

Chair and Trustee Recruitment Pack

October 2021



Join Unfolding Theatre's Board of Trustees:

Unfolding Theatre is seeking fill two roles on our Board of Trustees. These roles aim to support the organisation in setting and achieving ambitious plans between now and 2026. The two roles are:

- Chair and Trustee
- Trustee

Who are we looking for?

We are looking for people who are passionate about theatre and are excited to be part of Unfolding Theatre's development.

We want our board to reflect the diversity of the communities and artists we work with. We welcome expressions from everyone, but especially from people from ethnically diverse backgrounds, disabled people, young people and people who are LGBTQ+.

We are also interested in hearing from people from different backgrounds, including:

- People with experience in digital & new technologies, public health, finance, HR and change management or environmental issues, who can help our work thrive by making more connections across different sectors.
- People with arts or culture experience, to support our artistic development via feedback, advice & ideas.
- People with experience in... something else entirely! If you've got experience or ideas that you think could help Unfolding Theatre grow, let us know.
- People who might not have been a trustee before. We want to bring in new perspectives. We are also keen to offer people the chance to develop their leadership skills through joining our board. So don't worry if you've never been on a board before. We can show you the ropes!



The Unfolding Theatre Board of Trustees:

The current Chair (Interim) of the Unfolding Theatre Board is Bex Bowsher (Theatre Maker and Disability and Inclusivity Advocate). The other Trustees are Tim Bailey (xsite architecture), Mani Kambo (artist), Stephanie Kyne (law and governance), Mark Robinson (Thinking Practice), and Kevin Wilson (fundraising and communications).

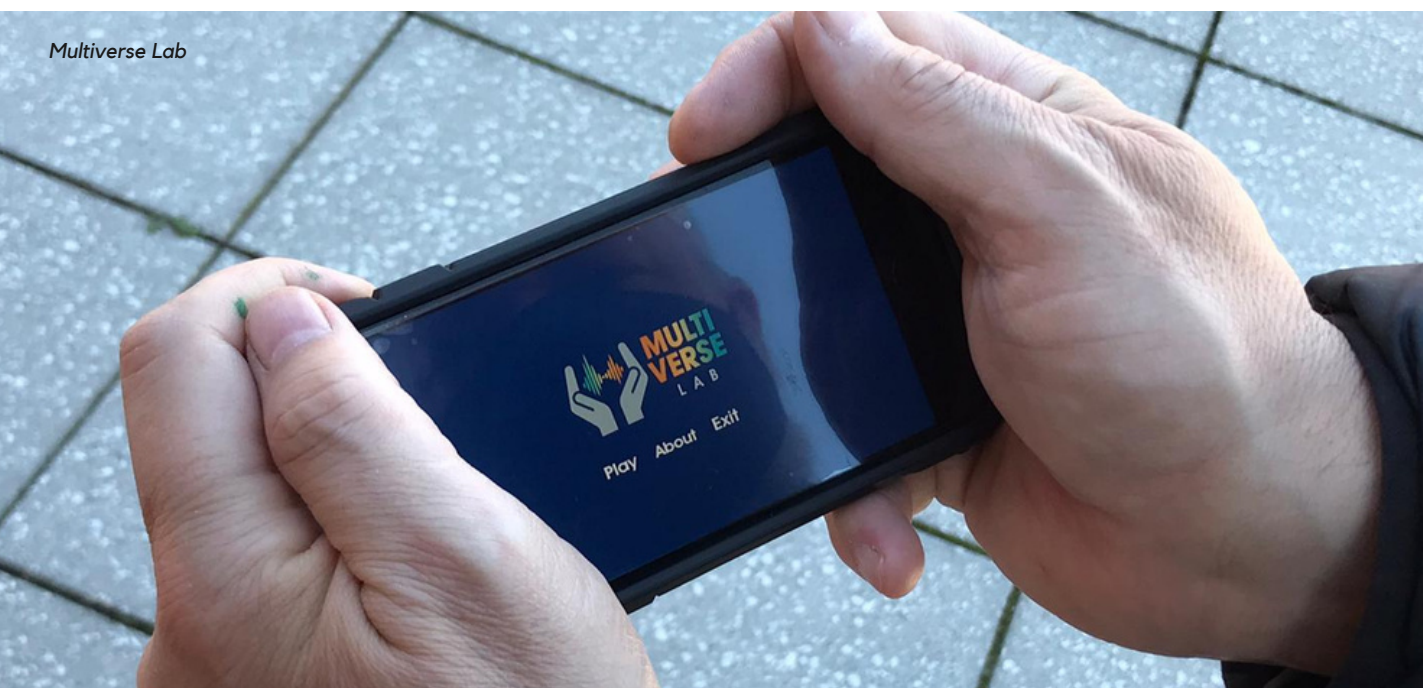
Role of a Trustee:

Undertaking the role of a Trustee carries legal duties and responsibilities. Trustees have responsibility for the governance and overall strategic management of the organisation. They oversee the organisation's affairs and finances and provide leadership and supervision to staff undertaking the day-to-day operations of the organisation.

Trustees are expected to act in the interests of the organisation and not let their personal views, prejudices or wider interests affect their conduct. Trustees should not profit, or benefit personally from the organisation, unless expressly permitted by the governing document.

The position of Trustee is an unpaid, voluntary role, but Trustees may claim reasonable expenses, including, but not limited to, costs associated with attending meetings such as travel and childcare.

Trustees are expected to attend five, two-hour Board meetings and one Planning Away Day per year at the Unfolding Theatre office in Ouseburn, Newcastle upon Tyne, NE1 2NP (wheelchair accessible, step free) or via Zoom.



Responsibilities of a Trustee:

The key responsibilities of Trustees are to:

- Understand the charity's purpose as set out in its governing document and ensure there is a clear vision, mission, and strategy to achieve this purpose.
- Understand and accept the legal duties, responsibility and liabilities of being a Trustee.
- Ensure the charity complies with charity law requirements and other laws that apply to the charity.
- Provide leadership and supervision to the organisation's staff team.
- Act in the best interests of the organisation.
- Ensure the charity's resources are being used responsibly.
- Offer advice and guidance, advocate and champion the work of the organisation and attend selected performances/activities.

Responsibilities of the Chair:

In addition to the responsibilities of a Trustee outlined above, the Chair will:

- Play a key role in the development of Unfolding Theatre's vision for the future.
- Develop and maintain a positive working relationship with the Artistic Director/Chief Executive and Executive Producer, acting as a line manager, sounding board, critical friend and source of advice and support as appropriate.
- Support the Trustees to ensure they have the confidence to carry out their roles and their duty to hold the company to account for its purpose and stated objectives.
- Facilitate and lead Board meetings, taking a role in shaping the agenda and ensuring meetings keep to task and time.



About Unfolding Theatre:

Unfolding Theatre makes big-hearted theatre that delights in bringing people together. Community-based creative processes engage surprising combinations of people to generate warm, distinctive theatre, rich in ideas.

Unfolding Theatre was founded in 2008 in Newcastle upon Tyne by Artistic Director, Annie Rigby and became a charity in 2016 (charity number 1165182).

Since 2018, Unfolding Theatre has reached live audiences totalling more than 28,000 people of all ages, as well digital audiences of more than 36,000 people. Productions include Free School Meals, Hold On Let Go, Multiverse Arcade, Putting The Band Back Together, Lands of Glass, Best in the World and Building Palaces. It welcomes audiences at venues, festivals, community settings & schools across the UK including Northern Stage, Battersea Arts Centre, Summerhall (Edinburgh) & Summer Streets (Sunderland). Its creative projects are in demand from a wide range of cross-sector partners. Described as "thrillingly talented people" (Guardian), Unfolding Theatre has won awards & acclaim over a decade of theatre making.

Read more about us at: www.unfoldingtheatre.co.uk

*Free School Meals, August 2021
Photo: Luke Waddington*



Our Vision, Aims & Values:

Our Vision:

In a time of social division, Unfolding Theatre brings people together to co-create and experience remarkable theatre that builds connections.

Our Aims:

More people are leading happier, more creatively fulfilled lives; mainstream theatre better reflects England's diversity and drives excellence; and people with different life experience are better connected.

Our Values:

Unfolding Theatre works to achieve its vision by co-creating big-hearted theatre with surprising combinations of people. We love hosting people. We value a warm welcome and good listening skills. We bring people together around theatre, music, food, laughter, good stories or all of those things at once. Our work has a positive, sometimes profound impact on the artists, audiences and community co-creators we work with.

"I felt like an active participant in a group of mostly strangers. A community built in no time whatsoever."

Audience member



The Current Context:

Unfolding Theatre remained open throughout the pandemic. It adapted its activity, delivering Doorstep Stories for families, working digitally, deepening community partnerships and investing in making new theatre to reach audiences throughout and since lockdowns.

The company is in good financial shape and has a committed, talented and increasingly diverse team. We recognise there are challenging times ahead, with the longer-term impacts of Covid affecting our economy, communities and the people we make theatre with. We know this will require ongoing adaptability, resourcefulness, imagination and finding new ways of working.

In 2018, Unfolding Theatre became an Arts Council England National Portfolio Organisation (NPO) for the first-time. This secured 4-years of core funding. In early 2022, the organisation will apply to remain part of Arts Council's National Portfolio. The Board will play an important role informing and shaping the application, as well as guiding Unfolding Theatre through its next phase of growth and development.

[Read our Business Plan summary at www.unfoldingtheatre.co.uk/about.](http://www.unfoldingtheatre.co.uk/about)

The Unfolding Theatre Pilot, Cowgate, Summer 2021



How to Apply:

Please send your expression of interest in which ever format suits you best; an email, covering letter, video message or audio file.

Expressions of interests should be no longer than 500 words or 4 minutes in length.

Please indicate in your expression of interest if you are interested in the role of Chair, Trustee or both roles.

Please also include a completed equal opportunity monitoring form, available [here](#).

Expressions of interest should be sent to info@unfoldingtheatre.co.uk by 10am on Monday 8th November.

Interviews will be held in-person (or via Zoom if preferred) on Thursday 16th November.

Any questions?

If you would like an informal discussion with Artistic Director, Annie Rigby, please contact annie@unfoldingtheatre.co.uk. There's no such thing as a silly question!

We look forward to hearing from you!

Putting the Band Back Together
Photo: Richard Lakos

