



## **Executive Director of Business**

<b>Hours:</b>	<b>35 hours (full-time), Mon to Fri 9am–5pm</b>
<b>Location:</b>	<b>On-site, Bow Arts office</b>
<b>Salary range:</b>	<b>£51,000</b>
<b>Benefits:</b>	<b>25 days holiday entitlement, Cycle Loan Scheme, Tech Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Staff socials</b>
<b>Duration:</b>	<b>Permanent</b>
<b>Responsible to:</b>	<b>The CEO, supported by Chair of Partnerships and Places Sub-Committee</b>
<b>Responsible for:</b>	<b>Operational business oversight, partnership development, Partnerships and Places department, business planning, Trading Company, budgets.</b>

### **About Bow Arts:**

Bow Arts stands as London's foremost provider of services for artists, offering some of the capital's most affordable work and living spaces to early-career creative professionals across 18 sites and spanning 10 London boroughs. We currently focus our activity around three main 'Hub' sites: Bow Road in Tower Hamlets, Royal Albert Wharf (RAW) in Newham and the Lakeside Centre in Abbey Wood, Thamesmead.

Our Learning initiatives partner with approximately 90 schools annually, enhancing social mobility, attainment, and access for over 10,000 young people per year. We offer training programs for artist to learn how to work in schools and generate hundreds of professionally paid work opportunities for artists each year.

Our gallery, the Nunnery, serves as a dynamic hub, supporting thousands of early-career artists each year through profiled prizes, open calls, residencies, and CPD programs.

Established 30 years ago, we pioneered an innovative charitable social enterprise model dedicated to growth, affordability, and accessibility in the arts. Today with a revenue turnover of circa £5m, we are proud to invest 100% of our revenues into sustainable creative services, and we remain steadfast in our commitment to London's local communities. We are passionate and dedicated to nurturing the success of our artists and collaborating with schools and businesses to integrate creative skills into London's vibrant economy and we believe that affordability remains the best access into the arts.

Bow Arts is organised into five key departments:

- Live & Work Space – managing studios and residential spaces.
- Learning – offering training and employment opportunities for artists to share their skills.
- Arts & Events – championing emerging talent.
- Partnerships & Places – developing partnership opportunities whilst supporting our Hubs, artists, local residents and businesses.
- Core Services – finance, governance, HR, systems and marketing.

Our organisation is a fast-paced, friendly environment built on innovation, transparency, and openness, which has become the foundation of our reputation.

### **The role**

We are creating a new executive team to drive the growth of Bow Arts. The Executive Director of Business (EDB) will partner closely with the Executive Director of Operations (EDO) and support the Chief Executive in the daily management and strategic realisation of Bow Arts Trust's goals.

As EDB, you will oversee the Partnerships and Places department, dedicated to bolstering our Hubs and forging key partnerships with influential entities such as Peabody Housing and Notting Hill Genesis. However, the role extends across the organisation, supporting business development of departments and supporting the Senior Management Team (SMT) to guide and achieve their objectives. You will also assume responsibility for managing the Trust's trading entity.

We seek a highly capable individual to lead Bow Arts through its next phase of expansion, including venturing into new domains of activity and geographical areas. This pivotal role demands a talented and ambitious leader with proven experience in a similar capacity and exemplary leadership qualities. You must adeptly navigate between strategic oversight and hands-on execution, embodying an entrepreneurial mindset and adaptability. Superior

communication and interpersonal skills are crucial, as you will engage collaboratively with colleagues at all levels.

Ideal candidates will have a background in cultural, regeneration, or property environments, with extensive exposure to social enterprises and charitable organisations.

## **Job Description**

### **General**

- Identifying growth opportunities: identifying new partnership opportunities and revenue streams
- Building and maintaining relationships: with clients and partners, acting as a liaison between Bow Arts and external parties and representing the Trust at networking events and conferences.
- Sales and revenue growth: developing sales strategies across departments.
- Strategic planning: collaborating with senior management to align business development efforts with company goals, creating business plans and forecasting revenue projections across departments.
- SMT marketing and brand positioning: identifying and implementing strategies to improve market positioning and brand visibility.
- Partnerships and collaborations: forming alliances with key partners, being aware of industry players and supporting funding and investment opportunities.
- Tendering and proposals: preparing and submitting high quality project proposals, bids and tenders for new partnerships, projects and opportunities.

### **Governance**

- Support the Chair of the Partnerships & Places sub-committee, providing timely and accurate reports
- Agree annual budgets, targets and strategic plans.

### **Finance & Reporting**

- Maintain good quality management information to support the financial and operational management of both the Trust and the Trading Company.

- Assemble and present high-quality reports on the performance of the Trust and Trading company to the Senior Management Team and the Board as required.
- Produce annual departmental budgets and operational plans, and set yearly KPIs.
- Maintain monthly finance reports and quarterly management reports for the Chief Executive and Board, highlighting and finding solutions for key variances.

### **Staffing**

- Line management, monitoring and evaluation of staff against an agreed appraisal system.
- Operate a performance management culture whereby roles and accountabilities are clear, and individual and team performances are regularly monitored and underperformance is addressed immediately.
- Ensure all staff are supported through regular feedback, both informal and formal (in line with appropriate policies and procedures), to achieve greatest potential in delivering agreed outcomes.

### **Other**

- Ensure compliance with Bow Arts policies and procedures, including: Equality, Representation and Inclusion, Financial Regulations and statutory Health and Safety.
- Maintain confidentiality agreements and conduct yourself in a professional manner during the course of your duties.
- Demonstrate a willingness to undertake training as required for the development of the post and enhancement of the company's skill base.
- Engage with staff and clients of Bow Arts in a positive and constructive manner and attend such meetings as the post requires in order to fulfil its aims.
- Promote the aims and objectives of Bow Arts by acting as an ambassador for the organisation in a proactive and informed manner.
- Undertake other duties consistent with the level of the post.

## Person Specification

Experience in prioritising busy workloads and meeting deadlines.
Experience of line managing a range of staff.
Experience of developing and managing budgets.
Experience of liaising with a range of organisations and individuals at many levels, including local authorities, developers and funders.
Ability to communicate clearly and effectively
IT literate
Motivated and organised

To apply for this role, please complete the [Application Form](#) and [equal opportunities monitoring form](#). CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email [recruitment@bowarts.com](mailto:recruitment@bowarts.com) or phone 020 8980 7774.

**Application Closing Date:** 12 Noon, Friday 30<sup>th</sup> May 2025

**Interview Dates:** 12<sup>th</sup> June & 13<sup>th</sup> June 2025 (*Note: Interview dates may change based on panel availability.*)