross-sector professional networks and new opportunities that bring together the business, education and creative sectors across the Sussex coast from Bognor Regis in the west to Bexhill in the East.

futurecreators.org.uk



Credit: Rosie Powell - Good Space

Strategic Partnerships

Good Space

Good Space was founded by three leading Sussex organisations: Brighton Dome & Brighton Festival, Heads On, and The Sussex Archaeological Society. We take an innovative approach to helping people connect with volunteering opportunities in arts, heritage, and sports organisations. We also work with our partner organisations within these sectors, sharing resources, tools, and expert guidance to help broaden and strengthen their volunteer programmes.

We believe that volunteering can have a hugely positive impact on people's mental health, wellbeing and community engagement. It's also a great way to gain valuable skills and experiences that can enhance your CV and improve your employability.

We want to inspire everyone to volunteer, and particularly those for whom participation has often been a barrier. We're aiming to build a national movement to promote the positive impact of volunteering on mental wellbeing.

goodspace.org.uk

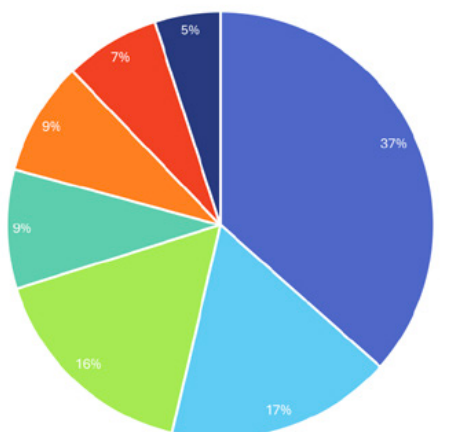


The Children's Parade

Funding

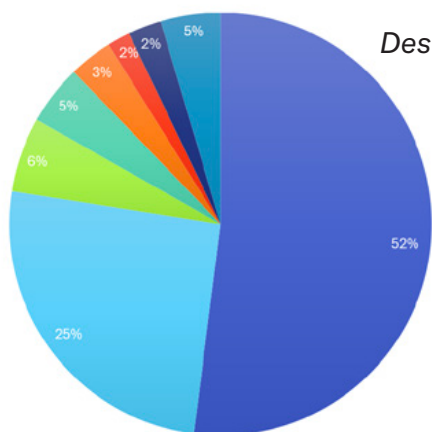
Based on 2022/23 Annual Report and Accounts

Income 22/23 *Total Income - £12,744K*



- ACE & Local Gov Funding
- Ticket Sales to Own Promotions
- Tuition
- Commercial Income (Bars, Events, Sponsorship)
- Artistic Hires
- Grants, Donations, Memberships
- Ticket Office Fees and Other

Expenditure 22/23 *Total Expenditure - £13,263K incl. £608K from Designated Funds*



- Staff Costs
- Direct Artistic Expenditure
- Marketing and Ticketing
- Utilities and Maintenance
- Irrecoverable VAT
- Cost of generating trading
- Admin, Depreciation
- Expenditure from Designated Funds

The Charity earned 56% of its normal operating income from ticket sales, sponsorship, catering and the private event income channelled through the trading company (Brighton Dome and Festival (Trading) Limited).

44% of its income was through grants and donations.

37% of normal operating income came from the Charity's two public funders: Brighton & Hove City Council (BHCC) and Arts Council England (ACE) meaning that 63% of income is self-generated.

Create Music generates income from tuition and workshops, receives grant funding from ACE/DfE and makes a contribution to core administration costs of BDBF.

The Charity has a long-term agreement (27 years remaining) with Brighton & Hove City Council that determines the details of the Lease of Brighton Dome, the Sinking Fund and the Arts Fund which supports the activity of both Brighton Dome and Brighton Festival. In 2022-23 the Arts Fund contributed £1,938,146 to income. The Charity is a long-standing National Portfolio Organisation of ACE with confirmed funding through to 31 March 2026 (anticipated to extend to 31 March 2027).



Credit: Andy Staggs





The Role

Job Title: Chief Executive

Reports to: Chair of the Board

Purpose of the Job

To lead the creative direction and business management of Brighton Dome, Brighton Festival and Create Music (BDBF) including developing the organisational vision, strategic plan, business plan, policies and procedures to deliver the priorities agreed with the Board in line with charitable objectives. To provide cultural leadership in the city and to maintain and develop a strong working partnership with key partners.

Principal Accountabilities

Strategic Leadership

1. Overall leadership, artistic direction and operational responsibility for BDBF including management of our heritage buildings/venues.
2. To advise the Board on strategic policy direction and forward plan BDBF's objectives, services, and resources to support the delivery of an ambitious vision for the organisation. Lead on the development of the strategic plan, annual business plans and KPI's that identify areas of focus.
3. Lead, inspire, manage and enable the development of and collaborate with the Executive Management Team and wider Team and hold accountable, collectively and individually, for the successful delivery of BDBF's strategic and business plans, artistic vision, music education development, objectives and financial targets.
4. To lead the relationship with senior officers and politicians at Brighton and Hove City Council, our key stakeholder, landlord and main funder, as well as Arts Council England.
5. To act as enabler for the arts, championing the industry, and connecting within and outside the organisation. Providing visible leadership locally, nationally and internationally sharing both the ambitions of the organisation and the city.



Credit: Chloe Hashemi
- Family Day Take Part

The Role

6. To lead fundraising activities and build support from all funding sources in order to realise our future ambitions including generating new income streams.

Artistic/ Creative Ambition

7. To build a dynamic artistic policy and programme across our venues throughout the year and maintain a distinctive, and internationally relevant, vision for the annual Brighton Festival, which makes a vital contribution to the city's identity as a creative destination.
8. To develop and engage new, existing and diverse audiences by ensuring the artistic programme and creative services and commissions are dynamic, ambitious and continually evolving.
9. To develop programmes that are cited/ situated in neighbourhoods across the city to reach the widest possible demographic and develop diverse relationships with the city's broad communities.
10. Build connections and lead the sector within the city, regionally, nationally and internationally to ensure that we can invest in local talent as well as attract the most exciting innovative artists and creative partners as collaborators and supporters.

11. To build a sustainable leadership offer as an anchor organisation in supporting the development of the wider cultural ecology within the city and region.

Governance and Risk Management

12. Lead the overall management of risk within BDBF, ensuring that lines of accountability are clear, followed through on, and well understood and systems are in place for monitoring, evaluating, and managing risk to secure the reputation and physical, virtual, and intellectual resources of the organisation.
13. To act always in the best interest of BDBF, carefully managing the public profile and brand reputation of the organisation.
14. To ensure high standards of governance and transparency across BDBF, including liaising with the Chair and Board of Trustees and its various committees.
15. To ensure that BDBF's charitable objectives are met and complies with all necessary statutory, regulatory and charitable responsibilities including maintaining strong and effective relationships with key stakeholders.



Credit: Chloe Hashemi
- Young Fathers

The Role

16. Ensure effective and responsible financial leadership, including setting of the annual budget, maintaining robust cost controls and maximising income. Ensure resources are well managed, and innovatively and effectively deployed to the best possible effects assuring value for money in all activities/events/services.

External Partnerships and Collaboration

17. Provide leadership direction across longer term planning horizons, driving the future development of the organisation with support from the Board. Initiating changes that are entrepreneurial and encourage growth of the BDBF brand, that deliver results that ensure long-term financial sustainability.
18. Lead beyond the organisation itself, playing a critical role ensuring the organisation develops and maintains strong relationships with funding partners (e.g. Brighton & Hove City Council, Arts Council England and Trusts and Foundations), its members and patrons and other cultural/educational organisations to ensure that strong partnerships are forged and shared objectives are delivered (e.g. reflecting Brighton & Hove as a fair and inclusive city, where people can thrive).
19. Actively and proactively eliminate all forms of discrimination and unfairness within BDBF, embedding the principles of equality, diversity and inclusion into how

the organisation acts as a leading arts and cultural organisation within the city and ensuring that our organisation wide commitments are delivered, reviewed and updated annually.

20. Lead in shaping, sustaining and championing a welcoming and inclusive, anti-racist, accessible, and psychologically safe organisational culture, where difference is valued and staff, artists and audiences can feel they belong.
21. Lead by example, actively creating and promoting BDBF's values and equality, diversity, and inclusion aims with staff and with key stakeholders.

Environmental Sustainability & Health and Safety

22. Overall responsibility to ensure that the organisation focuses on environmental sustainability in everything it does to support the delivery of our environmental action plan and BDBF's target of becoming carbon neutral by 2030.
23. Overall responsibility for health, safety and well-being, demonstrating inclusive leadership and commitment to continuous improvement in health & safety performance and ensure that all operations are conducted in accordance with the BDBF's Health, Safety & Well-being policy, standards and all relevant legislation.



Credit: Jennie MacMillan - The Children's Parade

The Person

Job Title: Chief Executive

Reports to: Chair of the Board

Essential Criteria

Knowledge and Experience

- A substantial and successful track record gained at a senior level within an arts or cultural organisation in the UK and/or internationally.
- A strong knowledge of and interest in all art forms and substantial experience in commissioning, producing or presenting at least one within a multi arts venue and a commitment to working locally, nationally and internationally.
- A deep knowledge of the UK's cultural and creative sector and an understanding of the context in which BDBF operates, and the role cultural organisations play in other cross-cutting agendas including visitor economy, health and wellbeing and economic development.
- Excellent entrepreneurial, commercial and financial skills, including experience and understanding of financial management at a senior management level.
- Experience of fundraising for an organisation, building dynamic relationships and partnerships and demonstrable success in this area.
- Demonstrable knowledge and success in enabling equality, diversity and inclusion, and in proactively addressing issues of inequality and discrimination.
- Substantial experience of building effective politically astute, diplomatic and productive working relationships and partnerships with Trustees, the executive management team, staff and unions, strategic funders and partners including the City Council, GBEB, other Local Authorities, DCMS, Arts Council England, Visit Brighton, Brighton BID and Chamber of Commerce, visitors, artists, patrons and members.
- A record of successful resource management, budget formulation and monitoring and control of the performance of people, finances and physical resources in an organisation.
- In-depth understanding of the balance between commercial, audience and artistic needs.



The Person

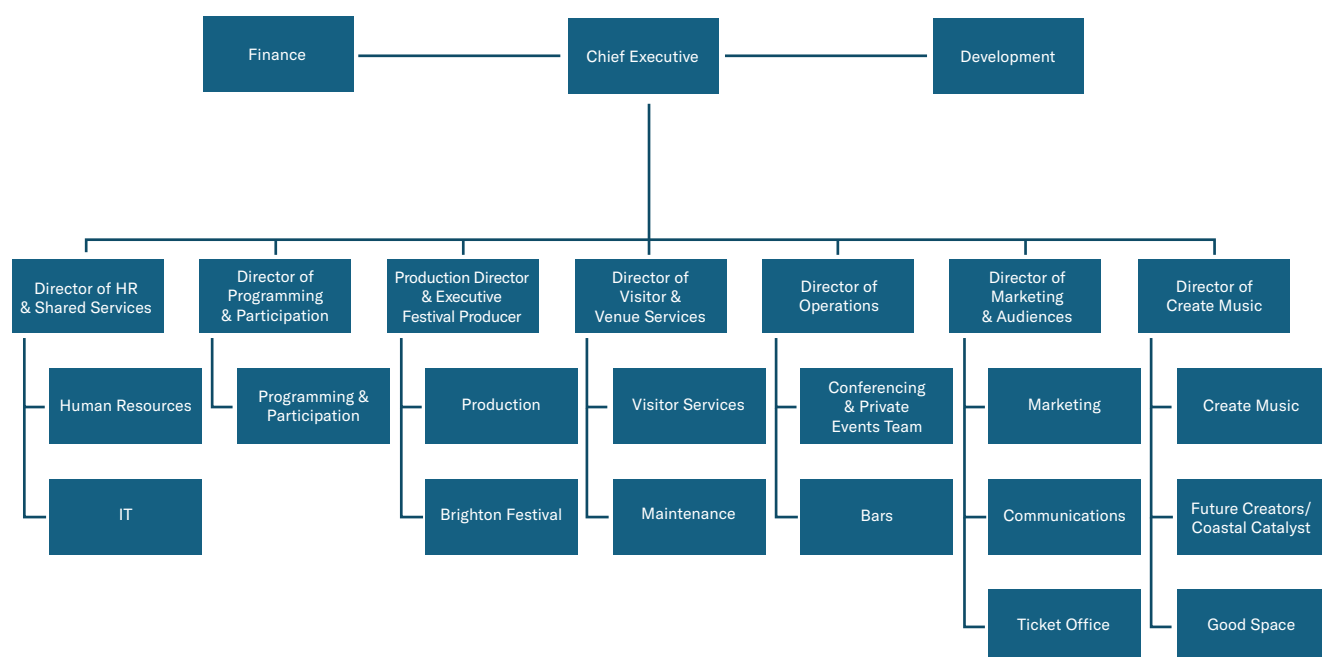
Skills and Abilities

- Ability to inspire, foster and champion innovation and creativity with a wide range of stakeholders and audiences, building effective artistic strategies and policies.
- Excellent management skills and judgement developed through holding leadership roles.
- Strong influencing and negotiating skills.
- A persuasive and articulate communicator experienced at diplomacy and of presenting across a wide range of stakeholders.
- Ability to build strong relationships with politicians and awareness of the political landscape and priorities.
- Ability to build and lead motivated and effective teams, that plan and respond with agility and ambition to internal and external change.
- Inclusive leadership skills, able to empower others, remove barriers for those marginalised, and inspire an ambitious working culture where everyone can take pride in their connection to the organisation.
- An ability to demonstrate sensitivity to people's diverse individual requirements, act proactively, flexibly, and inclusively in identifying, removing, and resolving barriers faced by minoritised groups, and for all people engaging with BDBF.



Credit: Chloe Hashemi - Club Origami

Executive Management Team Structure



Terms of Appointment

Location:

Brighton & Hove

Salary:

It is envisaged that the role will have a salary circa. £120,000 per annum, with some flexibility depending on skills and experience.

Equality, Diversity and Inclusion:

Brighton Dome & Brighton Festival believes that an equitable and inclusive work environment and a diverse, empowered team are key to achieving its mission. It therefore encourages applications from individuals currently under-represented in the creative and cultural sectors. This includes but is not limited to people of African or Caribbean heritage; Arabic heritage; Latin American heritage; East Asian, South Asian and South-East Asian heritage; people from traveller communities; disabled people; members of the LGBTQ+ community, and people from a low income background.

BDBF and Saxton Bampfylde aspire to provide those candidates with an equitable and accessible recruitment process, and if you require adjustments or further accommodations to the process, do let us know.

Annual Leave:

35 days per annum including bank holidays

Other benefits include:

- Relocation package of up to £5,000 available
- Travel loan scheme
- Cycle loan scheme (including electric bikes)
- Employee Assistance programme (24/7 access)
- Rental deposit loan scheme
- Aviva pension scheme



Credit: Chloe Hashemi - David Olusoga

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Brighton Dome & Brighton Festival on this appointment.

Candidates should apply for this role through our website at saxbam.com/appointments using code **EBORA**.

Click on the 'apply' button and follow the instructions to upload your application and complete the online equal opportunities monitoring* form. Candidates can share their application as either a CV and supporting statement of no more than 3 pages, or an audio or video application of no more than 5 minutes in duration. If applying by video or audio, please share these as private links to hosted online videos, eg, YouTube or Vimeo. A word version of this pack is available on request. Any questions on how to apply please email contact@saxbam.com

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

The closing date for applications is noon on 26 Jun

Interview dates:

Preliminary Interviews
w/c 8 July

Round One Interviews
22 July

Round Two Interviews
30 July

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

Brighton Dome is a charity registered in England and Wales No. 249748

