

THE PLOUGH ARTS CENTRE

CEO and DIRECTOR

JOB PACK



Figure 1 The Plough Arts Centre, Great Torrington

CEO and Director

Permanent Contract

Salary: Full-time (£46,851) pro-rata'd for 4 days a week. Hours of work are negotiable.

Starting: Feb/March 2027

Deadline for applications: 10.00 Tuesday 10th November 2026

The Position

The new permanent CEO/Director will take on the leadership of The Plough Arts Centre with overall responsibility for the organisation, supported by the Deputy Director, Operations Manager, Programmer, the rest of the team and the Board of Trustees. The individual appointed will be expected to balance artistic ambition, financial sustainability, public value, organisational leadership and the development of audiences while being a highly effective public ambassador for The Plough Arts Centre.

Ideally the postholder will be based full or part-time in North Devon in order to embed themselves within the region's creative networks and local communities.

We are excited to welcome your application for this pivotal role at an exciting time in The Plough's development.

The Plough Arts Centre, a popular cultural and community hub, is a charity and National Portfolio Organisation housed in a three storey

Neo-Georgian building in the centre of Great Torrington, Devon with a lift to the first floor only. Meetings can be held in alternative spaces within the building, and the company operates a hybrid working practice with regular in-person team meetings.

The Plough's Mission

The Plough Arts Centre provides exciting opportunities for *all* people to experience a wide and vibrant range of high quality arts events both as audience and participants. Through creative partnerships, The Plough Arts Centre is a welcoming dynamic venue for artistic expression and education, responsive to the needs of the local community and a beacon for the arts across North Devon - visible and valued throughout the South West. We are 'the largest arts centre in the smallest town' and we know our positive impact is felt across the region.



Figure 2 Inspire Dance Festival



Figure 3 St Anne's Community Centre, Barnstaple

What Do We Do?

We offer a varied and exciting programme of arts events and activities. We aim to entertain, inspire, educate and challenge in equal measure. Our packed annual programme includes live music and events (from tribute acts to folk and jazz bands and the spoken word), hugely popular comedy acts, a summer Open Air Theatre programme, films ranging from blockbuster to arthouse, exhibitions, workshops, The Plough Youth Theatre and educational outreach for people of all ages, interests and abilities. The programme continues to evolve and expand as we engage with our audiences and communities

What is The Plough like to work for?

The Plough has a 250 seater intimate live theatre auditorium, a year round cinema screen, a bar/cafe, an art gallery, dance studio, meeting spaces and St Annes, our other venue in Barnstaple. There are currently 20 team members, both employees and freelance, a dedicated group of volunteers and a Board of Trustees. On 1 April 2023, The Plough Arts Centre became a National Portfolio Organisation of Arts Council England for the first time in the venue's history.

We are a welcoming friendly organisation and highly value the perspectives and ideas that a diversity of lived experience brings to the charity. We welcome applications from anyone within communities that are under-represented.

We are committed to improving representation and opportunity for artists, colleagues, and audiences alike. The Plough is willing to invest in training and access to support the right candidate in this role. If you would like to be part of this vision, we would love to hear from you.

What are our Values?

The Plough aspires to be a fair and reasonable employer, and to treat employees, freelancers, artists, partners and everyone that we come into contact with during the course of our business with respect, dignity and understanding. We value diversity and the different skills and attributes that people bring to the team. We aim to be a listening employer, and we commit to providing a safe and stimulating work environment, where all staff feel they can bring their whole self to work and will be equally valued for their contribution.

We expect our employees and associates to uphold our core values, and to be an ambassador for these values at all times while representing The Plough. These values include an explicitly anti-racist stance, zero tolerance to bullying and harassment, and a commitment to Equality, Diversity, Inclusion and Belonging (EDIB) in all areas of the business, including our choices with regard to recruitment, programming, marketing, communications, audience development, and the individuals and organisations that we choose to partner and work with. We will always make reasonable adjustments wherever possible to enable us to work with those with access needs, whatever those may be.

We undertake to conduct our business within an ethical framework that avoids associations with practices that cause harm, directly or indirectly, to people and the planet. This includes our approach to diversity and inclusion, our investment and financial choices, and a long-standing overarching commitment to environmental sustainability, which governs the majority of our artistic and business choices.

Job Description

The successful candidate will need to be in possession of, or be willing to undergo, an Enhanced DBS Check with the Disclosure and Barring Service, regarding their suitability to work with children and vulnerable adults.



Figure 4 One of the many craft workshops at St Anne's Barnstaple

Although there are many tasks listed, it should be noted that not all of them are required all the time, and some are shared with other colleagues, especially the Deputy Director and Programmer, so are not the sole responsibility of the postholder.

Responsibilities:

Strategic

- Provide clear, accountable leadership aligned with The Plough's charitable purpose, artistic vision, and community ethos.
- Work closely with the Board of Trustees to maintain strong governance, transparent reporting, and compliance with charity and company law.
- Work with the Board to set the strategic direction of The Plough Arts Centre including overseeing organisational reviews, risk assessment, and future planning.

Artistic programming and producing

- Lead on the artistic direction of The Plough, working closely with the Programmer and Marketing Team, and as agreed with the Board. Ensure the programming team balances artistic ambition with financial realities. Develop new projects and programmes in alignment with the artistic and development strategies.
- Ensure delivery of a high-quality, diverse, and financially viable artistic programme across live events, cinema, exhibitions, participation and all outposts of the organisation

- Uphold The Plough's commitment to community engagement, local talent development, and inclusive cultural access.



Figure 5 One of the many Plough Youth Theatre Groups run at Great Torrington

Financial management

- Set and maintain organisational budgets including individual budgets and targets for projects and overheads;
- Oversee and support the Deputy Director over the day-to-Work with the Deputy Director to set budgets and produce reports, including cash flows and management accounts;

- Deliver the artistic programme and the organisations output within the agreed budget, identify income targets and create fundraising strategies.
- Oversee and support the Deputy Director to ensure compliance with PAYE payments, and returns to the Charity Commission and Companies House;
- Oversee income generation across box office, café/bar, hires, and membership schemes.

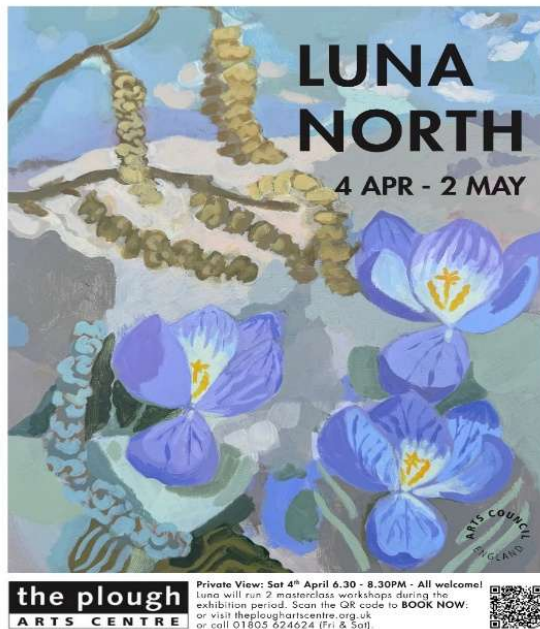


Figure 6 Art Exhibition & Workshops at Great Torrington

Fundraising

- Work with and nurture relationships with funding bodies, in particular Arts Council England and other regular or significant funders;
- Alongside the Deputy Director make applications and secure new sources of funding;
- Build relationships with potential funders and individuals with a view to prospective funding, sponsorship and donations.

Managing staff

- Line-manage the Deputy Director, Marketing Team, Programmer and The Plough Youth Theatre & Outreach Director.
- Overall responsibility for good and compliant HR practice throughout the organisation.
- Work with the Deputy Director on development of the marketing and audience development strategy;
- Engagement and management of freelance staff where and when appropriate.

Advocacy and profile raising

- Oversee the internal and external communications of The Plough, managing the marketing team and overseeing their activities.
- Oversee the Supporter's Scheme.
- Build and maintain a profile for The Plough Arts Centre locally and nationally

Risk, Compliance, and Safeguarding

- Ensure all legal, regulatory, and health and safety obligations are met, including safeguarding, licensing, GDPR, and employment law.
- Maintain and update risk registers, policies, and operational procedures
- Respond effectively to emerging risks, operational challenges, or incidents.
- To undertake any other responsibilities as may from time to time be required by the Board.



Figure 7 Pinocchio by Illyria - part of the Open Air Theatre 2026

Person Specification

The Plough actively strives towards equal opportunities for all and diversity in all areas of its activity and positively welcomes applications from disabled people and people of any ethnicity, age, belief, sexuality and gender.

This post offers a major personal and career development opportunity to the successful candidate. We are looking for someone who is ambitious and dynamic, who has significant experience at mid to senior management level, and can demonstrate leadership qualities. It requires vision, imagination, creativity and a flair for developing partnerships, as well as realising ambitious briefs and understanding what will work well to develop and enhance The Plough's brand and mission.

Knowledge, Skills and Experience

Essential

- Proven senior leadership experience in the arts, charity, or cultural sector.
- Strong financial acumen and experience managing budgets in a resource-constrained environment.
- Demonstrable ability to lead teams through change with empathy, clarity, and confidence.
- Excellent communication and stakeholder-management skills.
- Understanding of charity governance and working effectively with a Board.

- A good awareness of the current cultural sector and its contexts, be an excellent communicator, and have a track record in fundraising and partnership working.
- Experience and a track record in marketing and in organisational management.
- Strong knowledge of the current funding climate and context, including ACE and other funders;
- Experience and a track record in fundraising;
- Strong and proven financial management skills, including the ability to set and work within budgets and manage expenditure and income;
- Experience of developing new projects and programmes
- Experience working with multiple partners and stakeholders nationally and locally and setting up collaborations;
- Knowledge of organisational models / entrepreneurial;
- Experience of line management and employment law;
- Experience of producing events, including liaison with artists and venues, contracting, marketing and promotion;
- Excellent organisation and communication skills;
- Excellent interpersonal skills at all levels, e.g. with colleagues, Trustees, the public and people of different ages and backgrounds;
- Understanding of and commitment to equality, diversity and inclusion;
- Understanding of and commitment to environmental sustainability.

Desirable Knowledge and Attributes:

- Able to quickly build a working knowledge of cultural life within North Devon and should ideally be resident in the region either full or part-time.
- Experience and knowledge of current guidance on Health & Safety at work and at Events.
- Familiarity with rural arts delivery and community-based cultural organisations.
- To have a visible presence at community and venue events.



Figure 8 Plough Prism & Motion Group for Adults with Additional Needs

How To Apply

To apply for the role, please send us:

- an up-to-date CV;
- a cover letter (up to 3 A4 pages);
- a completed monitoring form (this form is not part of the selection process but is a necessary part of the application documents).

You can complete the form online at:

<https://drive.google.com/file/d/1PzmoI2DfbxwHPwGczGvEibJjxmkaIwXb/view?usp=sharing>

In your cover letter, please refer to this pack and answer these questions:

- Why would you like this role?
- What experience do you have that would enable you to do this job?

If you have any questions regarding the position, you can contact our Interim CEO, Emma Dunton who will respond via email or arrange a conversation: please title the email 'recruitment query' and send to emma@theploughartscentre.org.uk

Applicants must have an existing right to work in the UK.

Please email your CV and cover letter with 'Director Application' in the subject line to:

dawn@theploughartscentre.org.uk

Your application and data will be stored securely and confidentially, in line with GDPR and PECR.

Deadline for applications: 10am, Tuesday 10th November 2026

What happens next?

We will get in touch via email by Friday 20th November to let you know if you have been selected for the shortlist.

If you are shortlisted, you will be invited for an interview.

1st Round interviews on Monday 30th November and Tuesday 1st December 2026

2nd Round interviews Monday 7th and Tuesday 8th December 2026. Interviews will take place in person though we can consider online, depending on a number of factors, including candidate availability and preference.

We will take up references after the interviews as part of our decision-making process and the offer will be subject to references. We ask for two references, of which one should be a current or recent employer.

The successful candidate will be able to take up the post as soon as possible after offer, taking into account other commitments, existing notice period etc. We are hopeful that the postholder will be able to start work Feb/March 2027.

Thank you very much for your interest in working with the Plough Arts Centre and we look forward to hearing from you.