



WHO WE ARE

OUR MISSION IS TO PROVIDE A WELCOMING HOME FOR CREATIVE ADVENTURES AND HUMAN CONNECTION: TO OFFER INCREDIBLE THEATRE AND OPPORTUNITIES TO LEARN AND EXCHANGE IDEAS.

Tobacco Factory Theatres is a professional theatre and arts charity that packs a punch. Setting up home on the first floor of the previously derelict Wills Tobacco building in South Bristol in 1999, we are anything but ordinary. Our unique setting makes for unique experiences and we deliver these in our trademark experimental spirit.

We work with local artists and internationally renowned theatre makers to create bold new work that challenges perceptions, kick-starts conversations and connects communities. We put people at the heart of our vision, giving them a platform to tell their own stories in their own way.

We offer a welcoming home for creative adventures and human connection; not just through incredible theatre but also through opportunities to learn, exchange ideas and attend special events. We are a charity and we present work for everyone and by everyone, working with our community both on and off the stage. We reach between 70,000-100,000 people each year.

"The future of theatre lies in places like this."
Jonathan Miller

Patron HM Lord-Lieutenant of Bristol, Mrs Mary Prior MBE JP
Trustees Sarah Smith (Chair), Andrew Allan-Jones, Michael Forrest, Bertel Martin, Claudia McVie, Mark Panay, Matt Penneyard, Anna Southall
Company no. 04536120 / Charity no. 1097542



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We are looking for four new Trustees to join the Board of Tobacco Factory Arts Trust. The Trustees play a key role in shaping the charity's future and overseeing its work. They monitor and hold responsibility for the Trust's financial, legal and regulatory compliance and stability, and offer guidance and feedback to the leadership team. If you have expertise in one or more of the following areas we would be particularly interested to hear from you: fundraising, performing arts, education, marketing, environmental sustainability, HR.

INCLUSION AND DIVERSITY

'OUR VISION IS TO BUILD AN INCLUSIVE CREATIVE COMMUNITY ROOTED IN OUR HOME IN SOUTH BRISTOL. OUR INSPIRATIONAL THEATRE WILL TAKE PEOPLE ON CREATIVE ADVENTURES. NURTURE TALENT AND PROVIDE LIFE-CHANGING OPPORTUNITIES.'

We want everybody to be able to benefit from the incredible creative experiences we offer. To do this we want to make our programmes and our spaces feel accessible, welcoming and relevant to all. We are thus committed to championing diversity and inclusion across our audiences, beneficiaries, staff and Board. An all-round approach to diversity and inclusion, led by example with governance, is essential in enabling us to achieve these aims.

We therefore particularly encourage applications from people who identify as any of the following: under 26, BAME, disabled, LGBTQI+, working class, living or working in areas of socioeconomic deprivation in Bristol.

BEING A TRUSTEE AT TOBACCO FACTORY THEATRES

The Trustees are responsible for the governance of Tobacco Factory Arts Trust. They are responsible for nurturing and developing the organisation in keeping with its charitable objectives. The Board meets formally six times a year and Trustees are invited to experience the organisation themselves through events and performances, so that they keep up to date with what's happening at the theatre and make sure we are representing it to the best of our ability.

As a trustee, you will be expected to:

- Uphold and promote our mission, vision, business strategies and values locally, nationally and internationally
- Offer advice, specific skills, experience and contacts where appropriate in order to support our activities
- Be a driving force for our mission and vision to create a truly inclusive organisation
- Review our strategic aims as a charity, and be involved with developing and updating these when needed
- Assist in the achievement and delivery of these aims, evaluating our progress where necessary
- Regularly review our policies and procedures, ensuring that they are in keeping with current legal and regulatory obligations

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- Attend the six annual Board Meetings including preparation for these meetings and follow up work afterwards as required
- Attend Press Nights, Season Launches, Get Involved events and any other events and activities relating to Tobacco Factory Theatres
- Be offered training or development opportunities where appropriate
- Work effectively and responsibly as a team member of the Board
- Take an active role in any sub-committee or working group
- Protect the assets and integrity of Tobacco Factory Arts Trust with regards to best practice
- Attend shows and events at Tobacco Factory Theatres on a regular basis, taking a keen interest in our programme of both in-house and visiting productions
- Engage with our staff, funding bodies, Business Club members, audiences and the wider community
- Support the communication of our fundraising campaigns
- Fulfil any other duties or assignments required by the Board on an ad hoc basis

We would like to hear from people who are:

- Keen to understand the work undertaken by Tobacco Factory Theatres and make a commitment to its values and ethos
- Interested in theatre, community engagement and social change
- Strong team players who can participate in constructive discussion, offering support and challenge to the leadership team
- Able to make sound judgements and effective decision making
- Knowledgeable of and/or interested in Bristol and the surrounding area
- From/have interest in one or more of the following areas: fundraising, performing arts, education, marketing, environmental sustainability, HR

You may also have:

- Previous experience of building and sustaining relationships with donors, funding bodies and colleagues to achieve strategic objectives
- Experience in analysing budgets and financial reports
- Experience of serving as a charity trustee
- An understanding of Arts Council England, The Charity Commission and the regulations, policies and procedures in place for National Portfolio Organisations.
- Confident and considered communication skills
- Personal experience and/or characteristics that will diversify our perspectives
- Experience of championing and embedding EDI to make positive change within an organisation

We recognise that each candidate will have different areas of expertise and we hope that many of the above skills can be developed in the first year of Board membership, with support and training.

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Next steps:

If you would like to know more about this opportunity, please contact Sarah Smith, Chair of Tobacco Factory Arts Trust on sarahs@elev8ltd.com. You can find more information about Tobacco Factory Theatres on our website: tobaccofactorytheatres.com

We invite applications before Fri **13 December 2019**. Please send applications by email to Sarah Smith sarahs@elev8ltd.com

Please send us your CV and a letter (of no more than two sides) explaining your interest and experiences along with an equal opportunities monitoring form which can be downloaded from our website [here](#).

If you would rather submit a video or audio file detailing your CV, skills and experiences, please contact the Theatre Administrator at theatre@tobaccofactorytheatres.com or 0117 902 0345. We do not wish to have any barriers for applying, so please get in touch if you have any concerns.

Shortlisted prospective trustees will be invited to meet Sarah and other Trustees in early January, with a view to observing the March board meeting and taking up position from April.

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