



The Lost
Estate

VACANCY:

MANAGING DIRECTOR

FULL-TIME POSITION

APPLICATIONS CLOSE 3RD FEBRUARY, 2023

WWW.THELOSTESTATE.COM



THE LOST LOVE

The Lost Love Speakeasy
A LOST ESTATE EXPERIENCE

WHY THE LOST ESTATE?

"EASILY ONE OF THE BEST SHOWS I'VE BEEN TO IN LONDON EVER..."

ANDY M. ★★★★★ FACEBOOK

The Lost Estate is one of the UK's fastest-growing Arts and Hospitality brands. Over the past five years, we have opened eight sold-out experiences that offer guests fantastical and immersive worlds, packed with dining, mixology, theatre, and world-class performance.

We are a founder-led company that believes extraordinary Art and Hospitality can change lives. Our mission is to create experiences that deliver this outcome to as broad a range of people as possible. Our deep conviction and sense of purpose is reflected in the quality of our workplace.

That said, we know that excellence on the bottom line is the only sustainable route to our goals. We are also an ambitious, profitable enterprise that puts commercial success alongside creative excellence at the heart of our vision.

You're joining us at a key moment. In 2022, we secured our first permanent premises - a former mannequin factory in Earl's Court that we've transformed into an Arts and Hospitality complex, complete with a 250-capacity immersive theatre. We believe it will become a true London landmark and we want your help to achieve that.

In 2023, we are **opening a second venue** - a Peckham warehouse that will be transformed into a 1950s Cuban nightclub - and **expanding internationally**, by launching experiences in the US and China.

JOB OVERVIEW



We are looking for an experienced **Managing Director** to work closely with the Founders, delivering strategic objectives as the managerial, operational, and administrative lead across the company.

You will be instrumental in transforming top level strategy into **effective and innovative systems** that produce a consistently brilliant customer experience, **managing targets** across departments, upholding our **company culture**, and inspiring and motivating our workforce.

As a member of the **senior management team at The Lost Estate**, you will relish a **high degree of autonomy** in managing the day-to-day operations of the company. You'll be responsible and accountable for:

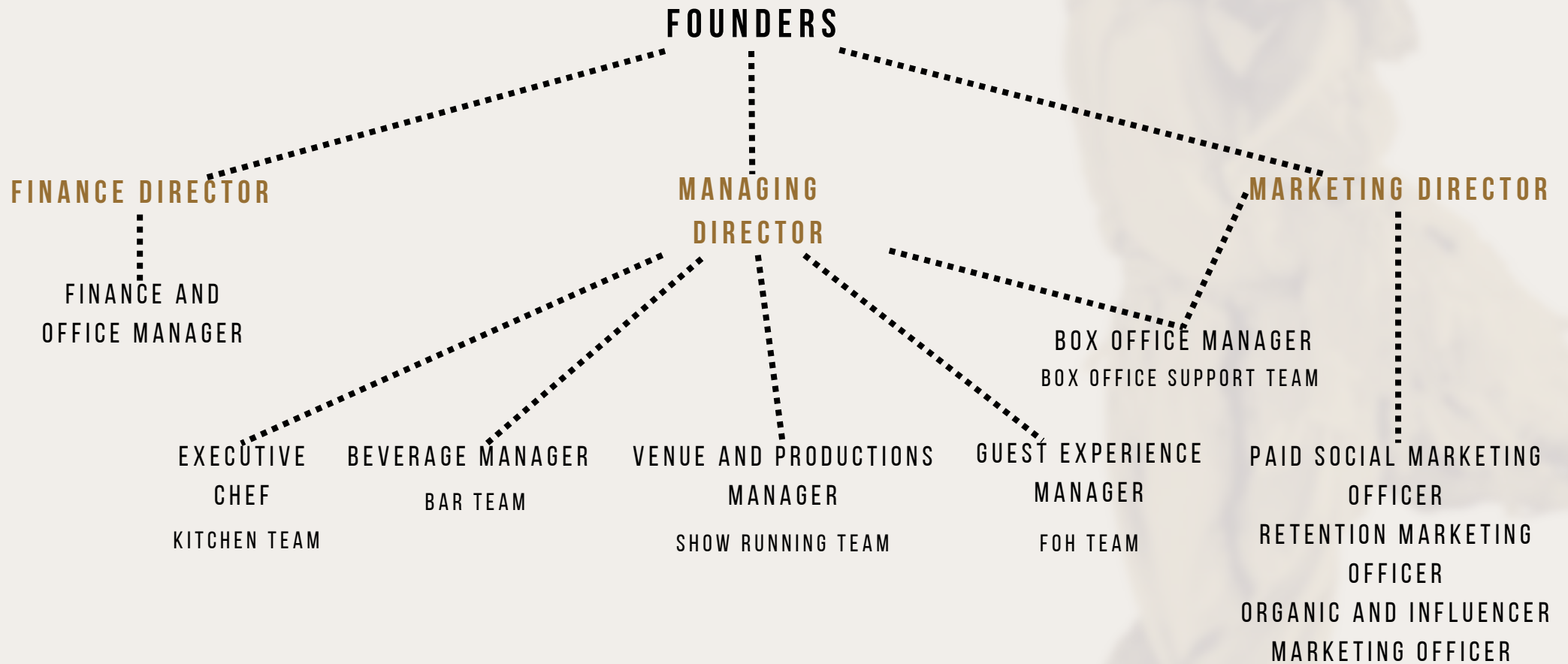
- Overseeing our team and maximising their value across the company
- Working across TLE departments on processes, cost control, setting and monitoring of targets, financial management and reporting
- Overseeing HR processes
- Strategic project and business planning with the Directors

You will be passionate about (and have excellent industry knowledge of) the Arts and Hospitality, an extensive professional network and at least **5 years of experience** in (either/both) hospitality or arts management (or a related sector).



In Night's Darkling Glory
A LOST ESTATE EXPERIENCE

COMPANY STRUCTURE





ESSENTIAL SKILLS

Strategic thinking.

You will have brilliant strategic insight - the ability to analyse the organisation's position, uncover key opportunities, then act on those opportunities. You will be adept at **working with the Founders** on company strategy, before turning that strategy into measurable targets and operational tactics that will achieve it. You will be passionate about doing this in a way that upholds our brand values and creative integrity, supported by excellent industry knowledge and an understanding of consumer behaviour.

Leadership abilities.

As the company's senior leader in delivering strategy, you will have exceptional leadership skills - the ability to manage, organise and motivate our workforce through clear and effective communication to achieve your plans. You will be adept at leading in a way that both drives performance and creates a brilliant internal culture.

Operational management.

TLE's complex immersive work encompasses live performance, hospitality, facilities management, marketing, customer service, and administration roles. In order to oversee day-to-day operations, you'll need to be an exceptional project manager, one who loves to build lasting systems and brilliant processes that get the best out of our workforce, ensuring consistency of experience night after night.

Financial fluency.

You'll have excellent experience in standard financial processes such as: producing and monitoring budgets of substantial strategic importance; presenting creative ways to generate revenue; controlling costs across the organisation; and an excellent understanding of financial reporting, systems and management. Leading on and managing financial targets across departments will be a key part of your role.

Culture and governance.

As The Lost Estate continues to grow, we seek best practices from the systems, mechanisms and people who control and operate our organisation. The quality of TLE's company culture, governance, ethics, compliance and risk assessment should be industry-leading, and you will have the skills and know-how to deliver this.

A passion for hospitality and the arts.

Above all, you must be someone who shares our love for our industry! Authenticity, passion, and product knowledge are essential to our success.

DATES, PAY AND BENEFITS



Full Time Position commencing ASAP

Salary and benefits:

- Salary: senior pay grade, commensurate with experience
- Hours: 48 hrs/week
- Holidays: 28 days annual leave, including public holidays
- Probation period: 3 months
- Flexible working schedule, including working from home where appropriate

HOW TO APPLY



To apply for the role, please send a **CV** and a **short cover letter** (setting out how your experience and skill set matches the role requirements) to:

hr@thelostestate.com

(please mark the subject line 'Managing Director Vacancy')

Closing date: 3rd February 2023, 5pm

The Lost Estate is committed to being an equal opportunities employer. We welcome applications from all, particularly those who are underrepresented in our sector.

Please note: The Lost Estate has a responsibility to ensure that all employees are eligible to live and work in the UK. If you are made an offer of employment, this will be subject to us verifying that you are eligible to work in the UK.

The Great Masked Ball
A LOST ESTATE EXPERIENCE

