



EXECUTIVE DIRECTOR AND JOINT CEO

RECRUITMENT PACK

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From Chair of the Board Michelle Matherson

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What we are looking for



WELCOME

The Albany consistently punches above its weight – we are adventurous and ambitious in trialling new ways of working, putting our faith in artists and young people, and delivering a high quality programme of events that Lewisham residents can enjoy on their doorstep.

We are looking for an experienced and strategic senior leader to complement our team of Creative Director / Joint CEO and Development Director / Deputy CEO.

You will be joining at an exciting time for the Albany, as we embed our new Creative Strategy and move forward with our plans to transform our building.

We look forward to hearing from you.



Michelle Matherson
Chair of the Board of Trustees



TERMS AND BENEFITS

WHAT WE ARE OFFERING

Job title:

Executive Director / Joint CEO

Salary:

£70,000 per annum

Contract:

Full-time; permanent; flexible working negotiable;
minimum of 50% office-based working

Responsible to:

Board / Chair of Trustees

Responsible for:

Development Director / Deputy CEO
(shared with Creative Director)
Administration & HR Manager
General Manager (Deptford Lounge)
Head of Finance
Head of Operations
Head of Technical and Production



We were shortlisted for the
Art Explora Academie des
Beaux Arts Award 2023

Championing new forms of
audience engagement and
participation in the arts.

Key Contacts:

Creative Director / Joint CEO
Head of Business Development
Head of Marketing and Communications
Head of Programmes
Building Development Lead

Benefits include:

- 25 holiday days per annum, plus bank holidays
- Complimentary tickets to Albany performances
- Albany CaffA discount
- Training and development opportunities
- Health and wellbeing support
- Hybrid and flexible working policy
- Access to interest-free season ticket loan and cycle scheme partnership.

HOW TO APPLY

We are looking forward to receiving your CV and cover letter [via our online platform](#), before the deadline of **Tuesday 28 January, at noon.**



Timelines

Application deadline:

Tuesday 28 January, 12 noon

First interviews:

Tuesday 18 February

Second interviews:

Thursday 27 February

Interviews will be held in person at the Albany.

“The Albany is a perfect example of a community space; a real hub of something for everyone” Resident organisation

Feedback

We will be in touch with all candidates regardless of whether you have been shortlisted or not, but the timing of this will depend on the current status of your application.

All applicants who attend an interview will be offered individual feedback. For those not selected for interview, we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

OUR HIRING POLICY



The Albany aims to encourage a culture where people can be themselves and be valued for their strengths. It's important to us that our team represents the same diversity of audiences and artists we welcome into our venues every day.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be when supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to accommodate candidates' own situations whilst meeting the needs of the organisation.

You may not have worked in a cultural organisation before, perhaps you have worked in music, events, in management & leading teams – these are all very transferable contexts. We are keen to hear from a diverse range of candidates from all backgrounds, drawing on different perspectives, experience and knowledge.

We particularly encourage people to apply who have lived experience of the Black and Global Majority communities we serve. The Albany will offer an interview to anyone who identifies as a person who is D/deaf or disabled who meets the essential criteria.

If you would like support to think about how your experience is transferable to this role; or would like to ask us practical questions about the organisation, role or the recruitment process, you can book a confidential conversation with our recruitment contact.

We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

Recruitment contact: Ceri Ellen Payne

☎ 020 8692 4446 ext.206

✉ vacancies@thealbany.org.uk

ABOUT THE ALBANY



[Download our annual accounts](#)

The Albany is an arts centre committed to representing the extraordinary creativity and diversity of Deptford, Lewisham and South East London. Each year over 60,000 people attend our events, ranging from music to theatre, spoken word and family performances; and take part in our award-winning participatory projects for young people and adults over 60.

Alongside four performance spaces, a bar, café, garden and coworking hub, we offer a range of low-cost rehearsal space, meeting rooms and offices for community and creative businesses. We aim to foster a welcoming and inclusive space where everyone is inspired to be creative, and where artists are supported and developed, in part through programmes such as our Associate Artists and Creative Communities schemes.

The Albany has 23 resident organisations, and manages and programmes Deptford Lounge on behalf of Lewisham Council. We are co-lead of the national Future Arts Centres network and lead partner of Fun Palaces.

The Albany was Lead Delivery Partner for We Are Lewisham, the Mayor's London Borough of Culture 2022, with over 400,000 audience members attending over 600 events throughout the year. Also in 2022, we were appointed as Lewisham's Arts & Culture Anchor Organisation, responsible for leading sector support initiatives, facilitating networking and amplifying the creative work happening in the borough.



The Rainbow Butterfly, part of the Spring 2025 season, credit Jodie Canwell

OUR VISION

The Albany is the engine room for people to reach their creative potential, tell their stories and define their own culture.

Together we will inspire new possibilities for positive change.



OUR VALUES

Open and welcoming

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

A home for ideas, creativity and action

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people.

Responsive and Flexible

We're co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

A connector of people

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

Adventurous and ambitious

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we're not afraid to try something new.

“The Albany has had a real impact on my life. I've been given a lot of opportunities to grow and explore what I want to do as an artist.”

Youth programme participant

PURPOSE OF THE ROLE

With our long-serving CEO and leadership team stepping down in 2024/25, the executive function has been updated into a co-CEO model of a Creative Director and Joint CEO (Vicki Amedume) and an Executive Director and Joint CEO (new role) to provide joint development and leadership for the organisation and affiliated projects.

Together they will be responsible for articulating and achieving the creative vision and business objectives of the Albany, to maintain and grow a versatile and vibrant performing arts centre and cultural community hub.

Reporting to the Board, the Executive Director and Joint CEO will be responsible for overseeing the financial, income generating, administrative and operational areas of the business. They will contribute to fundraising and developmental work to achieve sustainability for the organisation. They will also oversee programmes of activity which represent the Albany's ethos and maximise artistic innovation, social and creative engagement.



Well Done, Mummy Penguin, Winter 2024, credit Robert Day

KEY RESPONSIBILITIES

Strategic leadership

Provide strategic leadership for the organisation and strategic advice to the Board, ensuring the development of Strategic and Business Plans, budgets and KPIs (jointly with Creative Director).

Responsible and accountable for the overall management of the organisation through effective implementation of agreed vision, objectives, plans and targets.

Ensure financial leadership, including annual budget setting, effective management of resources and monitoring of accounts.

Joint lead on strategic fundraising, contributing to key fundraising applications and funder relationship management.

With the Creative Director (and Board) maintain a wide and longer-term perspective of the external environment and developments relevant to our work; be proactive in identifying future opportunities and challenges.

Governance and risk management

Ensure high standards of governance (with the Board), including charitable objectives and compliance with relevant statutory and regulatory responsibilities.

Identify and manage risk, including to the Albany's public profile, through trackable systems with clear accountability and review mechanisms.

Fulfil the role of Company Secretary; ensuring AGM, Board, sub-committee and other relevant meetings are scheduled and serviced as appropriate.

External partnerships and collaboration

Develop and maintain connections, networks and strategic partnerships across sectors locally, regionally, nationally and internationally to maximise opportunities and resources in line with strategy.

Provide a civic leadership role within Lewisham, including as part of the Lewisham Strategic Partnership and the Goldsmiths Civic University Agreement.

Lead on key external relationships, including with senior officers and politicians at Lewisham Council, and other key stakeholders such as Arts Council England.

Operational management

Take a leadership role internally, inspiring innovation, improvements and optimal cross-departmental performance; implementing change effectively as required.

Lead in shaping and sustaining a welcoming and inclusive culture across the organisation and all its functions; ensuring excellent customer service and visitor experience for all, as well as wellbeing for staff and artists.

Oversee administrative, legal and HR matters and provide direct leadership in all business critical matters, including the negotiation, issuing and termination of contracts and regular reporting to key funders.

Oversee management and compliance relating to premises, office infrastructure, IT, Health and Safety, licences (act as Designated Premises Supervisor), insurance policies and environmental sustainability.

Oversee the business contract at Deptford Lounge, its delivery and effective management, including delivery of agreed KPIs and relationship management with Lewisham Council.

Lead on policy development and periodic review, ensuring communication, implementation and monitoring of these policies.

Deputise for the Creative Director as required and undertake any other duties reasonably requested by the Board.

“The Albany holds community at its heart and the warm, welcoming atmosphere extends to everyone.” Visiting company feedback

PERSON SPECIFICATION

WHAT WE ARE LOOKING FOR

QUALITIES, SKILLS AND EXPERIENCE

Essential:

Significant experience as a senior manager and leader in a major arts organisation or equivalent transferable skills; with a strong sense of how the Albany can enrich and transform the arts ecology, while meeting key stakeholders' needs.

Demonstrable record or potential for commercial awareness, financial acumen and business management skills to run a complex charity as a social enterprise with a vision of considered growth, innovation and risk.

A desire to work in a creative organisation and a commitment to, and knowledge of, culturally diverse arts environments; confidence addressing equity and inclusion and realising and promoting the values of diversity in every aspect of the work of the Albany.

“The Albany is a space where creativity isn’t rushed but allowed to evolve, where the process is just as important as the end result.”

Associate Artist

Proven ability to build relationships and influence stakeholders in the voluntary, public and private sectors; a confident communicator with excellent interpersonal and negotiation skills.

Ability and enjoyment of working within and leading an organisational culture equipped to generate cultural, management and institutional change internally and within the sector.

A knowledge of the systems and skills needed in running a lively, multiuse building responsive to the needs of artists, audiences and diverse communities.

Experience of management in a venue licensed for public entertainment, including demonstrable understanding of health and safety and facilities with the ability to oversee and lead on statutory compliance and best practice.

Well-honed practical skills relating to running a similar sized organisation: highly skilled in and understanding of administration, HR, legal aspects, financial planning, monitoring and budget management.

Considerable experience of managing and motivating a diverse team and developing senior managers.

Resilience, tenacity and a passion for working with people and solving problems in a diplomatic and pragmatic fashion.

Proven ability to raise funds from public and private sources.

Desirable:

Personal licence, Health and Safety qualifications and/or extensive knowledge of these areas.

Knowledge or experience of (large scale) capital building projects.



Climate Home, 2022, credit Ines Yearwood-Sanchez

the Albany



The Albany, Douglas Way, SE8 4AG

The Albany is a registered charity number 1112521

    @TheAlbanySE8 | www.thealbany.org.uk



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