

fuel

Executive Director (Maternity Cover)

Job Pack

February 2026



About Fuel

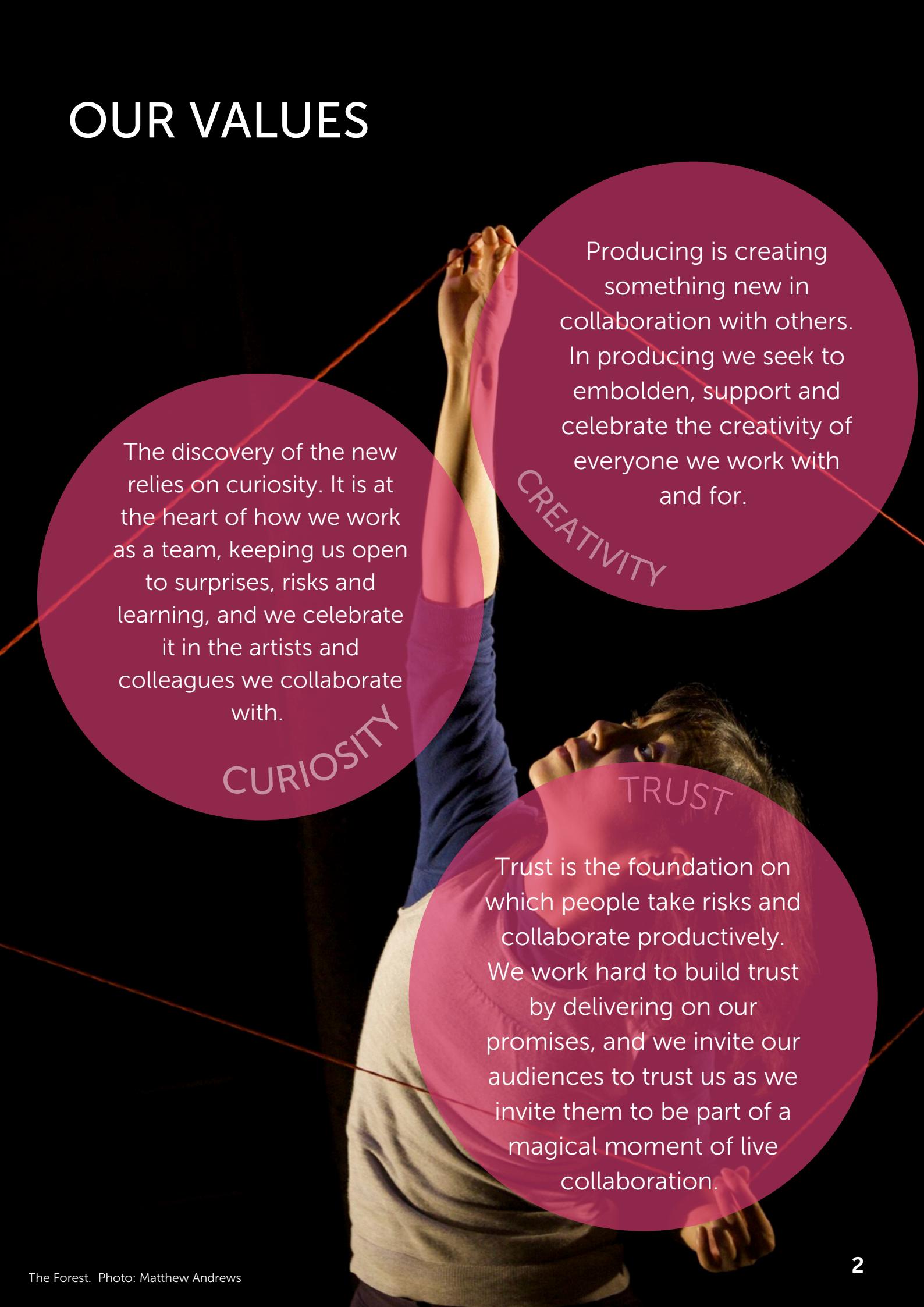
Fuel leads the field in independent producing in the UK's live performance sector, working with brilliant artists to explore the big questions of our times. From theatres to car parks, from schools to public spaces, Fuel produces high quality new theatre that reaches diverse audiences across the UK and internationally.

Fuel is celebrated for its pioneering producing model that develops innovative ideas through attentive collaboration, a spirit of curiosity, and an emphasis on trust. Fuel has developed a reputation for spirited and surprising new theatre, deep relationships with a wide range of artists, and passionate commitment to inclusion and care for young and diverse audiences.

Fuel was founded in 2004 and is led by Kate McGrath. Since its story began, Fuel has produced shows, festivals, films, installations, podcasts, apps and books. In doing so, Fuel has supported the artistic development of over 127 lead artists or companies and reached more than 1.5 million people, live and digitally, hosted over a hundred internships and been recognised with awards for its work. Fuel is currently working with artists and companies including Khalid Abdalla, Will Adamsdale, Inua Ellams, Charlie Josephine, Lucian Msamati, Racheal Ofori, Toby Olié, Joelle Taylor, and Melanie Wilson.



OUR VALUES



The discovery of the new relies on curiosity. It is at the heart of how we work as a team, keeping us open to surprises, risks and learning, and we celebrate it in the artists and colleagues we collaborate with.

CURIOSITY

CREATIVITY

TRUST

Trust is the foundation on which people take risks and collaborate productively. We work hard to build trust by delivering on our promises, and we invite our audiences to trust us as we invite them to be part of a magical moment of live collaboration.

Producing is creating something new in collaboration with others. In producing we seek to embolden, support and celebrate the creativity of everyone we work with and for.



OUR VALUES

Only through taking risks, and learning from our successes and our mistakes, can we create genuinely insightful and affecting work. We believe listening and learning can enable everyone we work with to achieve their potential.

LEARNING

REPRESENTATION

Performance is representation and we believe the people who make it and experience it should be representative of the diversity of the world we live in. We seek to break down barriers and enable everyone to participate freely in cultural life.

SUSTAINABILITY

We are working towards a zero waste, zero carbon future and are committed to massive reduction in the carbon cost of our work. We believe it is possible and essential to create art without further harming the earth for future generations.

Our Current Programme

Our 2026/7 programme encompasses brand new commissions, tours including Nowhere by Khalid Abdalla and Al, Al, Oh... by Will Adamsdale, and a reimagining of Inua Ellams' An Evening with an Immigrant, performed with a live orchestra. Digital work includes Dreaming Species, an online listening experience by Melanie Wilson and Fuelling Change, a podcast series by Fuel's Artistic Director & CEO Kate McGrath.

Fuel is proud to work in collaboration with a brilliant cohort of artists and a range of partner organisations to create this programme across the UK and beyond.

There's a Bear on My Chair. Photo: Dan Tsantillis



Job Description

We are looking for maternity cover for our Executive Director. The Executive Director is a pivotal role in the organisation and key member of the Planning Team, which contributes significantly to shaping the company's strategic, artistic, operational and financial wellbeing.

The Executive Director is expected to deputise for the Artistic Director & CEO when required, promote and maintain an organisational culture which values the highest standards of performance in delivering the artistic vision and in management practice, and remain true to the company's core values of curiosity, trust, learning, representation, creativity and sustainability.

We are an equal opportunities employer, and we encourage applications from all suitably qualified persons, regardless of race, sex, disability, sexual orientation, religion/belief, socio-economic status or age. We actively welcome applications from those currently under-represented in the arts sector. Candidates can be based anywhere in the UK.

Responsible to: Artistic Director & CEO

Responsible for: Head of Finance; Senior Development Manager (currently recruiting); Production Manager; Senior Engagement Producer; Development Producer; Executive & Fundraising Assistant (dotted line management). Also provide pastoral support for two Senior Producers.

Key Responsibilities

Leadership

- Contribute actively to Fuel's Planning Team (our term for the Senior Management Team), thinking strategically about Fuel's future operational model, and bringing an operational perspective to that group
- Inspire the company's staff and promote best practice and equality of opportunity
- Lead the ongoing development and review of the company's Business Plan with other members of the Planning Team
- Ensure that the company conforms to all financial, legal, statutory and contractual requirements, and maintains and implements up to date policies

- Champion mentoring and training, and lead on HR policies and practice for the company
- Build, develop and sustain positive working relationships with organisations and individuals who help to facilitate the realisation of the company's mission and vision
- Represent the company and act as a positive advocate for its work

Operations

- With the Artistic Director & CEO, maintain an ongoing strategic approach to the company's development, guided by the Business Plan
- Hold responsibility for the smooth operational running of Fuel
- Liaise with Fuel's board, including preparing board papers, attending meetings
- Oversee the smooth management of Fuel's IT systems and internal and external web-based communications
- Work with the Head of Finance to ensure Fuel's public and employers' liability policies and insurance are up to date
- Work with the Head of Finance to ensure ongoing compliance and communication with the Charities Commission
- Maintain and develop Fuel's relationship with its current landlords at Somerset House and at our store
- Manage Fuel's Production Manager whose responsibilities include ensuring all Fuel productions are delivered safely, and sufficiently resourced from a production point of view; carrying out preparatory work for projects; and providing ongoing support for freelance production managers
- In conjunction with the Production Manager and General Manager, take responsibility for office health and safety and any office moves or improvements
- Manage Fuel's grievances and complaints procedure

Funding

- Line manage and supervise the Senior Development Manager in the development of Fuel's fundraising strategy and ensure delivery of Fuel's core and programme fundraising activities, in collaboration with the Artistic Director & CEO
- Hold and enhance relationships with key funders including Fuel's relationship with ACE (in terms of core NPO funding and other strategic opportunities)

- Lead on core fundraising applications, researching, writing and submitting bids according to Fuel's fundraising strategy
- With the Artistic Director & CEO, Senior Development Manager and Executive & Fundraising Assistant, ensure regular and effective communication with individual donors and identify and contribute to opportunities for cultivation
- Oversee maintenance of Fuel's funding database and any communication with existing supporters
- Monitor, prepare reports for and evaluate successful funding applications
- Ensure development and delivery of Fuel's ongoing core fundraising strategy

Communications

- Ensure effective and inclusive communication systems are maintained internally and externally
- Work with the Senior Engagement Producer and Communications Manager to oversee and ensure the development, articulation, and delivery of Fuel's audience development strategy
- Work with the Communications Manager to ensure CRM and audience databases and external communications (e.g. website and e-bulletins) are high quality, current, and compliant with GDPR and PECR legislation
- Work with the Planning Team and the Communications Manager to improve and ensure the implementation of audience data gathering and management

Finance

- Manage Fuel's Head of Finance, whose responsibilities include preparing Theatre Tax Relief claims and audited accounts; liaising with Fuel's bank manager and ensure that the most appropriate bank accounting systems are in place; maintaining up to date knowledge of tax and VAT issues to ensure compliance
- Review project budgets prior to greenlighting
- Be responsible for confidential information regarding the company's finances and personnel and to abide by confidentiality laws

Personnel

- Oversee recruitment including equal opportunities awareness, advertising and administering recruitment processes
- Highlight staff training opportunities
- Ensure the working environment at Fuel is conducive to a happy, productive staff team
- Chair the monthly Managers' meeting to ensure line management is consistent across the team
- Annually conduct a management review

Policy

- Work with the General Manager and team to ensure Fuel's policies remain current, relevant, embraced and implemented by board, staff and freelancers
- Maintain a working knowledge of current public policy particularly in the arts sector maintain connections into sector networks, and identify opportunities for Fuel's future development
- Keep up to date with developing digital technologies and propose innovative and productive ways to include them in Fuel's practice
- Ensure Fuel is up to date with all appropriate and key industry memberships
- Seek and attend specific industry meetings, especially where an advocacy role can be undertaken

Other

- Lead and chair weekly team meeting as required
- Contribute to and attend Fuel events as required
- Undertake any other tasks as reasonably requested by the Artistic Director & CEO

This list is indicative rather than comprehensive, and flexibility to the job role and tasks is required.

Fuel is interested in and keen to support ongoing professional development and will work closely with the post-holder to ensure that their needs in this area are met. Fuel offers a training budget and mentoring support.

Experience and Skills

Essential

- A minimum of five years relevant operational experience of an arts organisation with a national reach, or equivalent experience at a charity
- Strong collaborative and leadership skills
- Excellent financial skills and literacy
- Proven experience of overseeing complex budgets effectively
- Proven experience of leading and managing teams effectively
- Experience of building and maintaining partnerships with other organisations
- Experience of overseeing innovative and effective audience development and engagement strategies
- Proven success in fundraising and experience of developing strategic fundraising plans (including specific plans for growing income from Trusts & Foundations, Corporates and individuals)
- A proven aptitude for time management and the ability to work to deadlines
- Excellent communication skills and the ability to work with a wide range of people from varied backgrounds
- Digital literacy
- An understanding of and a passion for contemporary theatre
- The ability to assess complicated situations quickly and identify ways forward creatively
- A hard working, personable and unflappable nature

Desired

- Understanding of the wider arts sector in the UK
- Previous working relationships with venues and arts organisations across the UK
- Familiarity with Arts Council England's (or equivalent public funder's) funding streams, structure and operation
- Experience of international touring or partnerships
- Experience of working in the commercial sector
- Experience of working as a charity
- Familiarity with Fuel's projects and the artists with whom we work
- Working knowledge of QuickBooks or other accounting systems

Terms

Start date and Contract Length

- Ideally 29 June 2026
- Twelve months, fixed term contract
- We are open to discussing the start date and handover period

Salary and Benefits

- £45k - £50k per year depending on experience, FTE
- We are open to discussing flexible working including part-time options
- Fuel offers a designated stakeholder pension scheme

Hours

- 40 hours per week for full time
- Core hours are 10am-3pm, with some flexibility around starting and finishing times (for example, employees can work 10am-6pm or 8am-4pm)
- Some evening and weekend work will be required. Fuel operates a Time Off in Lieu system

Base

- Hybrid working, with a minimum of two days every fortnight or four days every four weeks from the office for full time employees based outside of London and a minimum of two days every week for full time employees based in London
- We welcome applications from candidates based anywhere in the UK

Holiday

- 25 days per financial year plus bank holidays for FTE, (pro-rated as relevant).

Probationary Period

- 3 months

Notice Period

- 3 months

General Notes

This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required. We are particularly keen to hear from applicants from backgrounds that are currently under-represented in the arts sectors.

Application Instructions

Closing Date: 10am on Monday 16 March 2026

Interviews: First round Friday 20 March 2026 (online), second round Tuesday 24 March in person at Somerset House, London

You can find the application form and pack with full details [here](#).

Please submit your application by e-mail to arrive by 10am on Monday 16 March 2026 to admin@fueltheatre.com.

We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that answer the questions listed in the application form. Please ensure your recording is no longer than 5 minutes.

Contacts

If you have any questions about the job pack, application form, or recruitment process, please contact admin@fueltheatre.com.

If you have any questions about the role or would like to have an informal chat, you can contact Ine Van Riet, Executive Director at ine@fueltheatre.com or Kate McGrath, Artistic Director & CEO at kate@fueltheatre.com.