



Role: Executive Director

Accountable To: Artistic Director/CEO and Civic Digits' board

Location: Edinburgh & on location as required/agreed

Contract type: Fixed Term Contract for 12 months, 0.4 FTE

Fee: £42,000 (0.4 FTE)

Who We Are

Civic Digits blends digital technology, gaming and live performance to create innovative and interactive experiences, to question what it means to be a digital citizen in the 21st century. We aim to be a feminist, anti-racist and intersectional organisation. We specialise in making live performance relevant and accessible to audiences native to online storytelling. We make technology to tell stories about technology.

Equality, diversity and inclusion is at the heart of everything Civic Digits aims to do. Our company mission is to create a digital future where we can all flourish. We are passionate that no one gets left behind in the digital world we now live in, either through digital poverty and/or a lack of good role models in the professional digital world and digital culture.

Purpose of Role

To work with our Artistic Director and CEO, to grow the company and work strategically to achieve our ambitions to be a leader of groundbreaking digital theatre both in Scotland and Internationally.

Civic Digits have two digitally immersive flagship projects *The Big Data Show* and *Many Good Men*, which are ready to grow, to develop more partners, stakeholders, funding and sponsorship. We are also developing a new digital platform (SWISH) to facilitate more accessible interaction with live performance both online, in person and in hybrid.

[*The Big Data Show*](#) forms part of a day-long course 'An Introduction to Cyber Resilience and Digital Citizenship' an SCQF credit rated by the SQA programme (1 credit at level 3). It has been delivered to over 4000 pupils since 2017 in Scotland. It is currently being delivered in partnership with the cyberQuarter at Abertay University.

[*Many Good Men*](#) has just been tested with audiences in February 2024 at Hearts FC. It is a groundbreaking piece of digitally immersive forum theatre about the radicalization of masculinity online. "*Deserves to be seen by audiences both young and old*" **** All Edinburgh Theatre Review. "This could change people's lives." Audience member and youth worker. "*essential viewing for our time, not only for young people, but for everyone who cares about their future.*" **** The Scotsman



Civic Digits are looking for a truly dynamic and creative person. Someone who is passionate about the role and politics of data driven technology in our lives today, someone who will partner Clare in creating the strategy for a fast growing company and be fearlessly ambitious in pursuing that strategy.

Essential role and responsibilities:

Company Growth

- Developing and implementing the company's strategy for growth
- Developing and maintaining our network of stakeholders and partners

Finance and budgets

- To have on-going oversight of the company's cash flow and budgets

Fundraising:

- To support the Artistic Director and Operations Manager in creating fundraising strategies
- Developing a sponsorship strategy with the support of the Artistic Director and implementing it and/or overseeing the implementation

Secondary roles and responsibilities

HR Management:

- To be the line manager for HR management, overseeing policy writing, compliance and company handbook upkeep.
- Have oversight in the grievance and wellbeing systems for all members of staff and freelance contractors.
- Overseeing the new start 'on boarding' protocols.
- Oversight of contract negotiations and Copyright/ Royalty Agreements etc.

Governance:

- Work in partnership with the CEO and report quarterly to the board
- Attend board meetings and contribute to the strategic development of the board.

What are we looking for?

- Significant experience as a senior manager, producer or company director
- Experience of working in the arts is non-essential for a candidate who can demonstrate their creativity and motivation to work in a company that believes in the arts as a driver of social change.
- A proven track record of creating and developing successful and



sustainable projects or products.

- Financial management skills
- Excellent communication skills.
- Experience of handling a range of contracts (e.g. employment, and service level agreements).
- Knowledge of the requirements, and passion, to champion equity, diversity and inclusivity.
- HR management experience and knowledge of employment law

How to apply

Applicants are asked to submit a statement of interest and CV. These can be submitted:

- in written form (no more than 2 sides of A4)
- via video or audio files (3 mins max)
- we welcome applications in BSL and/or alternative formats. Please get in touch to discuss your needs.

Applications should be submitted to contact@civicdigits.com by 23:59 on 29th April
Interviews will be held w/c 6th May.