



**APPOINTMENT OF**

**TRUSTEES & CHAIR OF THE BOARD**

# WELCOME...

These are exciting times at the Northcott Theatre: We have appointed Daniel Buckroyd as Artistic Director & Chief Executive and a new Senior Management team; we have recently published a new Business Plan that sets out the partnerships and strategic developments we're going to be focusing on for the next three years; and we're continuing to see audiences for our diverse programme of drama, dance, opera, music, comedy and family shows, and participants for our creative learning and community engagement programmes increase year on year. We're also continuing to improve financial resilience, with the Charity reporting a series of strong financial performances in recent years.

We are now seeking to welcome a number of new Trustees with the skills, knowledge and experience to build upon these developments, capitalise future opportunities and realise the theatre's full potential.

Alongside this, our current Chair, Lady (Lucy) Studholme is due to step down within the next 12-18 months. We are therefore looking for an exceptional candidate to join the Board with a view to taking on this vital leadership role after a suitable transition period.

Funded by a mix of commercial revenues and public investment from Arts Council England, University of Exeter and Exeter City Council, our current strategic objectives include:

- Growing and reaching more diverse audiences
- Delivering a quality, popular, diverse creative programme that speaks to those audiences
- Transforming our spaces and facilities to meet the needs of artists/audiences/participants
- Delivering a resilient & sustainable business model
- Positioning the Northcott within the regional/national arts & culture debate

Everything we do is underpinned by the value we place on:

- Delivering quality
- Championing inclusion & wellbeing
- Nurturing talent, creativity & innovation
- Fostering partnerships & collaboration
- Developing resilience & sustainability

For more information about the theatre's work please visit [www.exeternorthcott.co.uk](http://www.exeternorthcott.co.uk).

***'Our Vision is of the Northcott as a vibrant artistic hub at the heart of the cultural life of Exeter and the South West:***

***a place where diverse communities are gathering to experience exceptional live performance; a place where children & young people are discovering the transformative power of the performing arts; and a place where anyone, regardless of their circumstances, can get involved in the life of their local theatre and begin to realise their own creative potential.'***

# ABOUT

## The Board of Directors

Exeter Northcott Theatre is both a limited company and a registered charity and, as such, is governed by the charitable objectives set out within its Memorandum & Articles of Association. The Directors of the company, who also act as Trustees of the charity, therefore have both legal and financial duties under company law, and must comply with charity law.

Day-to-day responsibilities associated with running the company are delegated to the Executive, however the ultimate joint responsibility for every aspect of the company's operation lies with the Board of Directors. Therefore, all Members are strongly encouraged to gain a good working knowledge of the key operational and strategic challenges facing the Northcott's Executive and Management Team, and to keep abreast of any major external issues that might affect the company.

In addition to fulfilling a scrutiny/governance role, the Board also draws on its Members' extensive knowledge, skills, experience and, importantly, contacts, to provide strategic (and occasionally operational) guidance for the organisation, and to advocate for it within appropriate contexts.

### Our current Trustees are:

Mark Goodwin\*  
Olivia Harvey\*  
Andy Hay  
Rosin McCay-Hines\*  
Ian McWalter  
Lady (Lucy) Studholme (Chair)  
Gillian Taylor  
Andrew Thorpe\*

\*Trustees representing the University of Exeter, from whom Exeter Northcott Theatre lease the theatre building.



*Amèlie The Musical*, photo by Pamela Raith Photography

# THIS OPPORTUNITY

We are looking for people who share our passion for theatre and our ambition for the Northcott, as well as the conviction that the arts are vital for the pride and well-being of a thriving and inclusive city and region.

We're looking for people who can bring skills, knowledge and experience that will complement those of our existing Board Members.

We're looking for people who can think strategically, work collaboratively and help us ensure that our programme and the services we offer are relevant and accessible to the diverse audiences we seek to serve.

**We're looking for people who can offer one or more of:**

- **Access/Inclusion** – personal/professional insight into how cultural organisations can address barriers to participation/engagement.
- **Capital Projects** – direct experience of successfully steering a big cultural/HE/public sector capital development.
- **Financial Management** – the professional knowledge to guide the Board in its financial responsibilities and support the Management Team in this important area.
- **Fundraising** – a track record of income generation within the cultural/charity sector.
- **Health & Safety** – the knowledge/confidence to advise the Board and support the Management Team as we develop this important area of our practice.
- **Legal** – the professional knowledge to guide the Board in its legal responsibilities, with a specific focus on property, partnerships and employment.
- **Marketing** – direct experience of developing brands and building audiences, particularly within the arts/cultural/charity sector.
- **Theatre/Live Performance/Creative** - professional experience of working across the UK Theatre industry, with artistic practice and/or producing an advantage.

*'Our vision is of the Northcott as a strategically important part of the wider creative and cultural sector:*

*a centre for collaboration between artists and academics; a pipeline for regional creative and technical talent; and a producer of mid-scale touring theatre, with a particular focus on drama, work for children & families, and new voices from the South West.'*

In common with all charities and most subsidised regional theatres, Board Members are volunteers (these are unpaid appointments) and so the capacity to devote the time needed to attend a minimum of 4 Board meetings and 4 productions/projects per annum is an essential requirement of Board Membership.

Members must also make time to read papers in advance of Board meetings, and may, from time to time, be required to contribute to fundraising activities or the work of specific sub-committees and/or task groups.

Our Chair also supports the Executive between meetings and is regularly called upon to represent the theatre at a range of meetings with stakeholders and at public events.

The majority of Board meetings are held either at the theatre or at an alternative location nearby. Wherever possible, diary dates are distributed at least six months in advance.

**We welcome applications from all sections of the community, including those who are new to non-executive/trustee board work and individuals who have a proven track record in senior governance roles. As part of our commitment to building a diverse team we guarantee an interview for any suitably-qualified BAMER, d/Deaf and/or disabled candidate.**



# TRUSTEE

## Job Description & Person Specification

### Key Responsibilities

#### Board Members are required by law to:

- Ensure that the Northcott Theatre complies with its governing document, charity law, company law and any other relevant legislation, and pursues its stated objectives.
- Ensure the effective and efficient administration of the charity, including maintaining proper financial control and using its resources exclusively in pursuance of its objectives.
- Appoint the Artistic Director & Chief Executive and monitor their performance.
- Together with the Artistic Director & Chief Executive, create a firm strategic direction for the organisation, jointly setting overall vision, mission and values, defining strategic objectives and agreeing targets, and evaluating performance against agreed targets.
- Maintain and ensure effective Board performance.
- Safeguard the reputation of the Northcott Theatre.
- Protect, manage and adequately insure the property and funds of the charity.
- Approve and monitor the implementation of internal policies (which include Health & Safety, Equality & Diversity and Grievance & Disciplinary procedures), and ensure that risk assessments for all aspects of the business are undertaken/updated effectively.

*'The Exeter Northcott Theatre is an enterprising cultural hub integral to the rapid growth of the city. They are ambitious partners, working with a number of organisations, and are central to growing a thriving cultural life in the city. The City Council is very proud of this relationship and looks forward to seeing it grow in step with our development strategy.'*

**Karime Hussan, Chief Executive Officer, Exeter City Council**

## Key Attributes

- Strong independent judgement
- A proven ability to think both strategically and creatively
- Excellent communication skills and a willingness to speak their mind
- Ability to work effectively and inclusively as a member of a team
- An ability to treat sensitive information confidentially
- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- A wide range of contacts within their field of expertise
- The ability to act as a champion and advocate for the Northcott and its future
- A preparedness to offer their specialist, personal and business skills and experience to support the work of the staff when required
- An awareness of and adherence to Nolan's seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty & leadership

**This role is offered initially for a three year period, renewable for up to a further three years.**



*The cast of Metta Theatre's In the Willows, photo by The Other Richard*

# CHAIR

## Job Description & Person Specification

### Key Responsibilities

- Lead the Board of Exeter Northcott Theatre in its core business, working closely with the Artistic Director & Chief Executive to set the policies and strategic direction of the company and monitor progress towards delivering against agreed targets.
- Ensure that the highest standards of corporate governance and ethical/professional behaviour are maintained and, as appropriate, introduced across the organisation to meet changing circumstances and good custom and practice.
- Ensure collaborative and effective relationships exist between the Board and the theatre's Executive and Senior Management Team.
- Act as an ambassador, networker and spokesperson for the Northcott and its role in a growing and thriving city and region, assisting in developing relationships with key stakeholders such as Arts Council England, University of Exeter, Exeter City Council, Exeter College and Exeter Culture.
- Be a fundraising champion, helping to develop relationships with existing supporters and identify/approach potential new donors/sponsors.
- With the Board, ensure that suitable financial controls and systems for managing risk are in place and operating effectively.
- Conduct annual reviews with each Board Member, to ensure that they are enabled to contribute as effectively as possible to the governance of the company.
- Conduct annual appraisals of the Artistic Director & Chief Executive and provide regular feedback on their performance and any concerns raised by Members of the Board.
- Chair Board meetings (5-6 per annum) and, with the Artistic Director & Chief Executive, ensure that all matters requiring Board input and/or scrutiny are brought to the attention of the Board in a timely manner, and that Board Members are positively encouraged to contribute to debate and decision-making within appropriate parameters.
- Be involved in all Board subcommittees.

*'Having Exeter's principle theatre on our campus opens unique opportunities among our academics and students alike. (We) very much enjoy working with them as an organisation of strategic importance.'*

**Professor Sir Steve Smith, Vice-Chancellor and Chief Executive, University of Exeter**

## Key Attributes

- A proven track record of successful leadership
- Knowledge of the arts/cultural sector and/or the theatre industry
- Knowledge of and interest in the work and future of Exeter Northcott Theatre
- Excellent interpersonal and communication skills
- An independent strategic thinker able to develop relationships and drive consensus
- Knowledge of/contacts within Exeter and the surrounding region an advantage
- Experience of working within the charitable or public sector an advantage

**This role is offered initially for a three year period, renewable for up to a further three years.**





Le Navet Bete's *Dracula The Bloody Truth* 2017.  
Photo by Matt Austin.

**“The Exeter Northcott  
is an exceptionally warm, welcoming,  
deeply engaged and responsive partner  
to work with.”**

– English Touring Opera

# HOW TO APPLY

To arrange a confidential informal discussion before making an application, please contact either;

**Daniel Buckroyd**

Chief Executive

d.buckroyd@exeter.ac.uk

**Lady (Lucy) Studholme**

current Chair

01392 722414

To apply please send us a copy of your CV, together with a completed Equal Opportunities monitoring form (which you will find on the 'About Us' page of our website), and a covering letter telling us about your interest in this opportunity, setting out how you meet the job description/person specification, and stating clearly whether you're applying to join us as an Trustee and/or are interested in becoming our new Chair in due course.

Applications may be sent by post to:

Board Recruitment  
Exeter Northcott Theatre  
Stocker Road  
Exeter EX4 4QB

or by email to [northcotthr@exeter.ac.uk](mailto:northcotthr@exeter.ac.uk).

The closing date for applications is **5pm on Monday 30 September 2019** and shortlisted candidates will be invited to meet our recruitment committee w/c 7 October 2019.

# EXETER NORTHCOTT THEATRE



ETO *IDOMENEO*, photo by  
Richard Hubert Smith

## Contact

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