



WAYNE MCGREGOR

Executive Operational
Director

Job Profile, January 2026

Executive Operational Director

Purpose of the Role

The Executive Operational Director (“EOD”) of Studio Wayne McGregor (SWM) is a high-level leader who oversees the daily operations of Studio Wayne McGregor’s studio-based activities in London. The EOD is responsible for translating strategic vision into action by optimising processes, leading teams, managing budgets, ensuring compliance to achieve organisational goals, and acting as a crucial link between the Founder/Artistic Director and the CEO of Studio Wayne McGregor, and departmental operations and activities centred around the studio premises in London.

This senior role will have regular contact with the CEO and the Founder/Artistic Director of Studio Wayne McGregor, and a close working relationship with the Associate Director of SWM. The core focus of the role will be to (i) deliver effective management of the Studio at Here East (infrastructure, systems, resourcing), and (ii) support the delivery of the Learning and Engagement, and artist development programs (incl. Resident 6 and FreeSpace).

About us

We are creative, curious and ambitious with equality, sharing, diversity, generosity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups—if this is a transition to a more senior role, we will support you / if you do not have directly relevant experience but think this role might be a good fit for your skills, we will support you.

Reporting & Management

Job Title:	Executive Operational Director
Managed by:	CEO of Studio Wayne McGregor
Works closely with:	Associate Director of Studio Wayne McGregor
Manages the following teams:	Finance and Administration, Studio Management and Facilities, Development and Marketing

KEY RESPONSIBILITIES

Operations, Facilities & Studio Management

- Oversee the following

- The day-to-day operations of the SWM studio building at Here East and the maximization of the Studio as a rental asset.
- Systems for bookings, residencies, rehearsal schedules, health and safety inductions and building compliance.
- Smooth operational support for visiting artists, community groups, research collaborators, and production teams.
- Manage relationship with landlord at Here East and facilities manager, Savills.

Organisational Structure and Strategy

- Translate SWM's strategy into operational and financial delivery frameworks covering studio operations and SWM engagement activity.
- Shape organisational structure and resource plan.

Financial Management and Stewardship

- Oversee budgeting, management accounts, year end audit, financial reconciliations, treasury and cash-flow.
- Ensure financial processes support a complex, multi-strand income model: ACE NPO funding, trusts & foundations, individual giving, corporate partnerships, touring income, co-commissioning, licensing, studio hire, project grants and creative collaborations.

People & HR

- Lead HR strategy, workforce planning and the full employee lifecycle.
- Foster an inclusive, supportive and high-performance culture aligned with SWM's values of innovation, curiosity, diversity and collaboration.
- Implement robust practices for freelance contracting, artists, creatives and short-term project staff.

Board Reporting

- Attend quarterly Board meetings as a member of the executive committee, alongside the Artistic Director and the CEO of Studio Wayne McGregor, and report back on all areas of responsibility as outlined.

- Governance & Compliance and Risk Management

- Ensure strong governance in line with Charity Commission (incl. Charity Trading rules), Companies House obligations, and Arts Council England standards.
- Monitor policies around safeguarding, HR, GDPR, H&S, wellbeing, diversity & inclusion, environmental sustainability, anti-money laundering and fraud, and risk management.
- Support the Board of Trustees through clear reporting, risk registers, compliance updates and effective organisational documentation.

- Digital, Technology & Data

- Oversee CRM, finance systems, project tools, website infrastructure and IT/cyber security.
- Linked to the above, oversee data integrity and compliance across all operational, development, artistic and learning functions.

- External Partnerships and Stakeholder Engagement

- Ensure objectives of and reporting to stakeholders are met / delivered, including but not limited to ACE and funders.
- Represent SWM operationally in contractual negotiations and funding agreements.

PERSONAL SPECIFICATION

Essential

- **Senior operational leadership experience** within a complex art, cultural, or creative

organisation, with responsibility for translating strategy into effective day-to-day delivery.

- **Proven experience managing people and organisational structures**, including HR strategy, workforce planning, and working with freelancers and project-based staff.
- **Demonstrable experience overseeing buildings or studio/venue operations**, including facilities management, health & safety, compliance, and external suppliers or landlords.

Desirable

- Experience working in a **studio-based, artist-led, or performance organisation**, particularly within dance or live performance.
- Experience supporting the delivery of **learning, engagement, or artist development programmes** alongside core operations.
- Experience maximising **earned income or commercial use of creative spaces**, such as studio hire or partnerships.
- An understanding of Studio Wayne McGregor and a passion for dance.



TERMS

Hours: 4/5 days per week 10am – 6pm across Monday to Friday, but evening and weekend work may occasionally be required. SWM operates a Time Off In Lieu (TOIL) system.

We would be open to a discussion and requests for alternative, part-time hours and work patterns. Please do state in your application if this would be something you would like us to consider for you.

Office Base

Studio Wayne McGregor
Broadcast Centre, Here East
10 East Bay Lane
Queen Elizabeth Olympic Park
London, E15 2GW

Salary: £50,000 per annum.

Holidays: 25 days plus 8 days bank holidays, pro rata per annum.

Benefits

- Flexible working and a company culture that promotes good work/life balance.
- Training budget for every member of staff
- Access to stage rehearsals of CWM and Wayne McGregor works.
- Access to events hosted by Here East.
- Discretionary additional time off around Christmas.
- Staff social events
- SWM offers a designated stakeholder pension scheme.

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.

HOW TO APPLY

Closing date: Monday 9th February 10am

Send a CV and Cover Letter (no more than 2 pages) and email to recruitment@waynemcgregor.com

We want you to complete your application in a way that is comfortable for you. If you would like to complete your application via audio or video, answering the questions in the application form, please email this to recruitment@waynemcgregor.com

Interviews: In person at the Studio (via Zoom where necessary)





STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

