

# NOTTINGHAM PLAYHOUSE

## Recruitment Pack

### Trustee January 2024



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**NOTTINGHAM PLAYHOUSE  
UK'S MOST WELCOMING THEATRE**

**UK  
THEATRE  
AWARDS  
WINNER  
2023**

## Trustee

Thank you for your interest in the role of Trustee at Nottingham Playhouse.

Nottingham Playhouse Trust Ltd (registered charity number 1109342) is seeking new Trustees to join its Board. The Board meets 6 times a year in Nottingham, with occasional subgroup meetings and Trustees are expected to attend press nights for each in-house production and other Nottingham Playhouse activities whenever possible.

These are unpaid, non-executive role and applicants should be passionate and effective advocates for the arts, willing and able to proactively support Nottingham Playhouse. Reasonable expenses for attending Board meetings will be offered.

To compliment the skills of our current Trustees, we are particularly keen to encourage applications from individuals with expertise or proven interest in capital projects, environmental considerations, buildings management, access, HR and business.

Nottingham Playhouse is committed to a policy of diversity and inclusion, and we welcome applications from potential Trustees who would help to broaden the diversity of our Board. You can be a Trustee provided you are aged 18 or over and training can be given if needed. We strive to be fully accessible and applications from disabled people are particularly welcome to balance our governance.

We would like to help you to fully participate in the application process. If you would like the information in an alternative format, support in completing your application, or you would like an alternative way to apply, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) to discuss a suitable format, or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need paperwork posting to you) and details of your request.

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## ABOUT NOTTINGHAM PLAYHOUSE

**We create theatre that's bold, thrilling and proudly made in Nottingham.**

Awarded Regional Theatre of the Year 2019 by The Stage, Nottingham Playhouse is one of the country's leading producing theatres and creates a range of productions throughout the year, from timeless classics to innovative family shows and adventurous new commissions.

Under the leadership of Chief Executive, Stephanie Sirr MBE and Artistic Director, Adam Penford, we are mounting more varied and ambitious productions, attracting a host of high-profile performers and creatives, garnering increased media attention and commercial interest.

We want our theatre to be a space where everyone feels they belong, and we use our stage to tell diverse stories that reflect our city. Our wide-reaching participation programmes create life-changing experiences for our community and we also support the next generation of theatre-makers in the East Midlands through our extensive Amplify programme.

Nottingham Playhouse is a registered charity (no. 1109342). All of the funds we raise help to ensure we're reaching as many people as possible to give them new opportunities and create lasting memories.

Our building has grade II\* listed building status and is home to Anish Kapoor's *Sky Mirror*.

Click [here](#) to watch our introductory video.



## WHAT OUR COMMUNITY THINKS

**"Honestly, the final few minutes of the first act were some of the most captivating, powerful and heart wrenching I've seen on stage. Incredible!"**

– Audience member on *The Madness of George III*

**"Nottingham Playhouse has a very special place in my heart. At the age of 16, my school placed me at the theatre for my work experience... Without [them], I wouldn't have the career I do now."**

– Indhu Rubasingham, Artistic Director of Kiln Theatre

**"The actual performance was an incredible experience. Firstly, just to be on the Nottingham Playhouse stage was a dream for all of us. But to be a part of such a powerful, visceral production was an absolute privilege."**

– Lisa Chamberlain, on her experience as a member of our community ensemble during Gary Clarke Company's production of *COAL*.

## NOTTINGHAM PLAYHOUSE IN 2024

We have lots of exciting programming scheduled for 2024, starting with a thrilling adaptation of Philip K. Dick's *Minority Report*. This is followed by a gripping, intimate revival of *The Children* and an exploration of sisterhood and creative expression in new commission *Liberation Squares*. The spring season concludes with *Punch* by James Graham, a fascinating new play about toxic masculinity and the incredible power of forgiveness.

This summer, *The Trials* gives a voice to the young people who have no choice but to live with the consequences of climate change. Our highly anticipated, brand-new production of *Dear Evan Hansen* premieres in September and marks the first time that the Broadway and West End phenomenon will tour the UK and Ireland.

Looking ahead to Christmas, our legendary pantomime reaches new heights with *Jack and the Beanstalk*. Younger children can look forward to a brand-new retelling of *The Ugly Duckling*, for which the writer, composer and director are all being selected through an open call-out.



## PARTICIPATION AT NOTTINGHAM PLAYHOUSE

We run over 57 different programmes for people of all ages, abilities and interests.

These include:

- 5 different weekly Young Companies.
- Homegrown Performers and Homegrown Creatives. A pre-professional training scheme for writers, directors, producers and performers aged 16-25 to develop their skills and industry practice.
- In House Theatre Company – a weekly theatre company for people facing challenges in their lives such as experience of homelessness, substance misuse, difficult family situations or mental health problems.
- Playhouse Platform – a weekly theatre company for learning disabled adults.
- Our Encore programme of 8 different regular skills classes and meet-ups for people aged over 50.
- Our Shine outreach programme of 11 regular drama groups for young people in disadvantaged areas of the city and county. 4 of the Shine groups take place in specialist centres with NHS and specialist education sector partners.
- For children under 5 we run 3 Family Festivals each year during half term, as well as a large variety of shows and projects in libraries and venues around the city.

Last year we had over 12,000 engagements with a wide variety of participants.

We also have a newly appointed Youth Board, Playhouse Choir and schools touring productions and plans for much more.

We always ensure our sessions are accessible to all participants and every programme has bursary places available for those who require additional support.

You can find out more about all our work by visiting our [website](#) or our [YouTube channel](#).



# NOTTINGHAM PLAYHOUSE

## OUR VISION, MISSION AND VALUES

The essence of who we are is to **create wonder in Nottingham**. We believe that, through theatre, being transported to different worlds broadens our horizons, that by being positive, relevant and devoted we provide an experience, not just a stage. At Nottingham Playhouse, we give a voice to untold stories and cultivate life-changing experiences. Our theatre is a place where everyone belongs, a place of entertainment, heart and joy.

Our vision is to create high quality art that is truly accessible and representative of both our heritage and our rich diversity. We aim to be a nationally recognised destination theatre, a producer of "must see" work and a venue that welcomes everybody to be entertained, surprised, delighted and challenged by work that is bold, brilliant and

relevant. Working in partnership with exciting artists and companies regionally, nationally and internationally, we create theatre that puts Nottingham Playhouse on the map.

We exist for the benefit of the people of our region – be they audiences, participants or artists. As a publicly-funded organisation we commit to ensure that our demographic of opportunity reflects the demographic of our catchment – including gender, ethnicity, sexuality, socio-economic standing and disability – to be not just world-class but also truly inclusive in all areas of operation, including to recruit and pay fairly. To strengthen our actions we have established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

In January 2021 we launched an Anti-Racism Action Group to look at the wider culture and environment at Nottingham Playhouse. The group advises the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the aim of ensuring that we are a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community. We have created an on-line system for Reporting Racist Incidents.

A core value of Nottingham Playhouse is to proactively create and support opportunities for cultural participation for all ages, for all backgrounds. We also work in supportive partnership with a very wide range of stake holders to cement our position as an organisation with a strong artistic vision that includes the development of artists.

Nottingham Playhouse is a founder member of [Ramps on the Moon](#), a member of [PiPA](#) (Parents and Carers in Performing Arts) and a [Family Friendly theatre](#). We are committed to the [UK Theatre/SOLT Ten Principles](#) to encourage safer and even more supportive working practices in theatre and have signed up to the [Old Vic Guardians initiative](#). Find out more about Nottingham Playhouse by visiting our [website](#) or our [YouTube channel](#).



## TRUSTEE Role Description

All Trustees share responsibility for the decisions and actions of the Board and the company. The Board is a collective body and its members are legally obliged to act in the best interests of Nottingham Playhouse Trust Ltd.

Additionally, as part of the Board, individual Trustees have the following duties and responsibilities:

- To ensure that Nottingham Playhouse complies with the Memorandum and Articles and legislative and regulatory requirements.
- To ensure that Nottingham Playhouse pursues its objects and that it applies its resources, and exercises its powers, exclusively in pursuit of those objects.
- To actively contribute to the work of the Board and to ensure that an effective contribution is made at Board Meetings. For this reason, Board Directors are expected to prepare for the six Board Meetings (e.g. by reading papers) and to endeavour to attend all Board Meetings.
- To exercise a high standard of skill and care, having regard to any specific knowledge and expertise, in managing the affairs of the company.
- To focus on the strategic role of the Board and help ensure that the Board fulfils its role of determining the strategic direction and development of Nottingham Playhouse through good governance and strategic planning.
- To bring personal capabilities, expertise and time to help take forward the operation and development of Nottingham Playhouse's activities.
- To act in the best interests of Nottingham Playhouse at all times and not on behalf of any funding body, constituency or interest group, or for personal interest, and to declare any potential conflicts of interest and take appropriate action.
- To undertake any tasks specifically delegated by the Board and to report back to the Board on any such action taken on its behalf.
- To be further involved in the governance of Nottingham Playhouse by participating in Board working parties as appropriate.
- To act as an ambassador for Nottingham Playhouse and safeguard its good name and interests.
- To contribute to the process of the appointment of the Chief Executive and Artistic Director and the succession planning and election of the Chair.
- To liaise with staff to support fundraising.
- To liaise with staff to support Public Relations.

- To attend all Press Nights of in-house produced work and selected visiting companies and to attend post-show parties as appropriate.
- To follow the Code of Conduct.
- To observe confidentiality.
- To actively network Nottingham Playhouse into the many and various communities (audiences, businesses, suppliers, funders, sponsors and so on) that form part of its constituency.
- To “fly the flag” for Nottingham Playhouse at every opportunity.

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## **TRUSTEE**

### **Person Specification**

- A commitment to Nottingham Playhouse and a sharing of Nottingham Playhouse's values.
- An interest in theatre and a commitment to seeing all Nottingham Playhouse in-house productions and Participation events where possible.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to think strategically.
- A proven professional competency or significant experience in a field of expertise of direct relevance to Nottingham Playhouse's operations, specifically capital projects, environmental considerations, buildings management, access, HR or business, and the willingness to utilise this.
- Good independent judgement.
- The ability to work as part of a diverse team.
- The willingness and ability to devote the necessary time and effort, including attending a substantial majority of Board and, where required, working group meetings.
- An understanding of the work of Nottingham Playhouse and of the wider creative landscape in which it operates.
- A commitment to and understanding of Equal Opportunities.
- A willingness and ability to facilitate introductions within the wider creative, funding, business and supplier network to support the work and financial security of Nottingham Playhouse.
- An understanding that joining the Board of Nottingham Playhouse Trust does not confer any business possibilities to the Trustee.

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## DIVERSITY, INCLUSION AND ACCESS

Nottingham Playhouse is committed to a policy of equality of opportunity and creating a workforce representative of the diverse communities we work with. We believe that theatre belongs to everyone and want to make sure that everyone has the opportunity to be involved. We want to work with people from diverse backgrounds, who will bring different skills and experiences to help us to achieve this.

Nottingham Playhouse has identified that our workforce is currently under representative of certain communities, particularly people who are Black, Asian, Brown, dual heritage, indigenous to the global south and or have been racialised as ethnic minorities and we take positive action for equal opportunities when recruiting for workforce positions. We have an Anti-Racism Action Group and an Access Working Group to create a programme of change to deliver increased representation, and to advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality.

We actively encourage applications from the Global Ethnic Majority and Disabled people. We are a Disability Confident employer, recruiting and supporting disabled people in the workplace. We are committed to ensuring that interview panels are as representative as possible, whilst comprising the relevant skills and experience to assess candidates' suitability for the role.

If you would like the information in an alternative format, or support in completing your application, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need the paperwork posting to you) and details of your request.

We welcome proposals to consider for flexible working on hiring. We are part of the Parents in Performing Arts (PiPA) campaign and welcome applications from people who have caring responsibilities and anyone looking for a positive work/life balance.



## HOW TO APPLY

If you would like an informal conversation about the role of Trustee with Stephanie Sirr, Chief Executive, please email [stephanie.sirr.01@nottinghamplayhouse.co.uk](mailto:stephanie.sirr.01@nottinghamplayhouse.co.uk) to arrange a time.

### To apply, please send us:

1. A covering letter explaining why this opportunity appeals to you and what experience, skills and knowledge you would bring to Nottingham Playhouse as a Trustee
2. A copy of your CV (please include contact details)
3. A completed Equal Opportunities monitoring form, downloadable from our website.

### Data and monitoring

As part of recruitment procedures Nottingham Playhouse collects and processes personal data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see Nottingham Playhouse Recruitment Privacy Notice on the website for full details.

The Equal Opportunities monitoring form will be separated from the application and will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.

### Submitting your application

Please submit your covering letter, CV and Equal Opportunities Monitoring Form by email to: [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk)

*Please send as a **Word document or PDF**. Do not send as a Mac Pages file, Zip file or use file sharing services such as One Drive or Dropbox.*

Or by post, marked Private and Confidential, to: **Recruitment, Administration Office, Nottingham Playhouse, Wellington Circus, Nottingham, NG1 5AF.**

If you require an alternative way to make your application, please contact us at [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) to discuss a suitable format, or ring Stage Door on 0115 947 4361. Please leave a message with your full name, contact information and details of your request.

### Deadline for applying

Closing date for applications: **Monday 26 February 2024 at 12noon.**

All applicants will be notified of the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in Nottingham Playhouse and we look forward to receiving your application.