

LUX  
Waterlow Park Centre  
Dartmouth Park Hill  
London  
N19 5JF

tel +44 (0)20 3141 2960  
www.lux.org.uk



Dear Applicant,

### **RECRUITMENT PACK: LUX DIRECTOR**

Thank you for your interest in the post of Director at LUX.

You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job Description
- Person Specification

To apply, please send the following items in a single email addressed to [job@lux.org.uk](mailto:job@lux.org.uk) using the subject line: **LUX DIRECTOR/ YOUR NAME**. Application materials must be submitted in a single PDF document plus separate Equal Opportunities Form and be received no later than end of day (5pm) on **18th November 2024**. Any applications received after this time will not be considered.

- A covering letter – stating why you wish to apply and outlining your relevant skills and experience for this role with reference to the job description and person specification below. Please read this pack carefully before applying and please limit your response to no more than 2 sides of A4.
- A CV – detailing your relevant educational and professional experience.
- A completed Equal Opportunities Monitoring Form (attached separately to your application but in the same email)

If you have any particular access needs or need any help applying or questions that are not answered in this recruitment pack then please contact us at [job@lux.org.uk](mailto:job@lux.org.uk)

We will be uploading this information in a number of alternative formats (e.g. plain text, audio recording, and BSL), shortly.

Interviews will take place at LUX in London week commencing **25th November 2024**. Travel expenses will be covered for interview candidates.

## INTRODUCTION

LUX is a public arts organisation and accredited museum that supports and promotes visual artists working with the moving image. Based in London and Glasgow, it delivers a range of activities including exhibitions, screenings, educational projects, commissioning and research. It also manages Europe's largest collection of films and videos made by artists and distributes them to museums, galleries and festivals around the world. LUX is an Arts Council England National Portfolio Organisation and receives additional funding from Creative Scotland, British Council and other trusts and foundations.

We are looking for a committed and entrepreneurial individual who is looking for an exciting new challenge leading LUX and making a significant contribution to supporting artists and advocating for artists' moving image in the UK. LUX is a small friendly organisation and this position is based in our building in Waterlow Park, Highgate, North London, a beautiful location in a public park with its own gardens, with LUX Scotland based in Glasgow, Scotland.

You need to be an experienced strategic and operational leader, passionate about contemporary visual arts and the value of the public arts sector. This is a unique opportunity to set the strategic direction of the organisation as it enters its 22nd year following the departure of the founder Director Benjamin Cook. You will need excellent interpersonal skills and an ability to communicate and negotiate with a wide range of people. You will have lead responsibility for managing and overseeing the strategic direction of the organisation, as well as contributing to the cultural aspects of LUX's work, so you should be a dynamic leader and strategic thinker with great organisational and analytical skills and attention to detail. You will need an ability to think on your feet and stay calm in a busy environment. You will be the organisation's main public face so you should feel comfortable interacting with a variety of people and representing the organisation in a range of contexts. LUX is a charity and not-for-profit organisation which was originally founded as an artists-run co-operative, although we are no longer a co-operative the values of equity, equality and democracy are key to all of LUX's work and we expect everyone who works here to share and promote those values.

**The visual arts sector in the UK currently does not reflect the communities in which it works. LUX is committed to addressing this through all aspects of its work and we particularly welcome applications for this position from individuals from Black and other global majority backgrounds, from low income backgrounds and disabled people.**

## **JOB DESCRIPTION**

### **LUX DIRECTOR**

**Days:** Full time, 5 days a week. Monday to Friday 10am-6pm – including some evening and weekend work with time off in lieu.

**Salary:** £50,000-£55,000 depending on experience

**Holidays:** 25 days per year plus statutory holidays (15 compulsory days must be taken between August and December) with an increase of 1 day per year worked up to a maximum of 30 days.

**Contract:** Permanent, with 6 month probationary period

**Responsible to:** LUX Board of Trustees

**Responsible for:** Chief Operating Officer, LUX Scotland Director, Collection & Archive Director, Distribution Director, Events & Marketing Manager

**Based at:** LUX, Waterlow Park Centre, Waterlow Park, Dartmouth Park Hill, London, N19 5JF (Minimum of 3 days per week on-site)

### **TERMS AND CONDITIONS**

The above details and the job description for the position of LUX Director are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

### **DUTIES**

- Lead responsibility for developing and implementing the strategic vision for LUX, and for making recommendations to Trustees.
- Lead on the review and development of the organisational mission, vision and values in conjunction with the Board of Trustees and ensure that they are embedded across the organisation and delivered against the business plan.
- Lead on all strategic business planning ensuring that a robust and effective business plan is produced for the organisation and updated as required.
- Develop, oversee and implement the fundraising strategy, including researching, identifying and soliciting new sources of funding and sponsorship from private individuals, trusts and foundations, public funds, corporates, events and appeals, to fund the collection, programme and running costs.
- Lead on and manage relationships with key stakeholders such as Arts Council England, including setting and reporting on KPIs, audience monitoring data and delivering on the funding agreements.
- Oversee all financial activities, including the management of income and expenditure; attend Board Finance Committee meetings; and recommend to Trustees an annual budget including grant income, fundraising and earned income targets, working closely with the Head of Finance and Operations.
- Line manage senior members of staff and ensure that robust HR policies and procedures are in place and team members are equipped with the right skills,

knowledge and approach to meet current and future needs.

- Work with the Director of LUX Scotland on development opportunities and future planning.
- Lead responsibility and be accountable for robust and regular reporting to funders, stakeholders and the Charities Commission, coordinating with the Chair and Board of Trustees to ensure this is done in a timely manner, to the highest standards.
- Responsible for ensuring that LUX complies with all legal and statutory requirements in the context of Company and Charity Law in consultation with the Company Secretary.
- Work with the Chair to support board audits, board development and succession planning.
- Demonstrate commitment to the values, culture and history of the organisation, foster an inclusive and equitable environment in line with the organisation's policies.
- Oversee, develop, implement and maintain formal commissioning processes ensuring that they are fit for purpose and governed by effective and transparent terms of reference.
- Ensure all HR and governance policies and procedures are up-to-date and legally compliant in line with the terms of our funding agreements in collaboration with the Head of Finance and Operations.
- Develop, implement and maintain appropriate policies and procedures to ensure the effective and compliant operation of the LUX building in collaboration with the Chief Operating Officer.
- Lead on the artistic vision for LUX, overseeing the effective delivery of cultural activities in collaboration with partners and the wider sector.
- Be accountable for ensuring the organisation has an effective Communications and Audience Development strategy which is designed to build its profile, and to support both audience development and income generation activities.
- Oversee, develop and ensure the implementation of strategy for effective self-evaluation and review processes across the organisation.
- Lead the technical and cultural development of the LUX collection, implementing effective archive management tools and workflow tracking solutions.
- Manage the long-term growth and care for the LUX collection, ensuring LUX remains integrated within, and accountable to, the community of artists it serves.
- Ensuring LUX adheres to the requirements of museum accreditation for its collection.
- Maintain and develop effective external networks to ensure LUX is kept abreast of developments in the sector.
- Continue to develop and maintain a high profile at local and international level for LUX and the artists it represents.
- Build and maintain high-level, long-term relationships with funders, patrons and other partners, both nationally and internationally, to enable LUX to achieve its mission and vision.
- Represent LUX across a range of contexts.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

Demonstrable experience of senior management in an arts charity

Demonstrable enthusiasm and knowledge for contemporary visual arts and artists' moving image.

Demonstrable experience in Finance management

Demonstrable experience in People management

Demonstrable experience of developing and delivering business objectives and targets against a business plan

Demonstrable experience of managing staff and ability to motivate a team

Demonstrable experience of participating in national/international networks

Demonstrable experience of successful fundraising for the arts

Demonstrable experience of reporting to stakeholders and to statutory authorities

Demonstrable experience working with/representing artists

Experience of working with/reporting to Arts Council England

Ability to represent the organisation to a range of stakeholders

Demonstrate an understanding and commitment to LUX's values

### **DESIRABLE**

Experience of managing a building

Experience of managing a collection and/or museum accreditation

Experience of archive/collections management

### **DATA PROTECTION**

*The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.*

*Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.*