

THEATRE
Hullabaloo



TRUSTEE RECRUITMENT PACK

TRUSTEE RECRUITMENT INFORMATION

July 2019

Thank you for your interest in becoming a Trustee of Theatre Hullabaloo.

Theatre Hullabaloo are seeking to recruit up to 4 new Trustees to join the board and help to guide our vision and business of the organisation.

Applications are particularly welcome from individuals who identify with one of the following characteristics: under 40, Black, Asian or Minority Ethnic, disabled, live in or around Darlington or play a significant role within the communities of Darlington, who are currently under-represented on our board.

We are also interested in candidates who have specific expertise and skills in the areas of HR, Early years or Primary education, the Business sector and Fundraising.

Theatre Hullabaloo is an ambitious and progressive organisation and the Board plays an important role in both supporting and challenging the executive team and advocating for the organisation within their wider professional spheres of influence.

This pack gives more information about Theatre Hullabaloo, governance of the organisation, expectations of a Trustee, and how to go about putting in an expression of interest.



ABOUT THEATRE HULLABALOO

Background Information

Theatre Hullabaloo believes that creativity should be part of everyone's childhood. We are a pioneering organisation that makes, tours and promotes theatre for children and young people because we believe that they are the most important audience of all. Established as Cleveland Independent Theatre Company, a general regional touring theatre company in 1979, the organisation became a specialist young people's company in 1994 (CTC Theatre) and was then reimagined as Theatre Hullabaloo in 2009.

Theatre Hullabaloo is a National Portfolio Organisation (NPO) of Arts Council England, a registered charity and the only specialist producer of theatre for young audiences in the North East. The organisation makes and commissions new work for audiences from birth to 16 years which tours regionally, nationally and internationally to a mixture of theatres, venues, schools, nurseries and community settings. We also produce and deliver the annual TakeOff Festival, which celebrated its 30th birthday in 2017, and brings world-class theatre to venues across County Durham and the North East in a family festival week each October. TakeOff Festival is England's leading festival of theatre for children and young people. It brings world-class theatre from specialist companies from the UK and abroad to County Durham each October to inspire young audiences. It is also the biennial meeting point for professional makers, producers, programmes and all those working in the field of theatre for children and young people.

The Hullabaloo

In December 2017, Theatre Hullabaloo realised the dream of opening a purpose-built venue for children and families in Darlington. The Hullabaloo presents a year round programme of world-class performances, free creative play installations, family-focussed activities, and participatory work with particular emphasis on early years creativity.

'I feel lucky that we have such an exciting arts facility so close to home as my daughter grows up.'

Audience member

The venue has welcomed over 20,000 children and their grown-ups through its doors to see wonderful theatre specially made for them, engage them in magical play installations and much more. The venue was named 'Best Family Venue 2019' in the national Fantastic for Families awards.

Over the last 10 years, Theatre Hullabaloo has reached more than 120,000 children and young people through its varied portfolio of work.

"If this was weekly, I would bring my child every week!"

Audience member on Lullabub

OUR VISION

Theatre Hullabaloo is a pioneering organisation that believes that creativity should be part of everybody's childhood.

Our Strategic Aims

- (1) To develop the national & international profile of The Hullabaloo, our purpose-built theatre for children and families
- (2) To increase engagement with local communities, ensuring The Hullabaloo is meaningful to children, families and schools locally and regionally.
- (3) To increase audiences across the portfolio of Theatre Hullabaloo's work
- (4) To develop a leadership role in creativity for early years and influence national policy in this area
- (5) To diversify income streams thereby increasing organisational resilience



THEATRE HULLABALOO GOVERNANCE

Theatre Hullabaloo is the trading name of Cleveland Independent Theatre Company Ltd and is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. Theatre Hullabaloo currently has a turnover of just under £500k, a staff team of 8 and an array of freelancers that make up the wider creative and project teams.

Members of the Board are Directors in company law and Trustees in charity law, with certain legal, financial and fiduciary duties. The Board is also responsible for conditions placed on grants from public and private funds.

Our current board members:

- Sharon Paterson (Chair) – Associate Director Cultural Engagement MIMA and Teesside University
- Anne Besford (Vice Chair) - Chief Executive, National Youth Choirs of Great Britain
- Karen Race – Deputy Director of Academic Enterprise, Teesside University
- Emma Gaudern – Managing Director, EMG Solicitors
- Erica Morris – Assistant Festival Director, Ilkley Literature Festival
- Terry Courtney – Retired Finance Director, various organisations
- Matthew Jarratt – Arts Consultant and Manager, North East Cultural Partnership
- Pauline Moger, Cultural Sector Consultant, Pauline Moger Consultancy

TRUSTEE ROLE DESCRIPTION

- To ensure that the organisation complies with:
 - a) Its governing document (Memorandum / Articles of Association)
 - b) Charity law
 - c) Company law
 - d) Employment law
 - e) Any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects

- To give firm strategic direction to the organisation, to approve the Business Plan, including the overall objectives and budgets
- Setting overall policy and ensuring strategies are in place for implementation
- Defining goals, setting targets and evaluating performance against agreed targets
- Approving the artistic and management plans of the organisation
- To safeguard the good name and values of the organisation.
- To act with honesty and good faith in the best interests of the Company
- To ensure that the Company acts at all times within the aims set out in the constitution and in accordance with the conditions laid down by any provider of funds or grants
- To ensure that there is no misapplication of any Company property and that all assets of the Company are used for the benefit of the Company
- To avoid a conflict of interest. A Board member is under a duty to disclose the nature of any interest which he or she has in any contract to which the Company is a party
- To ensure that the organisation operates within the limits of its financial resources, actual and expected.
- To ensure the financial stability of the organisation:
 - a) Approve the annual budget and any subsequent amendments to it
 - b) Ensure accurate financial records are kept
 - c) Scrutinise financial reports to ensure prudent financial management
 - d) Appoint auditors, bankers and cheque signatories
 - e) Ensure the organisation is properly insured and that the Company's assets are safeguarded
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To ensure the effective and efficient administration of the organisation.
- To appoint the Executive posts or Artistic Producer and Executive Director both joint Chief Executives and monitor their performance

Person Specification

- Genuine commitment to and enthusiasm for the work of Theatre Hullabaloo and its mission
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to put time and effort into the role

- Respected and trusted by other Board members
- Good, independent judgement
- Impartiality, fairness and confidentiality
- Willingness to speak his or her mind
- Tact and diplomacy
- Respect for others
- Willingness to learn new skills
- Strategic vision
- An ability to think creatively
- Working effectively as a team member
- Good communication and interpersonal skills
- Relationship-building for influence
- A preparedness to offer personal and professional skills and experience to support the work of staff when required
- An understanding and commitment to equality and diversity.

Board members are also required to act in the best interests of the Company and avoiding any personal conflicts of interest.

ELIGIBILITY

Some people are disqualified by law from acting as a trustee including anyone who:

- Has an unspent conviction for an offence involving deception or dishonesty
- Is an undischarged bankrupt
- Has been removed from trusteeship of a charity by the Courts of the Charity Commission for misconduct or mismanagement
- Has been disqualified from being a company director under the Company Directors Disqualification Act 1986

TERMS OF APPOINTMENT

The appointment will be made initially for three years and board members are eligible for three consecutive terms of three years before retirement. No remuneration will be made, but travel and out-of-pocket expenses can be reimbursed where required.

COMMITMENT AND ATTENDANCE

- Attendance at performances of Theatre Hullabaloo's work
- Reading of papers and reports ahead of meetings
- Four quarterly board meetings. Meetings are generally held in the evening from 5pm and are usually 2 hours long
- One 6 hour away day per year generally held on a Saturday in July
- A willingness to represent Theatre Hullabaloo at events as required, in order to promote Theatre Hullabaloo's work and to make useful contacts for the charity
- Ad-hoc contact with the Executive Team in-between meetings
- A willingness to take on the legal duties, responsibilities and liabilities of Trusteeship

APPLICATION PROCESS

Please send a covering letter detailing why you want to become a Trustee of Theatre Hullabaloo and what you think you bring to the organisation and the role. Please send your letter along with a copy of your CV to info@theatrehullabaloo.org.uk by 12 noon on Monday 30 September

Following receipt of applications, a shortlisting process will take place. Those candidates shortlisted will be contacted with information about next steps.

PRIVACY NOTICE

Theatre Hullabaloo (TH) will collect and maintain some personal information about you throughout the recruitment and selection process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The full applicant privacy policy is on our website alongside the application pack.

www.theatrehullabaloo.org.uk

