

TRUSTEE Recruitment Pack

WHO WE ARE



“It’s just made me even more creative and probably made me a better, happier person”
Participant, Young Theatre Makers

“Coming here has just really opened my eyes to what theatre can be.”
Erica, Young Theatre Maker & Assistant Facilitator



“Thrilling fresh look at Arthur Miller’s masterwork... outstanding update on one of the great plays of the 20th Century”

The Stage on Tobacco Factory Theatres’s production of
Arthur Miller’s *A View From the Bridge*, directed by Mike Tweddle



“Delightfully whimsical... this show is ready to smack a big smile over your face.” Broadway
World on Tobacco Factory Theatres’s production of *The Borrowers* by Mary Norton

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 much-loved independent theatre and arts charity, located in a re-purposed factory and operating two flexible theatre spaces. Born out of an experiment 20 years ago, we are continually developing and our vision is to build an inclusive creative community rooted in our home in South Bristol. Our unique setting makes for electrifying experiences and we deliver these in our trademark adventurous spirit.

We want our inspirational theatre to take people on creative adventures, nurture talent and provide life-changing opportunities. Through our varied and highly regarded artistic programming, professional development work and creative engagement department, we use culture to bring about positive change in our community. We regularly welcome 70,000 people through our doors each year.

Over the last 18 months, we have navigated a major threat to our existence. This has involved significant challenges, but has strengthened our determination to be the best we can be. We have adapted, developed new and exciting partnerships and are committed to supporting the growth of a vibrant and inclusive cultural scene for Bristol. At the end of 2021, we will celebrate our 20th birthday, which offers a chance to reflect on two decades of ambitious experimentation and growth, and articulate a vision for the next decade.

INCLUSION AND DIVERSITY

Our vision is to build an inclusive creative community rooted in our home in South Bristol. Our inspirational theatre will nurture talent and provide life-changing opportunities for all.

The unforgettable experiences we offer are built on the values of curiosity, kindness, collaboration and inclusion. We want everyone who attends Tobacco Factory Theatres to feel equally welcome, respected and valued.

To achieve this, we need to make our programmes and spaces more accessible and relevant. We are thus committed to embodying and championing diversity and inclusion across our audiences, beneficiaries, staff and Board.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people who have experienced barriers, exclusion or a lack of representation within theatre or the arts. We will offer a guaranteed interview to anyone who identifies as such, providing they meet the skills and experience specified for this role under the heading 'We would like to hear from people who have'.

INTRODUCTION

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 leadership, theatre directing, education and community engagement, marketing, environmental sustainability, diversity and inclusion, HR.

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:

- 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
- 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 decisions
- 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 leadership, theatre directing, education and community engagement, marketing, environmental sustainability, diversity and inclusion, 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 diversity and inclusion 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.

Next steps:

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

We invite applications before 10 December 2021. Please send applications by email to Sarah Smith sarajs@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 questions or concerns.

Image credits (page 1)

Bottom left: Jack Offord

Tobacco Factory building: by Tobacco Factory Theatres

All others by Mark Dawson Photography

Patron Mrs Mary Prior CVO MBE

Trustees Sarah Smith (Chair), Joseph Bell, Mike Forrest,
Ewen Macgregor, Mark Panay, Christelle Pellecier, Matt Penneycard,
Company no. 04536120 / Charity no. 1097542



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