

We are currently seeking a new Chair and Trustee to join our board.

Attic is an arts organisation which produces shows, workshops and creative events. Our mission is to make theatre projects with and for our local communities, and across south London. We aim to increase access to live theatre and make the benefits of creative education available to all.

We are currently in an exciting period of change and development with a thriving community programme and new commissions. We receive core funding from London Borough of Merton and project funding from the Arts Council and Wimbledon Foundation as well as a local corporate sponsor. We are a small company with a permanent team of 2, and a variety of freelancers employed on a regular basis.

After many years service both our Chair, Bridie Tobin, and Trustee, Maralyn Sarrington, will be stepping down. We are seeking two enthusiastic and dynamic individuals to continue their legacy by becoming the Chair and Trustee respectively to support the company through the next stage of development.

The role of Board is to provide direction and support to the joint chief executives, with regard to fundraising and development, business strategy, company policy and artistic aims as well as monitoring the efficient running of the organisation. We are looking for individuals who can offer their expertise, skills and networks to further the success of the company and scrutinise and advise on senior management decisions.

Personal Attributes

We are looking for people that have some or all of the following attributes:

- A passion for the arts, and specifically theatre
- Share the values of the company, especially around diversity and equal opportunities
- Experience of leadership, and developing senior level relationships
- Represent or consult with organisations at a senior level
- Can work constructively within a Trustee team which is diverse in background, culture and profession
- Are open to sharing with us their extended expertise pathways and networks

Skills

We currently have a good spread of expertise on the Board of Trustees but are looking to strengthen these areas and bring in new areas currently not represented. A summary of skills we are looking for include:

- Human Resources
- Safeguarding of Young people
- Community engagement

The Board of Trustees is 7 strong at present, with 3 recent new recruits. We meet quarterly. The Chair's role involves chairing Board Meetings efficiently and effectively, ensuring that we keep to the agenda and facilitating constructive discussion in which all voices are heard.

To obtain more information or to chat about the role and responsibilities further, please feel free to contact our General Manager, Victoria, on victoria@attictheatrecompany.com.

Opportunity: Treasurer, Board of Access All Areas

About Access All Areas:

Access All Areas is a multi-award winning theatre company, making urban, disruptive performance by learning disabled artists, rooted in our East London community in Hackney.

We are excited to be joining the Arts Council England National Portfolio for 2018-22.

The learning disabled community continues to be excluded from the cultural mainstream in the UK. We hope that now, with the support of Arts Council England, we can further develop our cutting-edge work that disrupts complacency and misconceptions surrounding learning disability.

As well as making large-scale immersive performance and touring shows, we run training to develop a new generation of learning disabled theatre makers. We also run training for other companies and theatres to help them be more accessible, and have a broad Take Part programme that helps people from our learning disabled community grow their own creativity, and improves wellbeing, communication and job-skills.

We believe passionately in the importance of including learning disabled artistic voices in society, to help create an artistic community that is made more vibrant, more varied and more relevant by including a range of voices.

Find out more at www.accessallareastheatre.org

About the role of Treasurer:

Our current Treasurer is moving on from Access All Areas after five years of excellent support. We are now seeking a financial professional eligible to act as a trustee, with an interest in the creative arts, to take on this important role at a time of exciting change and increased profile. The applicant should have some knowledge of charity accounting.

Purpose of the role:

To oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice

To monitor and report on the financial health of the organisation

To oversee production of all necessary financial reports/returns, accounts and audits

1

Bradbury Studios, 138 Kingsland Rd, London E2 8DY info@accessallareastheatre.org
0207 613 6445

Main tasks and responsibilities:

Liaise with relevant staff and trustees to ensure the financial viability of the organisation

Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them

With the Executive Producer, regularly report the financial position at trustee meetings (balance sheet, cash flow, fundraising performance etc.)

Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year

Liaise with auditors / independent examiner

Contribute to the fundraising strategy of the organisation

Support the Artistic Director and Executive Producer to make a formal

presentation of the accounts at the Annual General Meeting, drawing attention to important points in a coherent and easily understandable way for the committee

Overseeing, preparing, approving and presenting budgets, accounts and financial statements

Ensuring that Access All Areas has an appropriate reserves policy

In addition to the above statutory duties, the volunteer treasurer should use any specific skills, knowledge or experience they have to help the Board reach sound financial decisions.

All Trustees should have an interest in the performing arts. You should have a willingness to act as an ambassador for Access All Areas, along with the ability to work effectively as part of a team and build positive working relationships.

In addition to quarterly meetings and the annual AGM, our current Treasurer estimates that you will need to provide an additional 2-5 hours per month to support the company.

As Access All Areas works with vulnerable adults, all Trustees are required to undertake an Enhanced check with the Disclosure and Barring Service.

To apply:

Potential Treasurers should email a CV or list of skills, along with a brief statement (maximum 1 side of A4) outlining their interest in and suitability for the role to info@accessallareastheatre.org or by post to Access All Areas, Bradbury Studios, 138 Kingsland Road, London E2 8DY.

2

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For more information, contact Patrick on the above email or 0207 613 6445.

Shortlisted candidates will be invited to meet with the Chair of Trustees, the existing Treasurer, the Artistic Director and the Executive Producer, in January to see one of our workshops and discuss the application further.

Equal Opportunities

Access All Areas strives to be an Equal Opportunities employer and to encourage applications for work from all sections of the community.

Accessibility

If you require this information in an alternative format, please call 0207 613 6445 or email info@accessallareastheatre.org

Board roles and responsibilities:

Access All Areas became a Charitable Incorporated Organisation in 2017. We currently have 10 Trustees, whose collective responsibilities include:

- To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the financial solvency of the company – approving budgets and monitoring financial performance.
- To develop, approve and implement all policies and procedures
- To make sure the organisation is properly insured against all reasonable liabilities.
- To contribute to and approve medium and long-term plans for Access All Areas
- To be accountable to funding bodies
- To be responsible employers and appoint the Artistic Director

- ☐ To provide leadership, support and encouragement
- ☐ To act as ambassadors and advocates for Access All Areas
- ☐ To ensure the effectiveness of the board of trustees (including succession planning)
- ☐ To declare any conflict of interest while carrying out the duties of a trustee.
- ☐ To participate in any sub-committees as appropriate and attend Trustee meetings
- ☐ To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
- ☐ To keep informed about the activities of the organisation and wider issues that affect its work.

3

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☐ Each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

The Board of Trustees is a voluntary group that meets formally four times a year for quarterly meetings. Trustees should attend at least three of these per annum. There may be occasional special meetings at other times.

Meetings are usually held at Bradbury Studios, E2 8DY.

Trustees are also expected to see some of Access All Areas activities and/or performances to understand the work of the charity.

Trustees will serve a term of up to three years on the Board, after which point they can be elected by the board to serve for an additional three-year term.