



An **Lanntair**

JOB OPPORTUNITY

CHIEF EXECUTIVE
AN LANNTAIR ARTS CENTRE

APPLICATION PACK

Deadline: 5pm, Monday 9th May 2022

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INTRODUCTION

An Lanntair is now recruiting for a new Chief Executive to lead the organisation. This is a tremendously exciting opportunity for someone with the right experience and skillset to lead An Lanntair and its team through the next phase of the organisation's development.

This application pack sets out some information about An Lanntair and this role and provides a detailed job description and person specification, together with information about how to apply.

ABOUT AN LANNTAIR

An Lanntair is a multi-arts venue – at one and the same time a contemporary art gallery, a theatre, a cinema, a concert hall, a platform for poetry and literature, a studio – every space is stretched to showcase the arts in multiple forms. Encompassing it all, we pride ourselves in presenting an inspirational programme that engages and illuminates our communities. Our work stretches across a national and international platform, yet our distinctiveness lies in being 'of the place', rooted in who we are, and the creativity of Gaelic and the Outer Hebrides takes centre stage. Our facility includes a multi-purpose auditorium, world-class gallery spaces, office space, shop, and café bar facilities. The building was one of the largest ever arts developments in the Highlands and Islands and is of key strategic importance nationally for the arts and culture of the Outer Hebrides.

Alongside our arts programme, our education and participation work are of great importance to the local community here in the Outer Hebrides. An Lanntair has a reputation for engaging imaginatively and extensively through informal and formal education routes and for working in partnership to connect and deliver opportunities with a wide diversity of people. Our programme takes place within our arts centre situated in Stornoway in the Outer Hebrides of Scotland, and we also work in partner venues and community spaces across the islands. As well as education, An Lanntair delivers an established programme of work that has become invaluable to the creative and artistic community of the Outer Hebrides. This includes mentoring for new and emerging creative practitioners and entrepreneurs to receive the support they need to grow their practice, skills development, profile raising and business development and growth. We have been able to embed this developmental practice into the culture of the organisation.

We are governed by a board of directors/trustees who meet five times a year and provide support and challenge to the Chief Executive and the team. To find out more about our work, visit our website here: www.lanntair.com, and An Lanntair's social media channels ([Facebook](#)/[Twitter](#)/[Instagram](#)). We have also made a short showreel film of An Lanntair and our work, which you can watch at this link: www.vimeo.com/manage/videos/553349645

An Lanntair



HOW HAS COVID-19 AFFECTED AN LANNTAIR?

As An Lanntair closed its doors to the public in March 2020, the future was far from clear. We certainly had no inkling at the time that we would be closed to the public for so long. However, we were fortunate, and were able to access extensive support from a wide range of agencies to help us continue to survive and thrive through the challenging COVID times and beyond.

Quite quickly during the first lockdown, our team was able to turn its attention to what we could do to continue to engage our audiences and communities even without our galleries, auditorium and arts spaces in action. We created a whole host of digital opportunities, events and activities throughout this time, including online concerts, virtual exhibitions, digital festivals and programmes of talks, workshops and clubs, as well as two brand new Blog websites - [HA! Hebridean Artists](#) and [Art Labs Blog](#) - to help keep our creative communities connected. A whole archive of news items related to our work over lockdown can be found here: www.lanntair.com/news.

We are now, in April 2022, focusing hard on re-engaging with the arts, artists, and people here within our Outer Hebridean community.

Digital has also now become a huge part of what we do, and we have had to learn fast. Our Between Islands Programme, Hebridean Literary festival Faclan, Hogmanay, and our Hebridean Dark Skies festival events have developed online activity, and we have been thrilled with the audience response. We even turned our hands to producing virtual exhibitions and digital tours, supporting people to access our programme from their living rooms. There were many challenges, but lots of positives too, with hundreds of people attending these events and activities from all over the world.

We are continuously learning from this work and have created Digital Technician support to transform and drive up the quality of our digital and online content throughout our programme. An Lanntair's Education and Outreach team now also arrange both in-person and online adult and children's workshops; and in addition, 'Clàr', a new Youth Production Team, creates and produces regular digital broadcasts from An Lanntair.

Although there have been many barriers to overcome, it is certainly true that COVID has opened our eyes to what can be achieved through digital. We have some exciting plans, both in the venue at An Lanntair and online.

ABOUT THIS ROLE

The purpose of the Chief Executive role is to lead the organisation, creating a supportive, nurturing team environment, and providing inspirational strategic leadership across An Lanntair's activities.

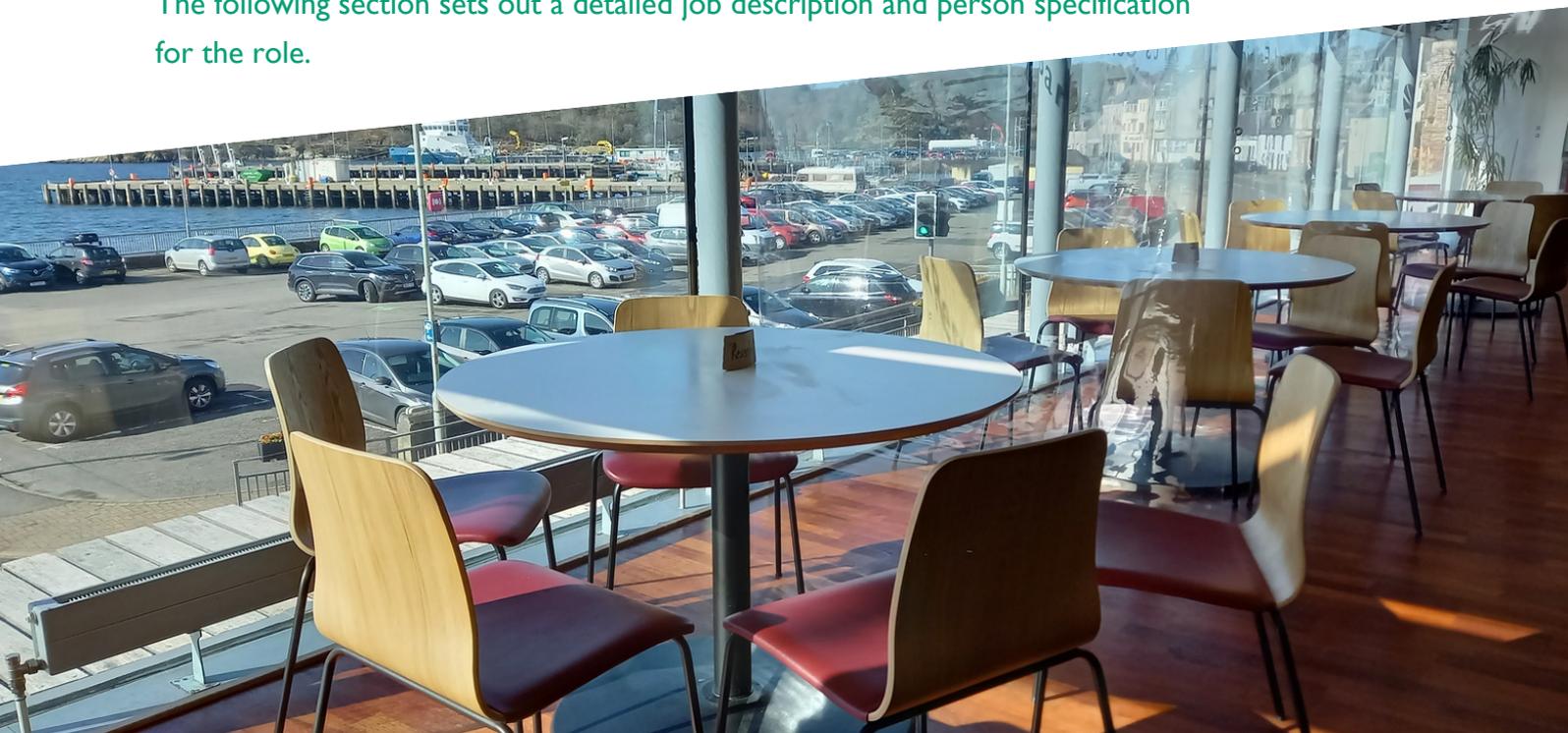
The Chief Executive will provide inspirational and charismatic leadership for the whole organisation, driving forward an innovative creative programme that delivers on the organisation's vision and mission.

The board and management team of An Lanntair are very clear about the challenges facing us after an extraordinary two years. We know there will have to be a major reset of our business over the coming year, especially as we prepare for application for the next cycle of Regular Funded Organisation funding from Creative Scotland. We know that there will be fierce competition for limited resources.

Most of our activity takes place in our very fine, but complex, centre, which is now 17 years old. We are immediately faced with big increases in energy and other costs, and pressure on all aspects of our own activity, and on the business of our catering partner, Elixir UK.

We cannot be certain yet about how, and over what period of time, audiences and other service users will return to levels that contribute substantially to our earned income. We are working hard to finalise an audience development plan and have recruited to our marketing team to enhance our engagement with our communities. The new Chief Executive will have to be prepared for these and other challenges.

The following section sets out a detailed job description and person specification for the role.



JOB DESCRIPTION

Strategic leadership and management

To lead and manage the conception, development and implementation of strategy in support of An Lanntair's vision and mission.

To lead An Lanntair's contribution to the wider artistic, economic and social wellbeing of the Outer Hebrides.

To support the celebration and promotion of Gaelic arts, language and culture.

Operations

To have oversight of health and safety and insurance matters related to An Lanntair's building, working with operations staff to ensure the building is safely, efficiently, and effectively maintained and developed to meet business and visitor needs.

To provide direction for operations staff to ensure compliance with all statutory and legal obligations relating to the premises, including Fire and Health and Safety regulations.

Governance

To service An Lanntair's board's meeting structure, providing all necessary executive information to support the board to fulfil its governance functions of strategic and financial oversight, supporting and challenging the organisation.

To liaise with the (external) Company Secretary in ensuring good practice is maintained and current OSCR (Office of the Scottish Charity Regulator) guidance and regulations are adhered to.

To liaise with An Lanntair's auditors to ensure all financial and legal returns are made to Companies House, HMRC, OSCR and other agencies.

Arts community engagement

To lead a culture of open engagement and support for local artists and communities throughout An Lanntair, nurturing artistic and creative opportunity and connectivity.

To develop and sustain the arts programme through collaborative local, national and international partnerships and networks with external organisations and individuals.

Team leadership

To demonstrate charismatic leadership, including mentorship and coaching of An Lanntair's staff.

To lead the ongoing organisational development of An Lanntair, fostering an inclusive culture of service excellence and continuous improvement.

To provide line management for senior programming, marketing, finance and operations staff.

Equality, diversity and inclusion

To provide inspirational leadership for equality, diversity and inclusion across all An Lanntair's activities, internally and externally.

Finance

To assure effective management of financial resources, including budget setting, monitoring and future planning, working with the Head of Finance.

External Communications and partnerships

To provide high level advocacy and representation of An Lanntair and direct external relations and public relations strategies to ensure An Lanntair's profile and reputation are effectively maintained and enhanced.

To develop effective relationships with An Lanntair's key stakeholders, existing and potential funders and supporters.

To safeguard and enhance An Lanntair's fulfilment and continuation of its responsibilities as a Creative Scotland Regular Funded Organisation.

Business development and marketing

To direct and enhance the profitability of income-generating activity across An Lanntair's programme, including business planning to ensure a high standard of quality and delivery whilst maximising revenue. To have oversight of, and provide leadership on, business development and fundraising strategies across An Lanntair's activities, driving forward ambitious and innovative plans.

To contract-manage and support the partnership with An Lanntair's third party catering contractor, including managing contract arrangements to maximise income generation.

To direct effective and progressive audience development and marketing plans and strategy, providing leadership for the marketing team and all creative programme leads.

General

To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.

To carry out your duties and responsibilities with adequate regard for Risk Management.

To comply with Equal Opportunity Policy / Legislation.

To keep under review your own development needs. You will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.

The Chief Executive reports to the chairperson of the Board of Trustees.

This job description is not intended to be prescriptive or exhaustive; it is a framework to outline the main areas of responsibility and any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

PERSON SPECIFICATION

Essential

- Track record of recent success in a senior management role in an arts and cultural organisation.
- Deep understanding of the arts sector across Scotland, the UK and beyond.
- Track record of leading on equality practice and celebrating and promoting diversity and inclusion at an organisational level.
- Commercial awareness and experience of attracting and managing complex funding and budgets.
- Demonstrable financial management skills and experience.
- Demonstrable experience of conceiving, leading and implementing progressive strategies in the areas of artistic development, business planning, organisational development, communications, market research, audience development and service excellence.
- Track record of developing and sustaining diverse partnerships and cross-sectoral collaborations.
- Skilled and effective communicator with excellent people management skills and the ability to create a nurturing and supportive team environment.
- Experience of governance systems and processes.
- Ability to command the respect and trust of stakeholders, the media, external organisations, colleagues, the Board of Trustees and all those with a professional interest in An Lanntair.
- Knowledge and understanding of Gaelic language and culture.

Desirable

- Gaelic (written and spoken).
- Experience at a leadership level managing public buildings and visitor facilities.



EMPLOYMENT DETAILS

JOB TITLE: Chief Executive

SALARY: £45,000 plus company pension

HOURS OF WORK: Full time - 35 hours per week
(job share and other flexible working arrangements would be considered).

LOCATION: An Lanntair, Stornoway

LINE MANAGER: Chairperson of An Lanntair's Board of Trustees

DIRECT REPORTS:

Head of Finance

Head of Visual Arts and Literature

Head of Performing Arts and Cultural Project

Head of Education and Outreach (job share)

Head of Technical and Building

Head of Marketing

Retail and Front of House Manager

HOLIDAYS: 36 days inclusive of eight public holidays.



HOW TO APPLY

The job description and person specification for this role are listed above.

Applicants are invited to review these carefully and submit a detailed letter of application, setting out the ways in which they meet the criteria in the person specification, together with their Curriculum Vitae, by post or email to:

David Green, Chairperson
An Lanntair, Kenneth Street, Stornoway, HSI 2DS
david.green@anlantair.com

Should any applicant wish to ask any questions or discuss anything prior to submitting their application, they should feel free to contact david.green@anlantair.com.

The deadline for applications is Monday 9th May 2022 at 5pm.

An **Lanntair**

EALAN ART
CEÓL MUSIC
BÚTH SHOP
TAIGH-CLUICHE THEATRE
CAFAIDH/BAR CAFÉ/BAR
FILMICHEAN FILMS

