

THE
QUEEN'S
HALL

Chief Executive Officer Application Pack



Photo: Chris Scott



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Welcome

Thank you for your interest in the role of Chief Executive Officer of The Queen's Hall. This is an exciting moment for us as an organisation - we started 2024 (slightly belatedly) celebrating the 200th anniversary of our building with a glorious new commission by Erland Cooper, Hope Park, featuring a magical audience-generated chorus of gannets. Now, we look forward to 2025 with an already packed programme of performances reflecting the unique variety of art forms we are so privileged to be able to host.

The Queen's Hall started life as Hope Park Chapel in 1823 and continued as a place of worship until 1976. It reopened on 6 July 1979, converted into a performance space following fundraising by the (now) Scottish Ensemble, Scottish Philharmonic Singers and the Scottish Chamber Orchestra, and the Hall remains the home of the SCO to this day. We've been mesmerising audiences ever since, attracting more than 90,000 music lovers to over 200 performances each year.

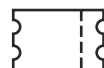
We are working to foster the artists and audiences of the future with programmes like the emerging talent-focussed AMPLIFI, and curated strands in contemporary folk and jazz. A galaxy of musical talent has graced our stage, drawn by our intimate atmosphere and world-renowned acoustic.

The Queen's Hall is a charity which occupies a very special place in the cultural life of Edinburgh and Scotland as a whole. Our commitment to varied programming means we mean something different to each of our audience members. From classical morning concerts to stand-up comedy, podcast tours to chart-topping indie, hip hop to folk, there is truly something for everyone on our stage.

Are you the person to lead us into the future? This pack will give you more information about the experience, skills and knowledge we're looking for.

"I visit too many venues that are acoustically dead and soulless, but The Queen's Hall has an atmosphere, airiness and a kind of old-fashioned elegance that's really inspiring and great for singing in."

Karine Polwart



The Buildings of The Queen's Hall

The Queen's Hall is renowned for its acoustics and special ambience capable of showing off many styles of performance to best effect. This is due in no small part to the history of the building and the various modifications that have been carried out over its 200-year history. The Trustees are very aware of the responsibilities of maintaining the heritage of the building while continuing to maintain and adapt the facilities, so this historic asset has a viable future as well as an interesting past.

History

The fine grade A listed Georgian building of The Queen's Hall was constructed in 1823 as a church, with subsequent additions of a church hall in 1934 and conversion to a concert hall in 1979. Since then, there have been various modifications and extensions.

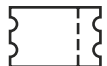
An extensive programme of fabric consolidation works was undertaken in 2017-18 including stonework repairs and reroofing. During the covid shutdown, a project to improve the audience facilities on the north side of the Hall was undertaken resulting in much better audience circulation space, bar and toilet facilities. In the last two years a project to improve the backstage facilities has been successfully completed.

Future projects

The Hall has a comprehensive strategy and detailed project concepts for the future development of the building with the aims of achieving net (and ultimately absolute) zero carbon emissions, along with further improvements to audience facilities and staff working areas. We continue to actively seek funds for the implementation of the various projects supporting this strategy in what is currently a challenging funding environment.

"The Queens Hall is by far my favourite gig venue in Edinburgh and the venue you're most likely to brush shoulders with your idols."

Customer Review



Organisation & Governance

The Queen's Hall is overseen by a board of trustees and managed by a senior management team comprising the CEO, Marketing Manager, Finance and Commercial Manager and Event Manager as shown on the Organisational Chart. In addition to the roles shown on the Chart the Hall also employs a number of casual staff for events.

There are currently ten trustees with a broad range of skills and from diverse backgrounds who meet at least four times per year at formal Board meetings, normally with the attendance of senior members of the management team.

Board members / trustees are also encouraged to serve on one or more of the working groups and Board subcommittees.

Currently there is a Finance & Governance Committee, chaired by a Board member with recent and relevant financial experience, a Buildings Working Group and an Audience Development and Programme Working Group, all with the appropriate terms of reference. The CEO is expected to attend all meetings of the Committee and Working Groups.

You can find out more about our trustees [on our website](#).

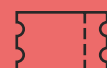
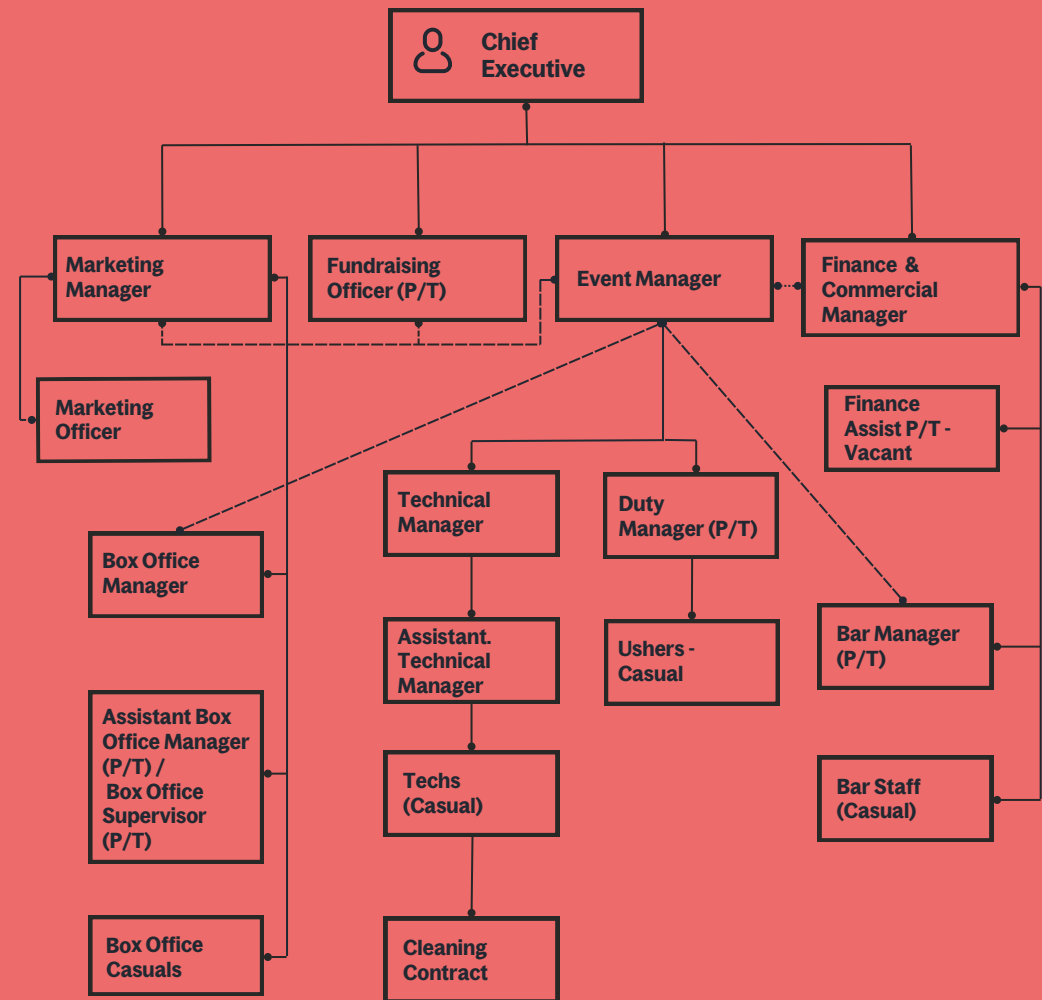




Photo: Kat Gollock

Finance & Funding

The Hall is currently in a strong financial position after what has been a challenging few years due to the disruption caused by the pandemic.

As an organisation we derive our income from three main sources. Firstly the operation of the hall either through hall hires or putting on our own events as The Queen's Hall promotions, commissions on ticket sales and hire of equipment and space.

Our second source is voluntary income. We receive grants and donations from both local and national government, private trusts and individuals. These donations typically fund larger capital projects, equipment and programming.

The final source of income is through trading by running a bar at the shows. This is done through a subsidiary company with any profits being donated to the parent company.

The Queen's Hall (Edinburgh) Limited publishes its annual accounts on Companies House website [here](#) and the annual accounts for The Queen's Hall (Edinburgh) Catering Limited are [here](#).

“The Queen’s Hall is one of the most distinctive concert halls in the country, with a fabulous acoustic for all kinds of music, an extraordinary atmosphere, and a strong programming style which ranges from jazz to Americana to chamber music, as well as being Edinburgh’s most successful venue for innovative Scottish music of all hues. Musicians love the space...”

David Jones, former director of Serious



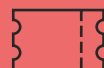
Role Description

We're looking for someone who will lead the charity in delivering our new strategic plan, representing the organisation to external stakeholders, building relationships internally and externally while overseeing the day-to-day management of The Queen's Hall.

Key Responsibilities

- In conjunction with the Trustees, and as a member of the Board of Directors, be a part of the leadership of The Queen's Hall, defining and delivering the strategy and aims of the organisation.
- Lead and support the staff team in the development and implementation of strategies and plans to meet agreed targets and aims.
- Support effective governance by maintaining a productive working relationship with the Board of Trustees, and both timeous and transparent reporting and decision making.
- Maintain and improve The Queen's Hall as Edinburgh's premier mid-scale music venue offering a diverse programme for all of Edinburgh's audiences.
- Maintain and improve The Queen's Hall as a supportive space for Scotland's emerging musicians, diverse audiences, and community focused music organisations, as well as established artists.
- Maintain and develop The Queen's Hall brand within Edinburgh and the Lothians, nationally and internationally.
- Ensure good commercial practices in the operation of the business of the Hall.
- Ensure that the organisation complies with all legal and regulatory requirements.
- Lead an organisation that is open to change and new ideas .
- Drive and promote the fundraising capabilities of The Queen's Hall.

- Lead a 'can-do' culture across every aspect of organisation.
- Drive and monitor progress in delivering the strategic plan. Develop the activities of The Queen's Hall in line with that plan to ensure financial sustainability, creativity and the effective delivery of services.
- Ensure The Queen's Hall is a rewarding and safe place to visit and work.
- Implement best employment and management practices.
- Be accountable for the financial performance of the Company, and the management of the resources of the organisation within agreed budgets.
- Manage the risks faced by the Hall by adequate assessment and mitigation.
- Maximise trading income in all areas of the Hall's activities and particularly through the main hall music programme.
- Provide an excellent service to, and links with, the music industry, music organisations and promoters across Scotland and beyond.
- Lead the continuing improvement of the programme, services and facilities of The Queen's Hall.
- Maintain and develop our sector leading work in environmental sustainability.
- Maintain and develop current partnerships with stakeholders and seek opportunities to broaden our stakeholder base.
- Oversee effective communication and audience development strategies.
- Report regularly to the Board of Directors on the performance of the organisation.



Person Specification

The Chief Executive will be able to demonstrate evidence of the following:

Knowledge and experience

Essential

- A passion for music and the performing arts
- Minimum of three years leadership/senior management in an organisation in the cultural or performing arts sector
- A track record of success in venue management and/or events management in the performing arts sector
- Leadership and motivation of a small/medium staff team
- Knowledge of identifying and securing fundraising from a range of sources
- Engaging with and advocating to diverse communities and audiences
- Setting and monitoring performance indicators
- Experience of liaison with – and reporting to – a board of trustees
- Knowledge and understanding of the statutory and compliance frameworks around HR, finance, health & safety, safeguarding, and equality and diversity appropriate for a small/medium-sized arts organisation

Desirable

- Innovation in the development and management of a creative and varied programme
- Experience of writing funding bids to external funders, sponsors and charitable trusts
- Management and development of an organisation's brand
- Experience of marketing of a venue and its diverse programme, including use of digital and social media
- Up-to-date knowledge and experience of the arts and cultural sector in Scotland

Skills

Essential

- A broad range of business skills, including
 - strategic planning
 - financial monitoring and reporting
 - contract and project management
 - governance and compliance
- Confidence in representing an organisation to diverse stakeholders, including external funders, arts/cultural organisations, media, audiences and communities
- Collaborative approaches to team and project management
- Ability to develop and maintain partnerships which meet the organisation's and its partners' objectives
- Influencing and advocacy with a range of external stakeholders
- Excellent communication and interpersonal skills
- Openness to change and ability to foster new ideas to meet new contexts and challenges

Desirable

- Capital and operational project management skills
- IT and digital skills, including social media



Key Facts

Job title	Chief Executive Officer
Reports to	Chair of Board of Trustees
Direct reports	Finance & Commercial Manager; Events Manager ; Marketing Manager; Fundraising Officer
Key relationships	Board of Trustees; frequent contact with all members of the Queen's Hall team, in addition to the Queen's Hall partners and stakeholders
Salary	£65,000 to £70,000 depending on experience
Location	Edinburgh, UK
Contract type	Permanent
Working hours	35 hours a week Due to the nature of the role some flexibility and out of hours work will be required. Work patterns and arrangements to be agreed in liaison with the Chair
Holiday	This role is entitled to 25 working days' holiday per year, in addition to 10 statutory public holidays
Pension	A 12% pension contribution will be made, 7% by the charity and 5% by yourself
Probation period	6 months with one month's notice
Notice period	3 months (once probation period is passed)

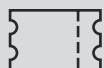




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How to Apply

Send a copy of your CV and a cover letter (no more than two pages) explaining why you are applying for this post to trustees@queenshalledinburgh.org. Please include a demonstration of how your skills and experience align with the key responsibilities and skills outlined in our role description and person specification.

The deadline for applications is 5pm, Monday 27 January.

Interviews are scheduled to take place on Thursday 6 February in person at The Queen's Hall.

The Queen's Hall is an employer dedicated to encouraging and actively pursuing an equality, diversity, and inclusion policy. We are and wish to continue to be a place where people can be free to be themselves no matter what their identity or background. We welcome and encourage applications from people of all backgrounds and experiences.

If you have any questions about the process, you can contact the recruitment team on trustees@queenshalledinburgh.org.



“Why does The Queen’s Hall feel so comfortable, for me and so many of my musician pals? Because the walls in this brilliant venue hold the memories of so much amazing music performed there over the past 40 years. And because the atmosphere is the best you can experience”

(John McCusker writing in The National for our 40th Anniversary in 2019)

The Queen’s Hall
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thequeenshall.net | 0131 668 2019



Registered Scottish Charity SC01229



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