



**kambe**  
sustainable events

# Job Description: Managing Director

<b>REPORTS TO</b>	Board
<b>LOCATION</b>	Hybrid, Bristol Office
<b>CONTRACT</b>	0.8 FTE, Permanent
<b>SALARY</b>	£70,000 per annum (pro rata, depending on experience)
<b>HOLIDAY ENTITLEMENT</b>	33 days (including bank holidays) - 27 days pro rata
<b>KEY BENEFITS</b>	Company Pension (self-invested options), flexible working arrangements, sickness cover above and beyond all statutory requirements, EO profit share scheme

## **PURPOSE OF THE ROLE**

The Managing Director (MD) is the organisation lead of Kambe, responsible for the day-to-day leadership, management and performance of the organisation.

As Kambe transitions into employee ownership and moves from founder-led delivery to an independently run organisation, the MD provides clear operational authority, organisational leadership and long-term stewardship. The role is accountable to the Board and works within a values-led, collaborative and employee-owned context.

The MD holds full delegated authority for operations, finance, people and commercial activity. The role emphasises enabling the organisation and its people to perform at their best through support, clarity and collaboration.

## **LEADERSHIP CONTEXT**

Kambe has reached a stage of organisational maturity, and is transitioning into employee ownership, where executive leadership can move from founder-led management to an independently led structure.

The current MD is a founder who is presently acting in the organisation's sole executive role. Following the appointment of an MD, there will be a defined handover period of up to six months, during which the founder currently in the Managing Director role will provide time-limited, non-operational and advisory support. At the end of this period, the MD will be the organisation's sole executive lead, ensuring clear authority and accountability within an employee-owned organisation.

This approach supports continuity with momentum, building on strong foundations while establishing independent executive leadership for Kambe's next phase.

Within Kambe's employee-owned structure, the MD operates with delegated authority from the Board and in partnership with employee ownership governance arrangements.

## **KEY RESPONSIBILITIES**

### **1. Executive Leadership & Organisational Management**

- Act as the organisation's senior operational executive, responsible for the smooth running of the business.
- Lead and coordinate the Senior Leadership Team (Creative, Marketing, Production/Event Delivery, Finance and others as applicable).
- Translate strategic objectives into operational plans, budgets and delivery frameworks.
- Ensure effective internal communication, decision making and accountability across the organisation.

### **2. Financial & Business Management**

- Overall responsibility for the organisation's financial health and sustainability.
- Lead annual and project budget setting.
- Oversee cashflow, forecasting, management accounts and financial reporting to the Board.
- Approve expenditure and contracts within delegated authority and maintain strong financial controls.
- Coordinate insurance, statutory returns and relationships with accountants and advisers.
- Lead business planning, risk management and performance tracking.

### **3. Commercial Development & Revenue Growth**

- Lead the organisation's commercial strategy and income diversification, including developing partnerships in line with the company's ethos
- Build long-term commercial relationships with brands, partners and suppliers.
- Oversee partner activation, contractual delivery and evaluation of return on investment.
- Identify and develop new income streams aligned with the company and festival's brand and audience.

## 4. Operations, Systems & Delivery

- Overall responsibility for office operations, IT systems, digital infrastructure and business processes.
- Ensure effective use of financial systems, CRM, project management and reporting tools.
- Oversee contracts, procurement and supplier management.
- Lead on organisational risk management, health & safety, licensing and insurance frameworks.

## 5. Collaboration with Event Delivery & Marketing

### Event Delivery/ Production:

- Work closely with the Event Director to ensure festival plans are operationally feasible and financially sustainable.
- Oversee major supplier and production contracts and support negotiations and risk management.

### Marketing & Audience Development:

- Work with the Marcoms Director to align marketing plans with brand and commercial and revenue objectives.
- Approve or oversee major marketing and ticketing contracts and suppliers.

## 6. Governance, Reporting & Board Support

- Prepare board papers, KPI dashboards and performance reports
- Maintain the organisation's risk register, business continuity plans and key policies.
- Support annual reporting, strategic planning cycles and governance processes.
- Ensure compliance with regulatory, contractual and funder requirements.

## 7. People & Culture

- Lead and develop senior managers
- Ensure appropriate resourcing and workforce planning across festival cycles.
- Champion an inclusive, supportive and high performance working culture.

## **PERSONAL SPECIFICATION**

### **Additional Requirements in an Employee Owned Organisation**

- Demonstrated commitment to inclusive leadership, transparency and collaborative decision making.
- Experience working with, or willingness to engage constructively with, employee ownership structures such as Employee Ownership Trust
- Strong understanding of balancing commercial performance with long term stewardship for employee shareholders.
- Ability to communicate clearly with staff at all levels about business performance, strategy and change.

### **Essential Skills & Experience**

- Senior leadership experience in an executive, general management, operations or commercial director role within festivals, live events, arts or cultural organisations.
- Strong financial management experience, including budgeting, forecasting and board level reporting.
- Proven success in developing partnerships, sponsorships and diversified income streams.
- Demonstrated experience leading multi disciplinary teams and complex projects.
- Excellent strategic thinking combined with hands on operational delivery.
- Outstanding communication, negotiation and stakeholder management skills.

### **Desirable Skills & Experience**

- Experience working as a senior leader within a board led organisation.
- Knowledge of digital marketing systems.
- Understanding of cultural funding landscapes

## **EQUAL OPPORTUNITIES**

It is the policy of Kambe Events to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability, or union membership status.

Furthermore the Kambe Events will ensure that no requirement or condition will be imposed without justification, which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Kambe Events is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

## **CONTACT DETAILS**

If you are interested in this opportunity, please feel free to reach out on 0203773350 or email on [matt.horsfall@harmonicfinance.com](mailto:matt.horsfall@harmonicfinance.com).