



Managing Director – Job Description

Job Title: Managing Director

Job Type: Permanent – Full Time (While the role is full-time, we are open to flexible working arrangements outside the peak festival period (February–June), including the possibility of a four-day week for part of the year.)

Location: Central Brighton Office, home-working part-time option

Reports to: The Chair and Brighton Fringe’s Board of Trustees

Hours: Full time (37.5 hours per week), including some evening and weekend work

Salary: £42,000 per annum

Annual leave: 28 days, including bank holidays – *additional day for every two years of service, up to 5 additional days.*

Benefits:

- Platinum Friends of Fringe Membership (worth £200)
- Free Brighton Fringe registration
- Staff ticket subsidy of up to £30
- Christmas & NY office closure (no annual leave usage)
- 3 additional professional development leave days

- Flexibility & hybrid working days
 - 3% Employer Pension contribution
 - Training and Professional development opportunities
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About Brighton Fringe

Brighton Fringe operates a year-round programme culminating in a four-week festival of theatre, comedy, music, circus, cabaret and live events each May. We are the largest open-access arts festival in England and the 3rd largest in the world. In May 2025, we welcomed over 400,000 people, engaging local, national and international artists with diverse audiences across a wide variety of venues and performance spaces.

Brighton Fringe is where creativity comes alive. We are a dynamic platform connecting artists with audiences. Our impact extends beyond performances through workshops, mentoring schemes, bursaries, and awards that help launch artists' careers and develop key skills and expertise. We specifically support artists from backgrounds traditionally excluded from the arts, including LGBTQ+, neurodiverse, physically disabled and global majority communities, alongside young people starting their careers.

What we are looking for

We're looking for an enthusiastic and collaborative Managing Director to lead Brighton Fringe into its next chapter. This is an exciting opportunity for someone who thrives in a creative, fast-paced environment and is passionate about supporting artists, venues, and audiences. While experience in festivals or the charity sector would be a real advantage, we warmly welcome applicants

from all backgrounds who can bring fresh perspectives, strong leadership and a commitment to our values.

Although this role is full-time, we are open to discussing a more flexible working pattern outside the busy festival period - February to June. **For the right candidate, a four-day week for part of the year could be possible.** If you feel excited and enthused by the idea of shaping one of the UK's most vibrant open-access arts festivals, we'd love to hear from you.

We encourage applicants from different backgrounds with different experiences and skills to join us and help develop our working practice. We actively welcome candidates with protected characteristics and those who are currently underrepresented in the arts including; people experiencing barriers due to socio economic background, people who self-identify as LGBTQIA+, people who self-identify as D/deaf, people who self-identify as Disabled or Neurodivergent and those returning to work who have caring responsibilities. Ethnically diverse people who have experienced racism including people who are from African and Caribbean diaspora, Latinx, the East Asian Diaspora, the South East Asian Diaspora, from the South Asian Diaspora, West Asian Diaspora (including Middle East), Indigenous people, bi-racial / mixed heritage or who also self-identify as a person from the Global Majority.

About the role

Brighton Fringe is run by a small and passionate team who require a Managing Director to lead from the front and advocate for the organisation. Ready to be hands-on and get stuck in to delivering

England's largest arts festival. Reporting to the board of Trustees, the Managing Director plays a pivotal role in shaping Brighton Fringe's future—leading the development and long-term vision of the organisation and festival in line with our mission and values to make creative experiences accessible to all.

As a confident, collaborative person, the Managing Director provides strategic direction across the charity, working closely with the Senior Management Team to nurture and grow income streams, uphold and enhance artistic quality, and strengthen relationships with artists, venues, partners, funders, audiences and the wider community. The role is key to ensuring the charity's resilience and sustainability year-round—balancing strategic planning with day-to-day support during the busy festival cycle.

Key Duties and Responsibilities

Festival Development

- Work with key stakeholders and partners to ensure Brighton Fringe remains an inclusive and supportive festival for artists, venues and audiences, establishing the festival as an essential part of the annual arts calendar.
- Regularly review and develop the artist development programme, maintaining and expanding activities including the Brighton Fringe Awards, bursary schemes, workshops and mentoring opportunities.

- Raise the profile of the festival and organisation to establish a year-round presence beyond the May festival period, building strong partnerships with local and national arts organisations and businesses that share our values.
- Utilise marketing and box office data to identify audience development opportunities, growing income-generating areas while addressing areas of low engagement and participation.
- Lead the development of annual creative, marketing and PR campaigns, commissioning freelance experts in marketing, design and communications. Oversee campaign implementation across digital platforms and print, including the production of the Brighton Fringe brochure.
- Oversee the annual festival evaluation process, using insights and analysis to inform continuous improvement of the organisation, business model and festival delivery.

Business Management

- Lead the development and implementation of a long-term strategic plan that ensures the organisation's financial sustainability and commercial viability while remaining aligned with its charitable aims and artistic mission.

- Maintain and update Brighton Fringe's three-year business plan, focusing on the mission and aims as set out in the plan, achieving key milestones and objectives, and reviewing and revising the plan annually.
- Act as an ambassador for the organisation at all times, maintaining meaningful working relationships with funders and other key stakeholders to ensure the organisation's profile and reputation are held in the highest regard.
- Lead fundraising strategy and activity, diversifying income streams, and setting realistic development targets. Demonstrate strong commercial awareness and take a dynamic approach to income generation, maximising sponsorship and partnership opportunities.
- Maintain a strong understanding of the funding landscape, including public funding, trusts and foundations. Work with the Development Manager to ensure suitable applications are prepared and submitted in a timely manner.

Financial Management

- Accepting appointment of Director and Company Secretary for Brighton Fringe Ltd
- Lead the organisation's financial strategy and management, maintaining a clear understanding of the financial and business model.
- Oversee the preparation of annual organisational and departmental budgets for Board approval, alongside the creation and regular updating of cashflow forecasts.
- Attend and prepare monthly finance meetings with the Executive Committee (Chair of the Board and Finance Executive Board Trustee), led by the Finance Manager.
- Work with the Finance Manager to continually monitor income, expenditure, and contracts to maintain financial sustainability. Ensure best practice for invoice processing, payment of settlements and compliance with financial procedures.
- Oversee annual financial reporting including annual accounts, trustee reports and evaluation reports for funders and other stakeholders.

HR & Workplace Culture

- Lead and motivate a small team to deliver large-scale, impactful work and projects, fostering a positive and supportive workplace culture.
- Ensure an appropriate management structure is in place and regularly reviewed to enable the organisation to deliver its strategic plan and festival. Identify suitably experienced staff and delegate responsibilities effectively.
- Provide effective line management through regular one-to-ones, probation reviews and appraisals, with a focus on staff wellbeing and maintaining clear communication channels.
- Oversee recruitment, performance management and remuneration recommendations. Work with the Operations Manager to identify training needs and professional development opportunities for staff.

Compliance, Governance and Policies

- Oversee the development and maintenance of all company policies and procedures, ensuring compliance with tax, legal, charity and regulatory obligations.
- Ensure internal policies and governance procedures are followed, regularly reviewed and updated as necessary, with amendments presented to the Board for approval.

- With the Chair of Trustees work to recruit suitable trustees and observers to the Board. Maintain regular contact with Board members and draw on trustees' experience and expertise as needed.
- Prepare detailed reports for quarterly Board meetings, collate departmental reports, compile meeting agendas, and distribute all materials to trustees and Board observers in a timely manner.
- Work with the Chair, Finance Manager and Operations Manager to deliver end-of-year financial documentation and the trustee report, ensuring all documentation is signed off by the Board and submitted to Companies House and HMRC before the deadline.

Key Working Relationships

- Senior Management Team; Operations Manager, Sales & Development Manager, Artist & Venue Services Manager
- Board of Directors and Trustees
- Chair of the Brighton Fringe Board
- Staff and volunteers
- Funding partners, sponsors and stakeholders

Person Specification

Essential

- A clear passion for Brighton Fringe's vision and commitment to a sustainable festival
- Exercising values-led leadership and the ability to inspire others and foster a positive workplace culture.
- Excellent communication skills, able to clearly explain complex issues and effectively persuade, influence and engage a wide range of stakeholders.
- Strong strategic thinker with sound analytical judgement, confident decision-making and an understanding of long-term trends in the arts and cultural sector.
- Proven experience working with Boards, with a strong understanding of charity governance, governance boundaries and regulatory requirements.
- Strong financial management skills and commercial awareness, with the ability to balance sustainability, growth and artistic ambition.
- Well-developed networks and partnership experience across the arts, cultural and/or charity sectors.
- Collaborative and supportive, willing to be hands on with the team.
- Resilient and well-organised, able to manage time effectively, balance competing priorities and work under pressure while maintaining personal wellbeing.

- Exclusively available from April to June to lead festival preparation, delivery and evaluation, and committed to equality, integrity and ethical leadership.
- Competent with Microsoft Office (Teams, Outlook, Excel, Word) and Adobe software.

Desirable

- A strong understanding of the cultural sector in Brighton and Hove
- Experience of working/delivering a combined arts festival
- Experience of working/delivering an open-access festival
- Experience using Eventotron Event Management and SSBO, Wordpress and Canva