



RECRUITMENT PACK

EXECUTIVE DIRECTOR

AUGUST 2026

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**TOBACCO
FACTORY
THEATRES**

MISSION: A PLACE OF WELCOME AND WONDER

VALUES: LISTENING, CONNECTING, CREATING, CURIOSITY AND INTEGRITY

Welcome!

Tobacco Factory Theatres began with an ambitious idea. That an empty factory could become far more than a building. It could become a place where creativity, community and human connection flourish together.

More than twenty years later, I believe we're still building. We're building a Place of Welcome and Wonder. Not simply through the productions we make, but through the organisation we are becoming.

We're building a stronger business model that allows artistic ambition to flourish.

We're creating an organisation that is resilient enough to take creative risks, curious enough to embrace new opportunities and connected enough to ensure everyone who walks through our doors feels they belong.

This role is an opportunity to help shape that future.

We are looking for someone who is energised by helping organisations become the very best version of themselves. Someone who understands that exceptional theatre depends upon exceptional leadership, and that the culture of an organisation is every bit as important as the work it produces.

I hope these pages give you a sense not only of the role itself, but of the organisation, its ambitions and the kind of leadership we aspire to.

Heidi Vaughan

Artistic Director & CEO

ABOUT TOBACCO FACTORY THEATRES

Tobacco Factory Theatres was born from a bold belief: that creativity has the power to transform people and places.

Long before the language of placemaking and cultural regeneration became commonplace, an empty tobacco factory in South Bristol was reimagined as a home for creativity, community and connection. More than twenty years later, that founding ambition continues to shape everything we do.

Today, Tobacco Factory Theatres strives to be A Place of Welcome and Wonder.

Through exceptional theatre, participation and learning, we bring people together to exchange ideas, nurture creativity and experience the transformative power of live performance.

We believe culture has the power to strengthen communities, broaden perspectives and enrich lives—and that everyone should have the opportunity to be part of it.

Everything we do is connected by a single belief: that theatre is at its most powerful when artists, audiences and communities are able to create, explore and grow together.

We produce our own ambitious theatre, welcome some of the country's most exciting visiting companies, support artists to develop their practice, create meaningful opportunities for people of all ages to participate, and open our doors as a civic space. Together, these activities create a cultural ecosystem where artistic adventures, participation, community and learning strengthen one another.

Our home comprises two distinctive theatre spaces. The Factory Theatre is one of the country's most celebrated flexible performance spaces, renowned for its intimate in-the-round productions. Alongside it, the Spielman Theatre provides a home for experimentation, artist development, participation, education and new ideas, ensuring creativity continues to evolve in many different forms.

Public investment from Arts Council England and Bristol City Council remains fundamental to our work, but it represents only one part of a carefully balanced and resilient model built on commercial enterprise, philanthropy, partnerships and earned income.

This approach has shaped an organisation that is ambitious, adaptable and committed to creating the greatest possible public benefit from every pound invested.

- 50,701 audience members welcomed through our theatres in the last year
- 15,074 kWh of energy consumed and 21,996 kWh generated from our PV panels

- 7,880 subsidised concession tickets were issued
- 5,873 Since April 2026 number of pints sold (not including half pints)
- 4,233 local school children enjoyed a live performance at TFT – with prices heavily subsidised for the fifth year in a row.
- 2,152 people attended a Get Involved workshop.
- 50 lamps replaced for technical in a year
- 46 commercial hires across all spaces

WHAT WE'RE BUILDING

The next chapter of Tobacco Factory Theatres will be defined not simply by what we produce, but by the impact we create. We believe exceptional cultural organisations are built with the same imagination, care and ambition that define the artistic work they present. Tobacco Factory Theatres is an organisation that is continually becoming, and every member of our team plays a part in shaping what it becomes next. These four connected ambitions will anchor the work of this role over the coming years.

OUR ORGANISATION

Great theatre is created by great teams. We are investing in our people, developing leadership at every level, strengthening governance, improving systems and creating a culture where collective responsibility sits alongside individual expertise.

We are building an organisation where departments work together rather than alongside one another; where challenge is welcomed, learning is continuous and everyone understands how their contribution supports our shared purpose.

OUR HOME

The Tobacco Factory Theatres' is a place where people gather, create, learn, celebrate and belong. As we look ahead, we are investing in the long-term future of our home through thoughtful capital development, careful stewardship and a commitment to ensuring our buildings continue to inspire artists, audiences and communities for generations to come.

OUR CULTURAL CONTRIBUTION

Our ambition is to create exceptional theatre whilst deepening the difference it makes. Through producing and presenting outstanding work, nurturing artists, creating meaningful participation opportunities and championing creativity as a civic force, we are strengthening Tobacco Factory Theatres' contribution to the cultural life of Bristol and beyond.

OUR BUSINESS

Artistic ambition depends upon organisational confidence. We continue to strengthen a business model that combines commercial curiosity, fundraising, philanthropy, partnerships, procurement and public investment to create long-term resilience.

These ambitions are deliberately interconnected. Together, they describe the organisation we are becoming and the impact we aspire to have for Bristol, for artists, for audiences and for our communities. They also describe the opportunity before us.

If you are excited by the prospect of helping to build an organisation that is as ambitious about its people, culture and long-term sustainability as it is about its artistic work, we would love to hear from you.

HOW WE WORK TOGETHER

Being a Director at Tobacco Factory Theatres therefore requires something more than technical expertise. It requires listening, connection, curiosity and the confidence to hold creative, commercial and organisational tensions thoughtfully. We understand that leadership in a theatre charity rarely offers simple answers. Instead, it asks us to balance ambition with responsibility, innovation with sustainability, and individual expertise with collective accountability.

Each Director brings distinct expertise, perspectives and responsibilities, yet we share a common purpose. Like any high-performing team, we succeed when we trust one another, challenge one another constructively and remain united behind a shared direction.

WE ARE CUSTODIANS OF CREATIVITY

Creativity is not confined to the rehearsal room. Every decision we make—whether artistic, operational, commercial or strategic—either creates or constrains the conditions in which creativity can flourish.

WE LISTEN BEFORE WE LEAD

Listening is one of the most powerful leadership tools we possess. We actively seek different perspectives, recognising that curiosity strengthens decision-making and that meaningful relationships begin with active listening.

WE BUILD ONE TEAM

High-performing organisations are built by high-performing teams. Therefore, we connect one another's successes and step forward to support colleagues when needed. Individual brilliance matters but collective success matters more.

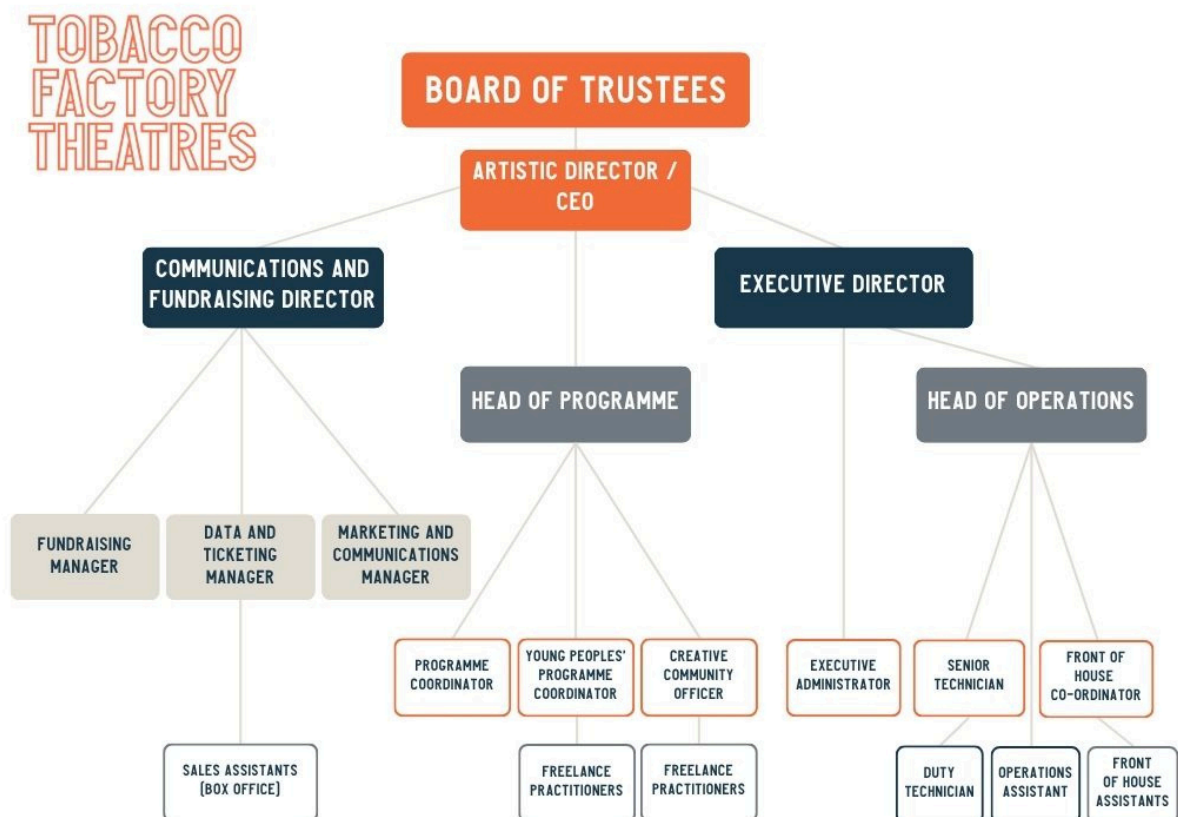
WE EMBRACE COMPLEXITY

Leading a theatre charity requires us to hold multiple priorities in balance. We make space for artistic risk whilst safeguarding financial sustainability. We pursue commercial growth in service of our charitable mission. We balance long-term vision with day-to-day operational excellence.

WE STEWARD SOMETHING BIGGER THAN OURSELVES

Tobacco Factory Theatres belongs to its communities, its artists, its audiences and its future as much as it belongs to those who lead it today. We are entrusted with public investment, charitable support, commercial income and the confidence of countless individuals who believe in our purpose.

TFT ORGANIGRAM



THE EXECUTIVE DIRECTOR ROLE

The Executive Director is part of a team of three Directors who share responsibility for the leadership of Tobacco Factory Theatres. Together, they ensure that artistic ambition, public benefit, commercial resilience and organisational capability strengthen one another in pursuit of our mission.

The Executive Director leads the organisational conditions. This role combines strategic leadership with direct involvement. Alongside shaping long-term organisational development, the Executive Director will remain actively engaged in the practical realities of leading a dynamic theatre charity, modelling high standards and contributing directly where their expertise, judgement and leadership add the greatest value.

The Executive Director exercises significant delegated authority across the organisation. This role demands composure, sound judgement and the confidence to lead independently within agreed strategic parameters, whilst recognising when decisions benefit from collective discussion or require the agreement of the Artistic Director & CEO or the Board.

We value leaders who are confident in making decisions, comfortable with complexity and thoughtful in knowing when to consult.

The next Executive Director joins Tobacco Factory Theatres at an exciting moment in our journey. We have a strong artistic reputation, an ambitious vision for our future and a clear commitment to strengthening the organisational foundations that will enable creativity to flourish for years to come.

This is a rare opportunity to help shape not only the future of a much-loved cultural institution, but the way in which it serves Bristol, its artists, audiences and communities. If this sounds exciting, we'd love to hear from you.

Success in this role will be measured not simply by operational effectiveness, but by the strength of the organisation that is being built:

- the confidence and capability of its people;
- the resilience of its business model; including status of organisational reserves.
- the quality of its governance and decision-making;
- the strength of its partnerships;
- the effectiveness of its compliance, systems and organisational processes.

Ultimately, success will be reflected in Tobacco Factory Theatres' ability to continue growing in impact and long-term sustainability as a Place of Welcome and Wonder.

ROLE OVERVIEW

Title: Executive Director

Reports to: Artistic Director/CEO

Direct reports: Head of Operations and Executive Administrator

External relationships: Contracted financial services (auditors, payroll provider and accountants), outsourced HR consultants & Core funding bodies.

PURPOSE OF THE ROLE

The Executive Director is responsible for building the organisational capability that enables Tobacco Factory Theatres to thrive. They provide both strategic leadership and hands-on delivery across finance, people, operations, governance, commercial development, organisational risk and the stewardship of our spaces, ensuring the organisation has the confidence, resilience and capacity to realise its artistic ambitions and charitable purpose. This role will suit someone who enjoys moving comfortably between strategy and delivery—someone equally at home shaping long-term organisational direction and resolving the practical challenges that come with leading a dynamic and ambitious theatre charity.

SCOPE

The Executive Director is one of three organisational directors; working in close partnership to provide strategic leadership for Tobacco Factory Theatres. Within an agreed framework of delegated authority, the Executive Director leads the organisation's operational and organisational development. They are responsible for ensuring that Tobacco Factory Theatres has the people, systems, governance, financial resilience, commercial confidence and operational capability required to deliver its mission and long-term ambitions.

As a relatively lean and ambitious organisation, all Directors lead through both strategic thinking and purposeful action. The Executive Director will balance long-term organisational development with direct involvement in areas where their expertise, judgement and leadership add the greatest value.

They will be equally comfortable shaping long-term strategy, leading significant organisational projects, developing partnerships, making complex decisions and responding to the practical realities of a dynamic theatre. Within this framework, the Executive Director exercises significant delegated authority across their areas of responsibility and is expected to lead with confidence, sound judgement and professional independence.

AREAS OF RESPONSIBILITY

EXECUTIVE LEADERSHIP

Provide executive leadership as one of three Directors, contributing to the strategic direction, culture and long-term sustainability of Tobacco Factory Theatres.

- Work in partnership with the Artistic Director/CEO and Communications and Fundraising Director to provide collective leadership across the organisation.
- Contribute to the development, delivery and review of the organisation's strategic plans and priorities.
- Lead organisational planning, ensuring strategic priorities are translated into effective operational delivery.
- Provide visible leadership across the organisation, modelling the organisation's values and expected standards of professional practice.
- Develop organisational evaluation, learning and continuous improvement processes.

FINANCIAL LEADERSHIP

Lead the organisation's financial management, planning, delivery and stewardship to ensure long-term sustainability.

- Lead the preparation of annual budgets, TTR claim, forecasts and long-term financial planning.
- Monitor organisational financial performance and recommend corrective action where required.
- Prepare and present financial reports, management accounts and financial analysis.
- Lead the annual audit process and statutory financial reporting.
- Develop and maintain effective financial controls, systems and procedures.
- Oversee bank accounts, cashflow, reserves, procurement and contract management.
- Identify and deliver opportunities to strengthen financial performance and organisational resilience.

COMMERCIAL DEVELOPMENT

Lead the development and delivery of a resilient and progressive business model that supports the organisation's mission and artistic ambitions.

- Develop and implement the organisation's commercial strategy to consistently identify, develop and deliver new commercial income opportunities.
- Lead commercial negotiations, contracts and partnerships.
- Monitor and improve the performance of venue hire, hospitality, partnerships, international and other earned income activities.
- Work closely with the Heads of Department to maximise commercial performance across the organisation.

- Contribute to cross-organisational initiatives that strengthen earned income and organisational sustainability.

PEOPLE, CULTURE AND ORGANISATIONAL DEVELOPMENT

Lead the organisation's people strategy, developing an inclusive, high-performing and values-led workplace.

- Line manage direct reports, supporting their performance and professional development.
- Lead HR; including workforce planning and organisational development.
- Oversee recruitment cycle from induction, appraisal, performance management and learning and development; reporting themes and actions accordingly.
- Lead on complex employee relations matters where appropriate.
- Ensure employment practices comply with current legislation and organisational policies.

GOVERNANCE, COMPLIANCE AND RISK

Lead the organisation's governance, compliance and risk management arrangements.

- As company secretary; support the Board of Trustees and its Committees in the effective discharge of their governance responsibilities ensuring robust governance and compliance systems are embedded across the organisation.
- Lead the development, implementation and review of organisational policies, procedures and delegated authorities.
- Ensure compliance with all relevant legal, regulatory and statutory requirements.
- Oversee organisational compliance and ambition across Employment, Health & Safety, Environment, Data Protection, PRS, Licensing and Charity Regulation.
- Maintain and review the organisational risk register, ensuring risks are appropriately managed and reported.
- Commission and manage external professional advisers where appropriate.

OPERATIONS AND SPACE

Lead the strategic management of the organisation's operations, spaces and infrastructure.

- Provide strategic oversight of operational delivery across the organisation.
- Lead the long-term stewardship of the organisation's spaces, infrastructure and resources.
- Develop and deliver capital maintenance and improvement plans.
- Lead major capital projects as required; supporting the development and delivery of such work.

EXTERNAL LEADERSHIP AND PARTNERSHIPS

Develop strategic relationships that strengthen the organisation's sustainability, influence and contribution to the cultural sector.

- Lead organisational planning, applications and reporting for Arts Council England and other strategic stakeholders as required.
- Lead, develop and maintain productive relationships with strategic partners, funders and statutory agencies.
- Support the Artistic Director & CEO in developing strategic partnerships and organisational influence. Represent Tobacco Factory Theatres at meetings, conferences and sector events.
- Develop relationships with commercial partners, consultants and professional advisers.

ROLE SPECIFICATION

ESSENTIAL EXPERIENCE

- Successful experience of leading delivering complex strategic projects; demonstrating sound judgement in ambiguity.
- Significant senior leadership experience; comfortable with holding responsibility for organisational strategy, operational delivery and financial performance.
- Experience of leading and developing people; our largest organisational asset.
- Experience of financial leadership, including budgeting, cashflows, planning, reporting and resource management. Comfortable balancing creative ambition with financial discipline.
- Experience of governance, organisational compliance and risk management.

ESSENTIAL SKILLS AND KNOWLEDGE

- Able to lead through influence rather than hierarchy.
- Strong commercial and strategic thinking, with the ability to identify opportunities that strengthen organisational sustainability.
- Excellent judgement, decision-making and problem-solving skills, with the ability to balance strategic thinking and direct delivery; building organisational capability rather than solving every problem personally.
- Excellent communication and relationship-building skills, with the ability to work effectively with Trustees, colleagues, partners and stakeholders.

ESSENTIAL PERSONAL QUALITIES

- A commitment to Tobacco Factory Theatres' mission and values
- Creates trust across Trustees, Artists, Stakeholders, Colleagues and Partners.

DESIRABLE EXPERIENCE

You might also have the following desirable experience. This will strengthen an application but are not mandatory:

- Experience within the arts, cultural or charitable sector.
- Experience of working with Arts Council England and other public funders.
- Experience of commercial business development and income diversification.
- Experience of capital development

TERMS OF EMPLOYMENT

Annual Salary:	£50,000 per annum paid monthly in arrears
Contract:	Full Time (1.0 FTE); flexible working and part time applicants will be considered.
Hours:	40 hours per week. Evening and weekend work will be required.
Holiday entitlement:	30 days per annum inclusive of Bank Holidays.
Probationary period:	6 months
Notice period thereafter:	3 months
Normal place of work:	Tobacco Factory Theatres, Raleigh Rd, Bristol, BS3 1TF. We are an office first 'place based' organisation.

ALL APPLICATIONS WILL BE CONSIDERED

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

APPLICATION PROCESS

Application deadline:	10am Thursday 3 September
Interview dates:	First interview(s): Tuesday 22 September 2026 (task and questions) Second interview(s): Tuesday 29 September 2026
You can apply for the role by completing the written application forms (parts 1 and 2) or by submitting a film or audio file.	Option 1: Complete the application forms outlining your experience against the personal specification. Application Form Part 1: Personal Information Application Form Part 2: Experience Option 2: Create a short film or audio file explaining your relevant experience and interest in the role.
Complete the Equalities Monitoring Form.	Equalities Monitoring Form
Submit both the application and Equalities Monitoring Form by email.	Send your application by email to: recruitment@tobaccofactorytheatres.com Please use this subject line: Trustee Treasurer
Contact us to request the recruitment pack in an alternative format or ask further questions about the role.	You can find out more information about Tobacco Factory Theatres on our website. If you need the Application Pack in an alternative format or have further questions, please email recruitment@tobaccofactorytheatres.com.

**THANK YOU
FOR YOUR APPLICATION**

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