

## THEATRE503 TRUSTEE RECRUITMENT PACK

Thank you for your interest in Theatre503. We are currently looking for new people to join our extraordinary board of Trustees and play a role as one of a group of expert advisors in their field. We are particularly keen to hear from you if you have knowledge, insight, or professional experience in any of the following areas:

- Major Donor Cultivation in any sector
- Local Politics - esp Wandsworth
- Audience Development in the Arts
- Access and Inclusivity
- New Writing and Literary Development
- Legal
- Human Resources
- Finance/Accounting

We seek to diversify our board and would welcome candidates from all sections of the community, including those with no prior governance experience.

If you are interested in being part of 503's future please send a CV or biography with a brief cover note (no more than 1 side of A4) to Executive Director Andrew Shepherd [andrew@theatre503.com](mailto:andrew@theatre503.com) before 24th February 2020. Please get in touch if you have any further questions about this opportunity or our work.



## ABOUT THEATRE503

Our vision is to be the most significant new writers' theatre in the world. To ensure that all new voices are heard. To find, nurture and create the classics of our time.

Theatre503 is the home of new writers and a launchpad for the artists who bring their words to life. We are the pioneers of best practice in supporting debut writers and a champion for their essential impact on the theatre ecology. We find and support the creation of exceptional new work which will define the new writing canon for the next generations. We are a theatre where learning and career development is at the core of the creative journey from page to stage.

We are a 63-seat theatre based in Battersea, London. We stage the work of more debut and emerging writers than any other theatre in the country. In the last year alone we staged 76 productions featuring 128 writers from short plays to full runs of superb drama and launching over 1,000 artists in the process. We passionately believe the most significant element in a writer's development is to see their work developed through to a full production on stage, performed to the highest professional standard in front of an audience.

Over the last thirteen years many first-time writers have gone on to establish a career in the industry thanks to the support of Theatre503: Tom Morton-Smith (*Oppenheimer*, RSC & West End), Anna Jordan (Bruntwood Prize Winner for *Yen*, Royal Exchange, Royal Court and Broadway), Vinay Patel (writer of the BAFTA winning *Murdered By My Father* and *An Adventure* at the Bush Theatre), Katori Hall (*Mountaintop*, 503, West End & Broadway – winner of 503's first Olivier Award and *Tina - The Musical* currently showing in the West End and on Broadway) and Jon Brittain (*Rotterdam* – winner of our second Olivier Award in 2017).

## CURRENT THEATRE503 BOARD OF TRUSTEES

Erica Whyman OBE (Chair)	Deputy Artistic Director, Royal Shakespeare Company
Royce Bell (Vice Chair)	Chair, Punchdrunk Theatre Company
Chris Campbell	Senior Editor, Oberon Books
Celine Gagnon	Fundraising Consultant
Eleanor Lloyd	Producer, Eleanor Lloyd Productions
Geraldine Sharpe-Newton	Communications Strategist
Jack Tilbury	Director, Plann Ltd
Zena Tuitt	Executive Producer & Business Strategist
Roy Williams OBE	Playwright

# TRUSTEE SPECIFICATION

Theatre503 is adding to its board at a key moment in our existence as we develop a long term plan to increase our financial resilience. We are seeking to grow our local footprint through audience development, build on our writing development programmes and continue to strive for our core aim of getting the work of debut and emerging new writers on the stage.

We are looking for Trustees to help us to:

- Widen 503's reach on a local, national, international and industry level
- Evolve Theatre503 to become a more resilient and sustainable arts organisation
- Develop 503's best practice model for supporting new writers
- Maintain high production standards whilst pushing the boundaries of what is possible
- Make 503 a fully accessible and flexible performance space

## PRINCIPAL RESPONSIBILITIES

- To support the delivery of the current 4-year vision and help shape the future of the theatre, including overall objectives and budgets while delegating implementation to the senior team and staff
- To carry out the legal and financial responsibilities of Trustees (see below)
- To attend and contribute to four Trustee meetings a year, including an annual away day and sub-committee meetings if applicable:
  - Regular attendance at Trustee meetings is the best way to keep abreast of developments in the organisation
  - If a Trustee is not able to attend for two consecutive meetings or to find time between meetings to meet the Artistic/Executive Director(s) then the Chair will discuss with the Trustee whether they feel able to continue in their role and contribute to the development of the organisation
- To advise on the implementation of a strategy to raise public and privately sourced funding
- To contribute to the fundraising efforts of Theatre503 annually, by: attending fundraising events, introducing potential individual donors, grant-making trusts or corporate supporters, and/ or making a personal donation within your means
- To support the staff in their activities through attendance at key events
- To be an advocate for the work of Theatre503 and use professional networks for the benefit of Theatre503
- To mentor key members of staff and support their personal development

## LEGAL AND FINANCIAL RESPONSIBILITIES

- To act as a Director of and to manage the business of the charity, with the day to day running of the theatre delegated to the Artistic Director/CEO, Executive Director and 503 Staff
- To ensure that Theatre503 acts at all times within the aims set out in the constitution and in accordance with the conditions laid down by any provider of funds or grants
- To avoid a conflict of interest
  - A Trustee is under a duty to disclose the nature of any interest which he or she has in any contract to which the Trust is a party
- To ensure that the organisation operates within the limits of its financial resources, actual and expected

## ADDITIONAL RESPONSIBILITIES

- To exercise skills and quality as may reasonably be expected from a person of his/her area of knowledge and experience to support the role of Trustee
- To ensure that the organisation complies with the requirements of the Charity Commission and their relevant legislation
  - e.g. Health and Safety/ Regulations.

## **TERMS OF SERVICE**

- Trustees are appointed for a three-year initial Term of Service, renewable through re-election at an AGM.
- The maximum Term of Service is three consecutive terms, or a period of 9 years
- Trustees are kindly asked to pay for their tickets to Theatre503 productions and other Theatre503 related events, except where the Trustee is asked to attend an event and support the Company by fulfilling networking duties

## **REMUNERATION**

- Trustees of organisations with charitable status may not receive a salary, fee or other form of remuneration for any of their services to the charity
- This does not, however, affect reimbursement of Trustee's reasonable and proper out-of-pocket expenses as agreed with Theatre503

## **TIME COMMITMENT**

- The Trustees meet quarterly
  - 3 times a year for approximately 2 hours in the evening
  - 1 time for an afternoon AGM/Away Day

## **PERSON SPECIFICATION**

- Genuine commitment to and enthusiasm for the work of Theatre503 and its mission
- Understanding of the legal duties, responsibilities and liabilities of a Trustee
- Willingness to put time and effort into the role
- Good, independent judgement, impartiality, fairness and confidentiality
- Willingness to speak their mind
- Tact and diplomacy
- Respect for others
- Willingness to learn new skills
- Creative thinking
- Working effectively as a team member
- Good communication and interpersonal skills
- Relationship-building for influence
- An understanding and commitment to equality and diversity.