

LIVE: Chief Executive Officer Role Summary

The CEO leads the organisation, represents the interests of its members across government, the media, with the public and other industries. The CEO is responsible for the management, direction, and longevity of LIVE, plays a hands-on role across the association, and is instrumental in its success.

Core Responsibilities

- Represent the collective interests of LIVE members to Government, successfully influencing policy and ensuring that the industry's voice is front-and-centre with DCMS, Treasury and other relevant departments.
- Represent LIVE on governmental working and policy groups, and other cross-sector working groups, to ensure strong representation of the live music business.
- Lead the development and publication of economic reports to accurately reflect the industry's size, influence and pressures.
- Develop clear, useful and engaging communications which reflects LIVE's values and objectives, effectively distributed via member associations and to the broader live music business including via social media, the LIVE website and email.
- Ensure that LIVE's work accurately reflects the changing needs of the industry, and is responsive to issues and topics as they arise.
- Manage and develop stakeholder relations across the live music business, maintaining LIVE's profile and neutral position on commercial matters.
- Provide overall leadership and direction to the association.
- To be the principal spokesperson for LIVE.
- Develop an annual vision for LIVE's work and focus.

Board liaison and association management:

- Provide advice and counsel to the board and be directly accountable for executing the board's policy direction.
- With the board, collaboratively establish business direction that supports LIVE's strategy, operating and budget plans, and forward vision.
- Develop and manage a robust business plan that delivers the greatest shareholder value, in coordination with our core aims.
- Continue to build on the strong cultural foundation of LIVE and actively manage the cultural health and development needed for future success of the association.
- Support, and where necessary manage, existing and future sub committees and working groups to ensure the effectiveness of each.
- Ensure a focus on equality, diversity and inclusion across the executive board, sub committees and within the LIVE team itself.
- To be responsible for the internal administration of LIVE, ensuring that LIVE's constitution (Articles of Association) are adhered to; and that LIVE complies with all relevant laws and regulations.

Financial responsibility:

- Proactively manage LIVE's cashflow, income and expenditure, ensuring the adequacy and soundness of the association's financial structure.
- Develop and source funding for the association to secure its long-term future.
- Develop and monitor an annual budget for LIVE, as well as interim financial reports, for agreement by the board.
- Liaise with LIVE's accountants in the preparation of annual accounts and the drafting of the annual report.

Team management:

- Determine the overall organizational structure and relevant policies, procedures and programs and management systems, controls and standards to effectively carry out the association's objectives.
- Ensure the association hires, develops and motivates a highly competent and professional staff.
- Facilitate management development and succession, proactively making necessary adjustments to maintain effective and efficient operation.
- Subject to any guidelines agreed by the Board, to be responsible for all matters relating to the employment of staff and the engagement of contractors.

And:

- Other duties as required.