

RICH MIX

EXECUTIVE DIRECTOR

SEPTEMBER 2026



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INTRODUCTION

Thank you for your interest in Rich Mix and the role of Executive Director.

Rich Mix is one of London's most diverse and dynamic arts centres offering an extensive programme of grassroots music, mainstream and independent cinema and creative engagement. Since 2006 we have pursued a mission centred on anti-racism and intercultural understanding through culture and creativity.

As we embark on the next chapter of our extraordinary story, we are now seeking a creative business-minded leader to join us as Executive Director and, alongside a new Creative Director and CEO, lead Rich Mix into the future.

Reporting to the Creative Director and CEO (who will hold accountability for overall organisational performance and sustainability) the Executive Director will have responsibility for Rich Mix's organisational, commercial and operational functions. As Executive Director you will play a key role in driving Rich Mix into its new chapter bringing an ambitious and forward-looking approach to organisational growth and development as we seek to realise our creative ambitions and drive impact with and for our communities.

We understand there are many ways to deliver and lead in the cultural sector. You may already lead an organisation or commercial department within the sector. However, this is not an essential requirement for the role. You may be leading an organisation or commercial, operational or strategic department within a business, charity, hospitality venue or tech environment.

If you have the ability and ambition to identify organisational assets, develop ideas rooted in both creativity and commercial potential and can turn ideas into a sustainable reality then we would like to hear from you.

**Sangna Chauhan and Kate McLaughlin,
Co-Chairs**

'I joined Rich Mix because its mission deeply resonates with me. Growing up in Shoreditch during a time of challenging race relations, I could have only dreamt of a place where culture, music and art intertwined to unite communities. Today, Rich Mix truly embodies that vision, and I'm honored to be part of a talented Board and team dedicated to this powerful purpose and exciting new business model.'

Trustee

ALTERNATIVE LEADERSHIP MODELS

The wider arts landscape is increasingly rethinking what leadership can look like, and Rich Mix has been part of that thinking. We have already been piloting and developing our Artistic Leader approach, supported by Esmée Fairbairn Foundation, testing new structures for artistic programming and leadership that champion grassroots artists and creatives. Our democratic approach, working alongside our Artistic Advisory and Youth Boards sits within this same commitment to exploring different leadership models.

This job description has been created on the assumption of a single Creative Director and CEO and an Executive Director who reports to the Creative Director and CEO. The Executive Director in this model, therefore, has overall responsibility for the commercial, operational and organisational performance of Rich Mix and the Creative Director and CEO is ultimately accountable for the organisation's performance and reports directly to the Board of Trustees who have overall legal responsibility for Rich Mix's future. However, we are also keen to hear from individuals who may have alternate suggestions on how Rich Mix's leadership could be shaped.

You may be an Executive Director candidate with an interest in acting in a Co-CEO capacity with a Creative Director. You may wish to apply with a potential Creative Director in a joint application. You may be part of a collective interested in taking on Rich Mix's executive and creative leadership together, or it may be something completely different.

At Rich Mix our priorities are to ensure this extraordinary and impactful organisation has the leadership in place to take it both creatively and commercially into its next 20 years, so if you have alternative ideas and would like to put forward a proposal for a different structure then we would be interested in hearing from you.

Full details on how to submit joint applications or ideas for alternative models in this way can be found at the end of this pack.





CELEBRATING THE PAST AND SHAPING THE FUTURE

Situated proudly within the London Borough of Tower Hamlets, Rich Mix was founded as a direct response to decades of local political and cultural polarisation on our doorstep. We were established as a space where people could gather, create, debate, share art and culture and we remain true to this today. In a changing and challenging world our belief in the power of belonging and of cultural experiences to bring about intercultural understanding remains more important than ever.

As we enter and celebrate our twentieth year, we are excited to embark on a period of transformation to ensure we continue to deliver impact with and for our communities for decades to come. We have recently secured significant capital investment of over £2.4m to support this through a redevelopment project of our home on Bethnal Green Road.

THIS WORK WILL:

- Redevelop our ground floor to improve our connection with our audiences and local communities
- Conduct a series of essential upgrades to ensure sustainability and resilience
- Develop our café, bar, event and exhibition spaces to expand new community engagement programming spaces and income-generating opportunities



OUR COMMUNITIES AND AUDIENCE

At the heart of our organisation are our values: Open, Inclusive, Collaborative, Ambitious and Creative. These, alongside our founding objectives, guide our proactively anti-racist approach, creating culture by, with and for people and communities facing racial inequity - primarily South Asian, Southwest Asian and North African, African, Caribbean and other diasporas.

We are proud of the impact we are continuing to make as a recognised model of community-focus arts centre and cinema which puts diversity at its core. To address the changing economic, social and cultural context in which we live, we are refocusing our vision to ensure that we are able to survive and thrive, and continue to serve the communities of East London and beyond.

A Shoreditch landmark, our five-storey building is a home to our community and offers opportunities to engage in a range of cultural activities from live performance, cinema and creative engagement for communities, alongside affordable workspaces. This diversity is key to our heritage and our future.

GOVERNANCE AND LEADERSHIP STRUCTURE

Rich Mix is a registered charity and member of Arts Council England's National Portfolio.

We are led by a Board of Trustees co-chaired by Sangna Chauhan and Kate McLaughlin; alongside an Artistic Advisory Board and Youth Board. Our Boards bring extensive lived and professional experience to the organisation and oversee our ongoing development and sustainability. At present the Board of Trustees delegate day to day management and oversight of Rich Mix to our Chief Executive Officer. Under the new structure this will be delegated to the Creative Director and Chief Executive Officer who in turn works closely with a wider executive team, made up of a new Executive Director, a Head of Finance, a Head of Operations and a Head of Development.

FINANCIAL OVERVIEW

Rich Mix's average annual income is £2.5m. On average around 80% of our income is generated within our building (ticket sales, bar sales, hires etc), a further 12% from statutory funding via the Arts Council England National Portfolio and the rest from fundraising from Trusts and Foundations, individuals and corporate partnerships.

Full details of our financial overview can be found via the Charity Commission published accounts [here](#).

DIVERSITY, EQUITY, AND INCLUSION

Diversity, Equity and Inclusion sit at the heart of all that we do to continue to fulfil our founding objectives. Our workforce strategy prioritises diversity, particularly in leadership roles. Recognising the need for new leadership models we have piloted and developed our Artistic Leader approach (with support from the Esmée Fairbairn Foundation) to explore new structures for artistic programming and leadership which champions grassroots and marginalised artists and creatives.

Our approach to programming is non-judgmental and seeks to empower communities to shape their cultural narratives, our programming and collaborations celebrate and support Black and Asian cultures, showcases grassroots music and diverse independent filmmakers.

58% of our Board of Trustees are from communities facing racial inequality but we recognise the need for further progress. We developed an Artistic Advisory Board in 2023 to focus on artistic vision and programming, directly informing governance. This board is remunerated to address financial and structural barriers to engaging in governance roles. We continue to develop our thinking and structures to strengthen our approach to equitable governance. We also continue to invest in and develop our Youth Board to ensure grassroots voices shape decision-making.

‘Rich Mix truly does what it says – it welcomes all communities and represents the diversity of East London. No barriers. No pretence. Open. Inclusive.’

Audience Member

AREAS OF RESPONSIBILITY

Organisational and Leadership Strategy

- Work in close partnership with the Creative Director and CEO to translate Rich Mix's creative vision into organisational strategy, capability and delivery
- Lead organisational planning, evaluation and implementation across Rich Mix
- Lead and oversee organisational design, ensuring Rich Mix's people, systems, processes and ways of working are supported and nurtured to best achieve our ambitions
- Build and hold a culture of accountability, collaboration, effectiveness and ongoing learning and development
- Overall responsibility and accountability for Rich Mix's financial and operational strategy and effective line management to the Head of Finance and Head of Operations who hold day to day responsibility for financial and operational management and controls (respectively)

Income Generation Strategy and Growth

- Develop and lead the income generation strategy with a focus on ensuring an ambitious approach to commercial income which is underpinned by Rich Mix's primary commitment to delivering impact with and for our communities
- Maximise the potential of Rich Mix's building and wider assets to generate sustainable income and long-term resilience
- Identify and present compelling purpose-led income generation options to the Board supporting them to make strategic decisions about investment, growth, risk and opportunity

- Take overall accountability for strategic decision-making and delivery of the capital works programme, working closely with the wider project team (including but not limited to the Project Managers, Client Representative Consultant and Project Director who are responsible for the governance, budget management, project team and project oversight)
- Identify, negotiate and secure strategic partnerships, commercial agreements and new revenue opportunities

Organisational Capability

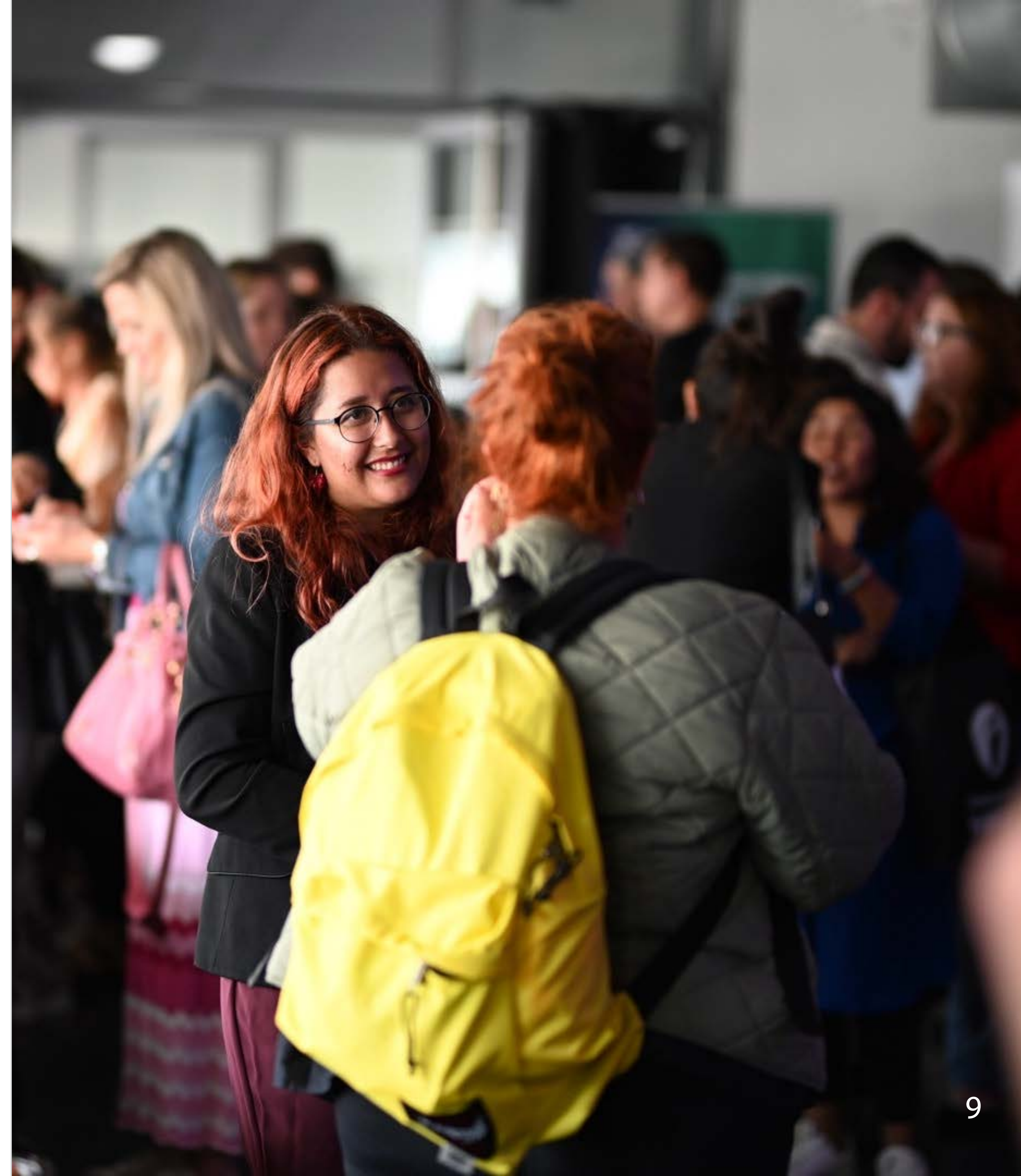
- Ensure an organisation capable of delivering Rich Mix's creative ambitions consistently and sustainably, including planning, prioritisation, decision-making and overseeing organisational risk
- Implement and maintain strong organisational structures, systems and ways of working to support sustainable and resilient growth
- Support the Heads of Department to build and maintain high-performing, collaborative teams
- Take overall responsibility for Rich Mix's people and culture functions ensuring smooth and compliant HR systems and policies are in place and regularly reviewed
- Lead HR and organisational change projects as needed
- Champion equity, diversity and inclusion in organisational culture, recruitment and ways of working, reflecting the communities Rich Mix serves

Sustainability and Stewardship

- Work alongside the Creative Director and CEO to make informed strategic decisions where creative ambition, mission, organisational capacity and commercial sustainability intersect
- Provide constructive challenge to ensure creative ambition is supported by sound commercial judgement and organisational capability
- Hold overall accountability for budgeting, financial control and reporting to the Board, working closely with the Head of Finance on day to day financial management to ensure strong financial planning, performance and long-term sustainability

Governance and External Leadership

- Be responsible to the Board for the overall success and ongoing resilience of Rich Mix
- Build strong relationships with the Board as a whole and as individuals to support effective governance
- Report regularly and transparently to the Board on financial resilience and sustainability, income generation strategy, operational and HR performance
- Act as a credible ambassador for Rich Mix and support the Creative Director & CEO as a public ambassador for Rich Mix, building relationships with artists, audiences, communities, partners and funders
- Be responsible for the preparation and presentation of Board and relevant sub-committee papers supporting effective governance and decision-making



‘One thing that Rich Mix is really good at doing, is making sure that those under represented voices are heard and creating spaces for them to come to. I think that’s really important for there to be a hub in this part of London where people who have been here for a long time can feel like they are a part of a community. Rich Mix is a melting pot of culture that typifies London, in a really incredible and unique way, and there are very few venues like it.’

Film Partner

WHAT YOU'LL BRING

As Executive Director you will be a key senior strategic leader within the organisation working closely with and reporting to the Creative Director and CEO. You will be someone who believes in the power of this organisation to provide genuinely transformative creative and cultural opportunities for and with its communities of artists, local residents and other key stakeholders. You will have a passion for an organisation like Rich Mix and its role in generating genuine impact with and for our communities. You will have a creative business mindset and will enjoy seeking out strategic growth opportunities that can meaningfully change the fortunes of an organisation. You will be motivated and have a track record of growing income and making smart business decisions in service of an organisation's purpose and mission. You will have a clear understanding of organisational operations and the nuances of working within a complex organisation with multiple stakeholders and operational considerations.

Your experience, knowledge and expertise should contain some of the following:



Knowledge and Experience

- Experience leading or significantly strengthening an organisation, business unit or complex operation
- Experience of leading teams and managing HR/people systems and processes
- Strong commercial judgement and a track record of identifying and delivering growth opportunities
- Experience developing partnerships, negotiating agreements or deal-making
- Experience of improving operational performance through improved systems, processes, structures and ways of working
- Confidence working with budgets, financial information, and commercial decision making
- A working understanding of the nuances and considerations of leading within an arts and cultural and/or charitable setting or demonstrable understanding of working in a complex organisation
- Experience of generating income either through fundraising or establishing new commercial activity
- The ability to build trusted relationships, challenge constructively and work in genuine partnership

Skills and Attributes

- Excellent strategic judgement, particularly where commercial opportunity, organisational capacity and cultural mission needed to be balanced
- Curiosity, resilience and an entrepreneurial mindset
- A commitment to using commercial success in service of cultural and social impact
- A genuine commitment to equity, diversity and inclusion, and to Rich Mix's role and connection to its local community
- A genuine and demonstrable interest and/or passion for arts and culture



TERMS AND CONDITIONS

Reporting to:

Creative Director and CEO.

Direct Line Report:

Head of Finance, Head of Operations, Head of Events and Sales.

Key Relationships:

Board of Trustees, Head of Development, Artistic Advisory board, Youth Board, community, tenants, Arts Council England, other funders.

Contract:

Permanent.

Working hours:

This is envisaged as a full-time role. Rich Mix's standard office hours are 10am - 6pm Monday to Friday. However, as a year-round community space and arts centre, activity takes place outside of these hours and as such work will need to happen on occasion outside of these hours. We are also open to suggested alternative working models from applicants which are in line with the demands of the position.

Location:

Rich Mix, 35 – 47 Bethnal Green Road, E1 6LA.

Salary:

£60,000 - £70,000.

Annual leave:

25 days plus one day for each completed year of service to a maximum of 30 days (plus Bank Holidays observed in England).

Other Benefits:

Statutory Pension contributions, Employee Assistance Programme, Hybrid working (minimum 60% in office according to business needs).

THE RECRUITMENT PROCESS

We are working with **Achates** as our recruitment partner for this role.

If you would like an informal, confidential conversation about this role before applying, please contact Vicki Grace at Achates Recruits on **vicki@achates.org.uk**. These conversations will not influence our selection process.

To apply for the role of Executive Director at Rich Mix, please send your application to **recruits@achates.org.uk** by 9am on Wednesday 7 October.

Achates will review all applications on our behalf before sharing them with the Rich Mix Board of Trustees for shortlisting.

Applications can be submitted in the following formats:

- A written cover letter of up to 2 sides of A4 outlining your interest in the role, a summary of your vision for Rich Mix and your suitability for the role based on the criteria outlined in this pack
- A video of up to 3 minutes outlining your interest in the role, a summary of your vision for Rich Mix and your suitability for the role based on the criteria outlined in this pack

Please share either of the above along with your CV (no more than 2 sides of A4).

All documents should be sent as email attachments and not within the body of the email.



Joint Applications and Alternative Leadership Models

As noted above we welcome applications from single candidates looking to fill the role as a single Creative Director and CEO or from those looking to propose an alternative leadership model.

This might include (but not be limited to):

- A Creative Director and CEO and an Executive Director wishing to make a joint application
- A Creative Director and Executive Director looking to apply as Co-CEOs
- A collective looking to apply jointly for the Creative Director position
- The ability to build trusted relationships, challenge constructively and work in genuine partnership

If you would like to apply for the role proposing an alternative model then we are excited to hear from you. To do so each candidate involved in the process must submit an individual CV and Cover Letter (or video) answering the questions set out in the process above. Further, please also state in all applications the model you are proposing, its suitability for the future of Rich Mix and why you, as a team, are suitable to take on leadership of the organisation in this way.

If you would like an informal, confidential conversation about the model you would like to propose before applying, please contact Vicki Grace at Achates Recruits on **vicki@achates.org.uk**. These conversations will not influence our selection process.

Closing date for applications – 9am, Wednesday 7 October

First Round Interviews – Wednesday 14 October

Second Round Interviews – Wednesday 21 October

Third Round Interviews – Wednesday 28 October

Final Round Interviews – Friday 30 October

If you require any of this information in an alternative format, then please email: **recruits@achates.org.uk**.

DATA PROTECTION NOTICE

Equal Opportunities Monitoring forms are not shared with the hiring panel and are kept securely and only used for aggregated and anonymised reporting. By applying for this role you consent to Rich Mix processing any personal data you include within your CV and cover letter. All personal data submitted will be processed and stored in accordance with the requirements of the UK Data Protection Act.



RICH MIX

GET IN TOUCH

For more information about the role please email
recruitment@richmix.org.uk

RICHMIX.ORG.UK

   **@richmixlondon**