



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, 0.6 FTE

Fee: £48,000 pro rata (0.6 FTE, £28,800)

Hours: 35 hours per week pro rata (0.6 FTE, 21 hours per week)

Who are Civic Digits?

Our vision:

People who are empowered with knowledge, skill and agency will be able to take control of their digital lives and achieve equity and justice in data driven technology.

Our mission:

We are theatre makers who create change through live performance and new software tools that empower people to navigate the harm data driven technology too often puts in our way. Our impact on society is achieved through focusing on young people, their families, communities and the institutions that work with them.

We do this by:

1. Identifying the complex issues 'data driven' technology challenges our society with, such as online hate, radicalisation, polarisation, health, safety and security
2. Identifying the emotional/human problem that data driven technology too often exploits for profit
3. Building communities through playful research, performance and technology
4. Developing the form of 'data driven' theatre: live, online and hybrid
5. Developing the 'data driven' theatre sector through training, community building, commissioning and research
6. Creating new technology to tell stories about technology and making it available as an affordable licenced product.

Purpose of Role

This is a new leadership role at an exciting time of growth for Civic Digits, which has recently joined Creative Scotland's Multi-Year Fund portfolio, with funding in place until 2028. The Executive Director will work with our Artistic Director/CEO and our Board, to grow the company and work strategically to achieve our ambitions to be a leader of groundbreaking data driven theatre both in Scotland and internationally.

Civic Digits has 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 - and ultimately to reach audiences. 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 developed in partnership with the cyberQuarter at Abertay University.

[Many Good Men](#) is a groundbreaking piece of digitally immersive forum theatre about the radicalization of masculinity online. Created twice in Edinburgh February 2024 and once in Bucharest November 2024 **Many Good Men** is scheduled to be re-created in Fife in Spring 2026 and a pack will be launched alongside a documentary about making it in Edinburgh 24. *"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 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 and the team 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

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

Fundraising:

- Supporting the team in creating fundraising strategies
- Developing and implementing 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@civildigits.com by 23:59 on 25th August (Mon)
Interviews will be held w/c 1st September 2025.