

# NOTTINGHAM PLAYHOUSE

## Information Pack

## Trustees

### September 2025

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## Welcome

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

Nottingham Playhouse Trust Ltd (registered charity number 1109342) is seeking two new Trustees to join its Board. To complement the specialisms of our current governance, we are particularly seeking applicants with specialisms in **legal, HR, accountancy, governance, theatre producing, health and safety, business experience or property.**

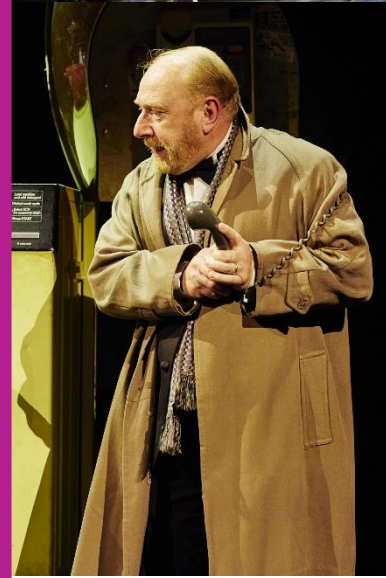
The Board meets six times a year in Nottingham, and each Trustee also attends at least one subgroup, which meet bimonthly or quarterly. Reasonable expenses for attending Board meetings will be offered. Trustees are also expected to attend press nights for each in-house production and support other Nottingham Playhouse activities and Participation programmes whenever possible.

These are unpaid, non-executive roles and applicants should be passionate and effective advocates for the arts. **If you are willing and able to commit your time and expertise to proactively support Nottingham Playhouse, we would love to hear from you.**

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.

In this pack, you will find information about what Nottingham Playhouse does, both onstage and in the community, as well as our mission and values. Towards the end of this pack, you will find more information specific to the role and how to apply.

We would like to help you to fully participate in the application process. If you would like this pack 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.



## About Nottingham Playhouse

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

Awarded Theatre of the Year 2025 in The Stage awards, Nottingham Playhouse is one of the country's leading producing theatres. We create a range of productions throughout the year, from timeless classics to innovative family shows and adventurous new commissions.

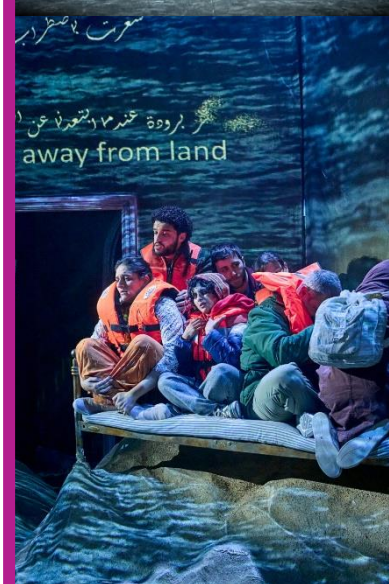
Under the leadership of Chief Executive, Stephanie Sirr MBE, Artistic Director, Adam Penford, and Chief Operating Officer, Lee Henderson, we mount varied and ambitious productions, attracting a host of high-profile performers and creatives and garnering frequent media attention and commercial interest.

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*.

## 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 established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

This group has now merged with our Anti-Racism Action Group, launched in January 2021 to examine 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



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fully representative organisation, which reflects the full breadth and richness of diversity within our community. Through this group we have created an online 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](#).

## Nottingham Playhouse in 2025

We're bringing an eclectic mix of theatre to the Nottingham Playhouse stage, starting with the regional premiere of Dennis Kelly's **Girls & Boys**, starring Nottingham's own Aisling Loftus. In April we presented **Animal Farm**, a chilling and thought-provoking adaptation of George Orwell's political fable, co-produced by Stratford East and Leeds Playhouse. **A Thousand Splendid Suns**, Khaled Hosseini's spiritual sequel to the critically-acclaimed *The Kite Runner*, completes our spring season.

In July, we present the first **AMPLIFY:SEASONS** event, celebrating work by local creatives through our Artist Development programme. Later in the year, we're thrilled to bring the world premiere of **The Last Stand of Mrs Mary Whitehouse** to our stage, a brand-new piece of writing from Caroline Bird (*Red Ellen*) starring the iconic Maxine Peake. Jonathan Spector's razor-sharp comedy **Eureka Day**, recently nominated for two Tony Awards, is sure to strike a universal chord.

2025 wouldn't be complete without our Playhouse Panto, and this year is no exception. This year it's **Sleeping Beauty**, and our show for younger audiences in the Neville Studio will be **The Little Mermaid**. There's something for everyone this year at Nottingham Playhouse.

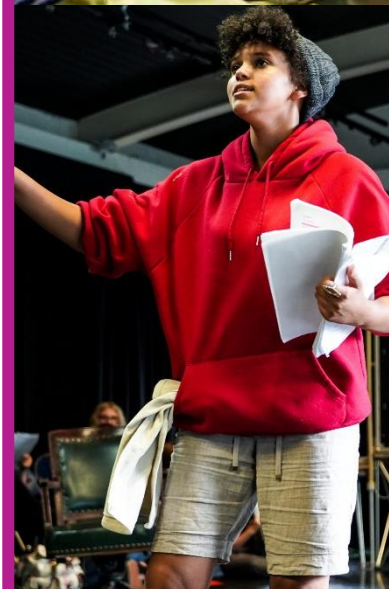


## Participation and the Community

At Nottingham Playhouse, our diverse, local community are at the heart of everything we do.

We run over 60 different programmes for people of all ages, experience and interests at Nottingham Playhouse, including:

- Weekly Young Companies.
- Homegrown – a pre-professional training scheme for writers, directors, producers and performers aged 16-25 to develop their skills and industry practice.
- Conversation & Creative Cafe – a safe space for Refugees and people seeking asylum to meet, socialise and be creative.
- Playhouse Platform and Open Stage Young Company for autistic learning-disabled adults and children.
- Our Life-Long Learning and Encore programmes provide a range of regular skills classes and meet-ups for adults.
- Our Shine programme is a long-running outreach programme, that now comprises 14 regular, free to access, drama groups for young people across the city and county. This includes specialist provision with Queens Medical Centre Hospital School and Nottingham Education Sanctuary Team (NEST).
- Family Festivals during half terms, as well as a large variety of shows and projects throughout the year in our venue and in libraries around the city and county.
- In 2023/24 we had over 40,000 engagements with a huge variety of participants.
- All of our participation programmes have bursary places available to ensure finances are not a barrier to engagement



## **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 (see next page).
- 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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## Code of Conduct

We ask all our Trustees to sign up to our Code of Conduct, which sets out the expectations for all Trustees of Nottingham Playhouse. The intended purpose of this is to promote integrity, accountability, and mutual respect, ensuring that the Board operates effectively and in the best interests of the organisation, its beneficiaries, and the wider public.

### Guiding Principles

As a Trustee of Nottingham Playhouse, I will:

- Act in accordance with the **charitable purposes** of the organisation.
- Uphold the principles of **public service, good governance, and artistic freedom**.
- Support Nottingham Playhouse's commitments to **equality, diversity, inclusion, and climate responsibility**.
- Promote and safeguard the organisation's **reputation, values, and mission**.

### Responsibilities and Behaviours

#### Governance and Oversight

- Attend Board meetings regularly and come prepared, having read all relevant papers.
- Serve on wholly-owned subsidiaries, sub-groups or working groups as agreed.
- Contribute constructively to discussions and collective decision-making.
- Respect the authority of the Chair and the consensus of the Board.

#### Duty of Care and Loyalty

- Act in the best interests of Nottingham Playhouse at all times.
- Avoid any conflict of interest (or declare it promptly if one arises).
- Maintain confidentiality regarding Board discussions and sensitive information.
- Never use the role for personal gain or advantage.

#### Conduct and Relationships

- Treat fellow Trustees, staff, artists, and stakeholders with respect and courtesy.
- Support the Executive team while holding them to account appropriately.
- Recognise the separation between governance and operational management.
- Avoid public comment on organisational matters unless authorised to do so.

### Engagement and Time Commitment

- I understand that Trusteeship requires time and energy.
- If I am unable to fulfil the role effectively—whether due to time, availability, or changed circumstances—I will inform the Chair at the earliest opportunity.
- I recognise that stepping aside may be the appropriate course of action if I cannot actively contribute to the Board's work.

### Compliance and Accountability

- I will comply with:
  - The governing documents of Nottingham Playhouse
  - Charity Commission guidance and legal duties
  - Arts Council England's standards and funding conditions

- I accept that failure to uphold this Code may lead to my resignation or removal as a Trustee.

If appointed as a Trustee of Nottingham Playhouse, we will ask you to agree to uphold this Code of Conduct and carry out your duties responsibly, ethically, and in accordance with the law and the values of the organisation.

## Terms of Reference

Nottingham Playhouse's Board of Trustees has established a number of Subgroups and Working Groups. These groups have authority to exercise powers and make recommendations on behalf of the Board for certain functions or decisions.

### **Subgroups:**

- A. Risk and Audit
- B. Governance
- C. Remuneration, HR and Succession Planning

### **Working Groups:**

- D. Fundraising and Development
- E. Diversity in the Workforce
- F. Anti-Racism Action Group
- G. Access
- H. Youth Board
- I. Space Working

The Board may add to, remove or amend any or all of the Subgroups or Working Groups at any time.

Each group has its own terms of reference, detailing its objectives, functions, membership, meeting pattern, reporting and review processes. These terms of reference are shared with our Trustees.

With the exception of the Remuneration, HR and Succession Planning Subgroup, meetings of all Subgroups and Working Groups are open to all Trustees to attend, whether or not they may sit as members of that Subgroup or Working Group.

Other than those members of staff specified under the appropriate Subgroup or Working Group Terms of Reference, each Subgroup or Working Group may from time to time require members of the Senior Management Team or other members of staff of Nottingham Playhouse to attend meetings in relation to specific items of business.

Each Subgroup or Working Group shall have the power to co-opt non-Trustees to serve as members, provided that such co-optees would not otherwise be excluded from serving as a Director of a Company under the terms of the Companies Acts.

## **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 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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## How to Apply

### 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 through the recruitment process. 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. Applicants who declare as being from the Global Ethnic Majority and/or as Disabled in their application will be guaranteed an interview for workforce vacancies if they meet the minimum criteria on the job person specification. 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.

We are a Disability Confident employer, recruiting and supporting disabled people in the workplace. We are happy to discuss reasonable adjustments to ensure the recruitment process is accessible.

We would like to help you to fully participate in the application process. If you would like information providing in an alternative format, support in completing your application, or an alternative way to make your application, please contact us by email 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.

We are open to discussing the possibility of flexible working. While we can't necessarily guarantee to give you your exact proposal, we do promise to carefully consider your request and explore what is practical for the role.



## Submitting your application

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.

Please submit these by email to: [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk)

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

Or apply 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.

Closing date: **Monday 29 September 2025 at 9am**

Interviews: Thursday 9 and Friday 10 October 2025 (may be subject to change)

All applicants will be notified of the outcome of their application.

Thank you for your interest in joining our Board of Trustees. We look forward to receiving your application.

[Click here](#) to sign up for job alerts to be notified of other future vacancies that may interest you.

## 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 information you provide 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.