



Threshold Studios Director of Operations and Growth Job Application Pack

Job Title: Director of Operations and Growth

Reports to: CEO/Creative Director

Terms: Full time

Location: Hybrid: Remote and Lincoln

Date: April 2024

Salary: £ 35000 - £38000

Purpose of the position

To work alongside the CEO/Creative Director to deliver organisational vision and mission through implementation and delivery of robust financial, HR and operational services and activity. To play an active role in the development and delivery of the organisation's business and strategic planning.

To ensure that the organisation is compliant, transparent, equitable and fair in all levels of provision attached to the role.

Key Responsibilities & Accountabilities

Income Generation	Strategic Development	Financial Management and Accountability	Operations and Development
<ul style="list-style-type: none"> To be responsible for co-ordination and planning of the income generation strategy and activity working alongside the CEO/Creative Director To work with the CEO and the Senior Management Team to ensure that TS achieves the full potential of its programme, to maximise income generation and raise the profile of the organisation to reach its audience targets. Develop, review and monitor TS's business plan working with the CEO/ Creative Director to determine the effective use of resources and secure the financial resource to implement plans. 	<ul style="list-style-type: none"> Alongside the CEO/ Creative Director lead the ongoing strategic development of the organisation Represent Threshold amongst stakeholders at a local, regional, and national level. To lead, present and manage financial oversight including monthly management accounts delivery and analysis. To produce papers and reports for quarterly Board Meetings and attend as part of the organisation's Senior Leadership Team 	<ul style="list-style-type: none"> To work with CEO/Creative Director on annual budget setting and presentation and agreement with board. Ensure delivery of financial evidence and reporting to funders e.g. Arts Council England, Town Deal Levelling up funding. To manage contract with Finance Director to ensure outputs are delivered in a timely manner. To provide monthly financial reports and deliver business updates at quarterly finance and general-purpose committee meetings. 	<ul style="list-style-type: none"> To develop internal relationships with the team to ensure clarity of financial targets and objectives are monitored, managed, and delivered including Setting and reviewing KPI's for team against financial targets. Demonstrate teamwork and collaboration with the team and external contractors and freelancers to ensure the overall success of the business. Responsibility for on boarding and ongoing HR management and contracting of staff, service providers and freelancers. Oversee and manage the organisations IT systems and processes, including maintenance and efficiency.

Key Result Areas

Income Generation	Strategic Development	Financial Management and Accountability	Operations and Development
To achieve income generation targets in collaboration with the leadership team, ensuring organisational sustainability and resilience.	Demonstrating leading new business and organisational initiatives with evidential success.	Ensure financial robustness, transparency, and efficacy of reporting and to set and achieve financial targets to ensure organisational sustainability.	<ul style="list-style-type: none"> To oversee the contractual obligations with partners, service providers and freelancers to ensure a that the organisation is fulfilling its requirements and commitments to excellence and cultural equity. To oversee and maintain organisational systems and processes. To ensure employee and supplier satisfaction and always adhere to HR procedures and policies.

Person Specification

Attributes	Essential Criteria <i>(required to do the job)</i>	Desirable Criteria
Knowledge and Experience	<ul style="list-style-type: none"> Proven experience in income generation and income generation strategy. Proven experience in budget setting and annual reporting. 	<ul style="list-style-type: none"> Experience with arts council funding and reporting. Development of organisational financial systems and reporting Experience of working with multiple stakeholders on financial reporting inc. charities, local authorities, government bodies and Higher education
Skills and Abilities	<ul style="list-style-type: none"> IT skills and experience of IT systems Strong organisational skills Experience of working to tight timescales and working effectively under pressure Experience of managing and working within a team. 	
Qualifications	<ul style="list-style-type: none"> Degree or equivalent qualification Minimum of 5 years' experience in a business development setting. 	
Personal Qualities / Aptitudes	<ul style="list-style-type: none"> Positive and proactive attitude Willingness to coach, motivate & develop others. 	

How to Apply

Please supply a CV and cover letter outlining your approach to the role and relevant experience (maximum 2 sides A4). Please email your CV and cover letter with 'Director of Operations and Growth' in the subject line to emilyl@thresholdstudios.tv

Closing date for receiving applications: 8th April, 5pm

Successful shortlisted applicants will be notified by: 11th April

Interviews will be held in Lincoln: 17th April

The successful candidate should be able to commence employment in May 2024

Background Information

Threshold Studios is a nationally leading creative and cultural agency that fuses art, talent, and technology to deliver transformative public experiences that positively change perceptions and places for good. An Arts Council England National Portfolio Organisation, we nurture creativity, seek out new diverse talent and deliver transformative experiences so that people and places can thrive.

www.thresholdstudios.tv

What we do

Our work is anchored around **People, Projects, and Place**.

People

Through commissioning, skills development programmes and developing sector-led research and debate, we create opportunities for emerging and established talent to develop and thrive. We have a human led approach in everything we do.

Projects

We design and produce art and technology projects focused on public and shared space for social good and social change. Frequency Festival is our flagship project, running for over 12 years in the city of Lincoln. We are the *go-to* cultural organisation for digital placemaking expertise, consultancy, and partnerships.

Place

We solve problems and create social change using art and technology. Whether it's a struggling high street, a forgotten corner of town, community isolation or marginalisation, our projects inspire innovation, social purpose, cultural change and regeneration. Our creative digital placemaking activity generates positive social and economic impacts, inspiring innovation, social purpose, cultural change, and regeneration through shared equitable experiences.

Cultural Equity Statement

The principles of Cultural Equity are at the core of our organisation: the encouragement and collaboration between people of diverse ethnic and cultural backgrounds. These principles are the foundations of our relationships with participating individuals, communities, practitioners, partners, and stakeholders.

Threshold is committed to ensuring that:

- Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development, and progression opportunities are available to all staff.
- All members of the workforce recognise that Cultural Equity in the workplace is good management practice and makes sound business sense.
- The organisation regularly reviews its employment practices and procedures, and, if necessary, modifies them to ensure fairness.

Links:

Frequency: www.frequency.org.uk

Threshold: www.thresholdstudios.tv

Threshold Studios Annual Impact: [TS Impact 2021-2023](#)

Past Frequency Festivals: [Frequency Festival YouTube](#)

