



JOIN THE JOURNEY

TOBACCO  
FACTORY  
THEATRES

TRUSTEE TREASURER  
JOB DESCRIPTION



Tobacco Factory Theatres is a place of Welcome and Wonder. A safe and inspiring place to share stories and be creative. Based in the iconic Tobacco Factory in South Bristol, our work connects people through the power of live theatre and the arts.

We present over 300 performances annually to audiences of over 50,000 including bold in-house productions and co-productions with nationally respected companies. We also receive many of the country's top touring performances, from exciting new work to comedy, music, spoken word and work for families.

We have two dynamic spaces, The Spielman which houses our experimental and engagement programme and The Factory, a flexible and unique space which presents work in a variety of ways including our distinctive 'in the round' configuration.

Over 400 local creatives take part in our Artistic Development programmes; including our Acting and Writers Labs and city wide Artist Membership scheme. We are proud to offer thousands of creative learning and participation opportunities to local people through our Get Involved programme from regular workshops to bespoke offers.

Over the past year, we've made our work more accessible than ever with over 7880 concessionary tickets issued for those who may not have been able to attend at the standard price. At Christmas we were delighted to offer our free Community Performance for local youth projects, local projects working with older people, school children and organisations working with people with additional needs.

Working from a place of sustainability, the last year at TFT has been an exciting time of growth for the organisation with 3 new home made productions; Cosi Fan Tutte (co-produced with Opera Project), Rapunzel and Macbeth (directed by our Artistic Director, Heidi Vaughan) forming part of a dynamic new in-house production programme. These productions complement our extensive received programme and dynamic Get Involved activities, bringing opportunities to welcome even more people through our doors as part of our wonderful journey.

## TRUSTEE TREASURER

Reports to: **Board of Trustees**

### Overview:

This is a voluntary role on the Board of Trustees of Tobacco Factory Theatres. The Treasurer brings financial oversight, sound judgement and strategic insight to help ensure Tobacco Factory Theatres remains financially sustainable, well governed and able to deliver its [artistic and charitable objectives](#).

This is an opportunity to make a meaningful contribution to the future of an iconic Bristol theatre company using your financial expertise to support artistic ambition, organisational resilience and public benefit. Tobacco Factory Theatres is a dynamic company with a strong community focus: you will join a board committed to helping Tobacco Factory Theatres thrive and serve its community.

### Role Purpose:

As Treasurer and Trustee, you will work with fellow trustees and the senior team to:

- oversee Tobacco Factory Theatres' financial affairs
- support effective financial governance
- help the board make informed strategic decisions

You will provide assurance that proper financial controls, reporting and risk management arrangements are in place, while recognising that all trustees share collective responsibility for the organisation's stewardship and success. You will also be the Board's main support for the finance lead at Tobacco Factory Theatres.

## **KEY RESPONSIBILITIES:**

- Review regularly Tobacco Factory Theatres' financial position, including income, expenditure, cash flow, reserves and financial risks
- Support the board in approving budgets, reviewing management accounts and monitoring financial performance against plan
- Help ensure that appropriate financial systems, controls, policies and reporting arrangements are in place and operating effectively
- Advise the board on the financial implications of strategic plans, investment decisions, fundraising activity and major projects
- Support the finance lead to present financial matters to the board clearly and accessibly
- Ensure that the board remains aware of its financial duties and wider responsibilities under charity and company law, where applicable
- Contribute as a full trustee to strategy, governance, safeguarding of assets and the long-term sustainability of Tobacco Factory Theatres
- Attend trustee meetings and participate actively in discussions and decisions

## **WE WOULD LIKE TO HEAR FROM YOU IF YOU HAVE THESE CORE ATTRIBUTES REQUIRED FOR THE ROLE:**

- Finance experience in a leadership role
- The ability to interpret accounts, budgets, forecasts and financial reports confidently
- Strong understanding of financial controls, governance, compliance and risk management
- Ability to think strategically as well as scrutinise detail
- Ability to explain financial information clearly to people without a finance background
- Commitment to the mission and values of Tobacco Factory Theatres and to the responsibilities of trusteeship
- Ability to work collaboratively with fellow trustees, staff and advisers
- Willingness to devote sufficient time to prepare for and attend meetings and review papers between meetings

## **PERSONAL QUALITIES:**

- Commitment to public benefit, good governance and the success of Tobacco Factory Theatres
- Independent minded, balanced and objective
- Confident but collegiate in approach
- Reliable, well prepared and able to maintain confidentiality
- Interested in the role of theatre and the arts in the community

**YOU MIGHT ALSO HAVE THESE DESIRABLE SKILLS AS WELL.**

**THESE WILL STRENGTHEN AN APPLICATION BUT ARE NOT MANDATORY:**

- Some knowledge of charity finance, SORP reporting, audit requirements
- Experience of serving on a board, committee or other governance body
- Understanding of the financial realities of arts, culture or not-for-profit organisations
- Experience of helping organisations manage change, growth, fundraising, capital investment or financial recovery

All applications will be considered.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from you'.

ABOUT US

SCOPE

KEY  
RESPONSIBILITIES

PERSON  
SPECIFICATIONS

EMPLOYMENT  
DETAILS

APPLICATION  
PROCESS

**Terms of appointment:** Voluntary, unpaid

**Time Commitment:** The time commitment will include attendance at regular board meetings (four early evening meetings of two to two and a half hours plus one full Away day with the board in the summer), review of finance papers, and occasional additional discussions with the Chair, senior team or finance advisors.

**Initial term period:** 3 years

**Meeting Location:** Tobacco Factory Theatres, Raleigh Rd, Bristol, BS3 1TF

## SUBMITTING YOUR APPLICATION

- 1 Include one of the following:
  - Completed [application form](#) outlining your experience against the personal specification.
  - A short film/audio file explaining your relevant experience and interest in the role.

- 2 Also include a completed [Equalities Monitoring form](#).

- 3 Please email us using the subject line below:



Email: [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com)  
Email Subject: [Trustee Treasurer](#)



Application Deadline: 10am on Monday 20<sup>th</sup> July 2026

## ALTERNATIVE FORMATS & ENQUIRIES:

If you would like to know more about this opportunity, please contact Bertel Martin, Chair of Tobacco Factory Arts Trust at [bertelmartin@gmail.com](mailto:bertelmartin@gmail.com)

You can find out more information about Tobacco Factory Theatres at our website.

If you need the Application Pack in an alternative format or have further questions, please email [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com).