



Cie Chatha, Shubbak 2017

CEO

Job Description and Application Pack

Job title: CEO

Reports to: Chair of the Board

Salary range: £48,000 - £52,000 per annum, dependent on experience

Application Deadline: Monday 14 June, 18.00h (BST)

Interviews: 23 & 24 June (TBC)

Shubbak, the UK's largest festival of contemporary Arab culture, is looking to appoint a CEO to lead the organisation.

The CEO will play the most senior and seminal leadership role in developing and shaping the organisation's strategic vision for the coming 5-10 years and for creating the right conditions to deliver the festival's artistic, operational and financial ambitions. This is an exciting opportunity for someone to exercise their vision and managerial expertise to shape the festival's future, foster and build new partnerships, bring innovation, and continue to grow Shubbak's presence in London, the UK and internationally.



This is a new position following the departure of our current artistic director and CEO Eckhard Thiemann after the 2021 festival.

We are looking for someone entrepreneurial, with a strong vision and a dynamic approach who will bring new ideas, models and fresh perspectives to the festival, while building on the work that has been carried out in the past 10 years and ensuring our work is backed up by robust operational structures and resources.

ABOUT SHUBBAK

Shubbak champions contemporary Arab art and culture through an award-winning, biennial festival, national touring and original engagement programme. Its artistic excellence was recognised in 2018 by Arts Council England when it achieved National Portfolio Organisation status.

Since its inception in 2011, Shubbak Festival has become Europe's largest festival of contemporary Arab arts and culture. It's multi-art form programme of new and unexpected voices and established artists has reached combined audiences of over 240,000 over the course of 5 festivals, and an audience of millions through its extensive media coverage and online platforms. The most recent market research findings show that the festival attracts a more ethnically diverse audience than is generally seen in London arts audiences. Its achievements were acknowledged in 2018 when the Festival was awarded the UNESCO Sharjah Prize for Arab Culture for its work in promoting intercultural dialogue, developing Arab culture and enhancing mutual understanding.

THE 2021 FESTIVAL: 20 June - 17 July 2021

The 10th Anniversary programme of the 2021 festival was launched on 4 May. Taking place physically in London and globally online, Shubbak 2021 creates a hybrid and new model of presentations, responsive to the current conditions.

The full festival programme is available [here](#).
The artistic director's introduction is [here](#).

Shubbak's pioneering engagement programme is supported by the Paul Hamlyn Foundation. It comprises a range of activities including community-engaged artist residencies and commissions, public realm programming, Young Shubbak - a



professional development programme for young people, and an internship programme.

Shubbak has strong relationships with prestigious national and international cultural institutions and has forged lasting international partnerships with funders across Europe and the Arab world. It regularly presents events at the Barbican, Royal Opera House and Southbank Centre, and its funding partners include the British Council, Creative Europe, Paul Hamlyn Foundation, A.M. Qattan Foundation, Arab Fund For Arts and Culture and Arts Council England.

Shubbak has operated prudently and strategically throughout the pandemic. Its staff were furloughed during summer 2020, and its operation was reduced. Shubbak was successful in its application to the Arts Council/DCMS Culture Recovery Fund and maintained constructive dialogue with its core funders and donors.

Shubbak's team structure responds to the needs of the organisation in festival and non-festival years. From autumn 2021 the core team will consist of the CEO, supported by a part-time general manager. The current senior programmer and producer will go on maternity leave from October 2021.

ROLE OVERVIEW

Shubbak is at a crucial stage in its development. Following the delivery of the 10th Anniversary festival and the departure of the current Artistic Director & CEO, this position has been created to provide agency for a dynamic leader to conceive and deliver exciting future festival models.

Our business plan from 2018 - 22 will be completed this year. The new CEO will conceptualise and write our new business plan from 2022 onwards, which will form the base of our negotiations and applications with major funders like Arts Council, British Council, Paul Hamlyn Foundation and others.

The post has significant fundraising responsibilities to meet the ambitions of the new business plan.

The CEO will provide Shubbak with strategic leadership, particularly in the areas of business planning, fundraising and partnerships. They will ensure that artistic innovation and quality sit at the heart of the organisation and build up curatorial and commissioning models to ensure Shubbak stays at the forefront of presentation of contemporary Arab culture.

They will provide or source artistic expertise, and provide the conditions for ambitious artistic projects and programmes to thrive. This may involve appointment of artistic director(s), curators or other curatorial expertise. They also will design and lead the team to deliver the organisation's vision and oversee the organisation's operational, administrative and finance functions.

They will work closely with the Board of Trustees, Shubbak's public and private funding supporters and our diverse range of partners.

On an operational basis, the CEO is responsible for Shubbak's compliance with all relevant legislation and charity requirements.

The post will be based at Shubbak's office, in the Arab British Centre, 1 Gough Square, London, EC4A 3DE.

A hybrid model of home working and office presence can be negotiated. The post will require some national and international travel.

ROLE DESCRIPTION

1. Organisational Strategy
 - Shape the vision of Shubbak as a leading international festival to promote contemporary Arab culture.
 - Preserve and develop the festival's relevance and leadership in the international festival sector.
 - Develop new models for artistic programme development and curatorial approaches to ensure Shubbak maintains a cutting edge programme, including the appointment of artistic directors, curators, advisers or other relevant experts.
 - provide leadership to develop Shubbak to represent a platform for the very best contemporary artists, musicians, writers, filmmakers, architects and designers of Arab origin.
 - Maintain relationships with current stakeholders, and develop durable new relationships with key cultural organisations and individuals in the UK, across the Arab region and internationally.
 - Work with the Board of Trustees to ensure the organisation follows a path of sustainable growth.

2. Organisational Leadership and Management
 - Along with the chair, set agenda and coordinate quarterly Board of Directors meetings.

- Regularly report to the Board, at such frequency as is deemed necessary by the Board, by the organisation's articles or by law.
 - Identify and research issues for the Board of Directors.
 - Plan and execute the operations of Shubbak in accordance with the articles and policies of the Board.
 - Supervise Shubbak staff and take appropriate recruitment decisions during festival and non-festival periods.
3. Fundraising
- Develop and lead on a strong fundraising strategy for Shubbak.
 - Lead on the writing of the ACE NPO application for the period 2023-2026, and business plan for extension year 2022/23.
 - Be responsible for the preparation of all sponsorship proposals and public, trust and foundation funding applications.
 - Develop individual giving opportunities for Shubbak.
 - Develop relationships with corporate partners.
 - Develop other fund-raising vehicles for the organisation as appropriate.
4. Financial Management
- Ensure the organisation operates robust financial systems, supported by the general manager.
 - Set annual and biennial budgets and relevant monitoring processes.
 - Oversee the management of project budgets and oversee all accounting processes for the charity.
5. Administration oversight
- Be responsible for the administrative running of the charity, overseeing filing annual returns, coordinating with the Charity Commission and HMRC and handling all the paperwork connected to the charity.
 - Develop and maintain record keeping systems for the charity to include all legal paperwork, grant paperwork and finance paperwork.
6. Marketing and Public Relations
- Act as spokesperson and ambassador for the Festival.
 - Identify needs and resources for Marketing and PR, including recruitment and appointment of relevant staff and writing or commissioning relevant strategies.
7. Other duties as assigned.

LINE MANAGEMENT

The CEO shall report to and be supervised directly by the Chair of the Board.

SKILLS AND EXPERIENCE

You will have strong experience of leadership in the cultural sector, with a focus on organisational development, strategic planning, generating income and fundraising, design of artistic planning, developing effective relationships and collaboration.

Essential:

- Significant expertise in the context of London, the UK arts sector and the international cultural sector in which Shubbak operates.
- a passion to promote contemporary Arab culture nationally and internationally.
- Have held a senior management position in a cultural organisation or equivalent for a minimum of three years.
- A leadership approach that combines vision, innovation and entrepreneurialism with a pragmatic and rigorous approach to business management.
- Demonstrated ability to lead and inspire a team, manage staff and work closely with a Board of Trustees.
- Experience in scenario planning, business plan development and the setting of a long-term strategy.
- Strong diplomacy and astute negotiation skills, proven experience of using a fair and firm approach to negotiating complex terms with artists, partners and other stakeholders.
- Experience in taking financial responsibility for organisations and/or major projects including setting and controlling budgets.
- Demonstrated ability to fundraise through public and private grant applications.
- Knowledge of trends within the arts, cultural field and, more broadly, the third sector in order that Shubbak can maximise its ability to flourish, grow and play a leadership role.
- Commitment to equality of access and opportunity, cultivating an inclusive and representative organisation and broader creative sector.
- Ability to represent an organisation to a broad range of stakeholders.
- Knowledge of the current legislative framework and good practice guidance for charities and limited companies.
- Excellent writing and communication skills.
- Excellent organisational and time management skills.

- A commitment to the aims and mission of Shubbak.

Desirable

- Written or spoken Arabic.
- Experience in working within an Arts Council England National Portfolio organisation.
- Knowledge safeguarding regulations and best practices.

APPLICATION PROCEDURE

The post is full-time. Shubbak will accept applications for job-share from joint candidates as part of one application and clearly outlining complementary skills and division of responsibilities.

Shubbak particularly encourages applications from candidates of Arab and SWANA (South West Asia and North Africa) backgrounds.

Preferably you are eligible to work in the UK to be considered for this role, but Shubbak will consider sponsoring the right candidate.

To apply please send the following:

- Cover letter of no more than 2 pages outlining how you meet the criteria for the post
- CV
- Completed Equal Opportunities Form
- Contact details of 2 referees

to recruitment@shubbak.co.uk with '**CEO Application**' in the subject.

Deadline for applications: Monday 14th June, 18.00h (BST)

We aim for interviews for shortlisted candidates to take place on **23d & 24th of June.**

We aim for physical interviews at **The Arab British Centre, 1 Gough Square, London EC4A 3DE** but will consider online interviews depending on current Covid guidelines and for international candidates.

Please note that due to limited resources we may not be able to inform candidates who have not been selected for an interview.



If you would like to have an informal, confidential conversation about the role prior to the application, you may discuss the role with either the Chair of the Board Shadia El Dardiry or Eckhard Thiemann, current Artistic Director and CEO. Please email recruitment@shubbak.co.uk and specify who you would wish to speak with.

