



**Executive Producer
Job Pack**

About Gaylene Gould

Gaylene Gould is a socially-engaged artist who works with people, places and materials to create imaginative worlds that help people deeply connect. She collaborates with communities to unearth marginalised histories and connect them with their own, through conversation, collective-making and ritual. The outcomes are emotionally-engaging artworks, installations and experiences. She often collaborates with other global majority artists to realise these visions. Together they've landed a spaceship in public to collect memories, invited people to listen to themselves on the street and reimagined a 21st century public healing well inspired by a 17th Century Black well keeper. Her work has been commissioned by the Tate, V&A, Durham University, Clore Leadership, BAM, Light Up Kilburn and exhibited at Wellcome Collection and NAE Open.

Gaylene also has over thirty years experience as a cultural leader heading up a range of cultural divisions including BFI Southbank and working as a Cultural Ambassador for the Mayor of London (2016-20). She writes and broadcasts, creating radio documentaries for BBC Radio 4 including [Transcendence How Can I Feel Art Again](#), and hosts the Serpentine podcast series [Reworlding and Intimacies](#) that explore how to transform our relationship with the world, each other and ourselves.

About Studio Gaylene Gould CIC

Studio Gaylene Gould is a small company, established to produce Gaylene's larger projects. Studio Gaylene Gould's projects are created around four stages which the Executive Producer will oversee:

Soil - A strong financially stable company foundation with supported and nurtured networks

Roots - Project research and development with communities and artists

Trunk - Creation of a new artistic production, artworks and participatory programme

Fruits - Key experiences, workshops and products are packaged for wider distribution and made available through the Gift Shop.

The Studio's projects are designed to be both restorative and provocative, offering respite for participants and inspiration to policy makers, encouraging them to work towards a more inclusive world. Afterwards gifts, in the form of workshops or products, are shared to inspire more people and also to create a source of sales income.

The company believes in supporting social change through art projects that create communities of care. Gaylene has researched, practices and teaches Restorative Care. The work of the company is grounded in the ethos of collective healing which involves sharing stories that help liberate those most in need.

Studio Gaylene Gould CIC (previously trading under The Space To Come) was established in November 2025 with three-year core-funding from the Paul Hamlyn Foundation Arts Fund.

Please visit <https://www.studiogaylenegould.com> for more information.



Executive Producer

Role summary

The Executive Producer will support Gaylene on the strategic development, management and day-to-day running of the company with particular oversight to strategy, finance, timelines, team leadership and partnerships. You will also support the development of key projects including fundraising, project and commercial development. The company has recently commissioned a commercial feasibility strategy by Alice Black that lays out the working foundations of The Gift Shop - a space that will offer creative products for wider distribution and for sale. You will work with Gaylene to develop on this strategy.

As Executive Producer you will hit the ground running. You will be ambitious, proactive, highly organised, with strong organisational and project management skills, commercial flair and experience of working with creative organisations or individuals, preferably within live and/or visual art settings. Values-led, you will have experience of or respect for collaborative and community-based working.

This is a key role for Studio Gaylene Gould, created with support from the Paul Hamlyn Foundation Arts Award and will work closely with and report directly to Gaylene. You will also be part of the recruitment process for a Studio Assistant role which you will co-manage.

3.5 days per month / £325 per day

Freelance

Contract Terms

- This is a fixed term freelance contract for 12 months, subject to a 3 month probationary period.
- The contract is for an average of 3.5 days a month, at £325 a day
- The amount of days per month may increase or decrease according to busy periods. Work days and hours can be flexible each week, with work primarily done remotely from your home or preferred place of work but the post-holder would be expected to attend some events and meetings in person in London.

Responsibilities

Financial & Company Management

To ensure the company's foundation and structure is robust and the company runs efficiently

- Core member of a small team
- Lead oversight and management of the annual budget, quarterly and annual targets and project budgets and timelines
- Work closely with accountants/bookkeepers on overall financial management including bookkeeping, financial reporting, cashflow and payment authorisation
- Lead on contracting and line management of freelance team
- Lead on company legal and policy matters including insurance, liability, health & safety and safeguarding
- Responsible for ensuring team communication and care including organising team meetings & awaydays

Creative Strategy

To create and manage company and project strategies and delivery plans

- Bring ideas, ambition and strategic vision to the table
- Support Gaylene to hone her creative mission & vision and create strategies and processes to underpin
- Help to finalise the multi-year company strategy

Partnerships, Sales & Fundraising

Help secure opportunities that develop and deepen the company's mission

- Have lead oversight of the strategic delivery timeline
- Lead on identifying and pursuing partnerships, funding and sales leads as well as other income opportunities
- Set up and attend partnership, sales and funding meetings and lead on reporting
- Work closely with Gaylene to write and submit funding proposals, pitch decks and applications
- Support the development of new commercial offers and formats and monitor the sales pipeline

Experience

Essential

- At least 4 years senior company management/Exec Producing experience
- Track record of successful financial management with budgets of £150k+ including budget creation and cash flow management
- Track record of successful timeline management and implementation
- Able to manage workload and deadlines effectively, with great attention to detail
- Positive, collaborative, adaptable and flexible, and enjoy working with care within a small team
- IT literate, with a good working knowledge of Google Drive / Google Sheets
- Excellent writing skills
- Working knowledge of UK cultural sector
- Ability to think strategically, creatively and seek opportunities
- Good working knowledge of grants and fundraising and track record of successful funding applications
- Willingness to have a DBS check

Desirable

- Experience of working collaboratively and with communities
- Entrepreneurial with experience of generating commercial sales
- Knowledge of creating contracts
- Knowledge of company policies

How to apply

To apply for the position, please provide the following:

1. Your CV
2. A cover letter maximum two A4 sides including :
 - your suitability for the position, specifically how your past experience matches the job description and person specification.
 - a little about your values and how art supports them
3. Contact details for two references. We will seek your permission before making direct contact with any referees.

To submit, please email this information to helen@studiogaylenegould.com

Application deadline: midnight on 19th June

Meet the Team

Gaylene and Interim Executive Producer Helen Galliano are offering 15 minute meetings with interested applicants on June 9th. **If you're interested please book in a time here.**

We look forward to hearing from you!

