



RECRUITMENT PACK

TRUSTEES



Hello

Thank you for your interest in York Theatre Royal and the post of

York Theatre Royal Trustee

We are particularly interested in Expressions of Interest from individuals with specialist knowledge and professional experience in theatre and fundraising.

Term: Initially for a 3 year renewable term. The position is not remunerated, however expenses will be paid as appropriate.

An induction programme will be available to all new Trustees and relevant training will be given.

Please submit your Expression of Interest form, with a CV and cover letter, to:

Vicky Biles
Director of Communications and Development
vicky.biles@yorktheatreroyal.co.uk

or by post to

Vicky Biles
York Theatre Royal
St Leonard's Place
York, YO1 7HD



About York Theatre Royal

York Citizens' Theatre Trust was founded in 1936 and is the operating company of York Theatre Royal. York Theatre Royal is one of the region's most successful producing theatres welcoming more than 185,000 visitors each year to a unique 275 year old building in the heart of the historic city of York.

The Theatre provides a healthy mix of our own produced work and the best available middle scale touring productions in our 759 seat main auditorium, and small scale touring and produced work for and with young people in the 100 seat Studio Theatre. We have long standing artistic partnerships with many organisations including Pilot Theatre Company and tutti frutti, an exciting new relationship with Wise Children and welcome a range of touring companies such as Ballet Black, English Touring Theatre and English Touring Opera to York to offer a different perspective to our many audiences. In addition York Theatre Royal produces a nationally acclaimed and much loved annual pantomime and for the last 7 years an ambitious and popular summer family show.

York Theatre Royal has long standing and valued relationships with high quality local amateur companies, who perform both on our main stage and in the Studio Theatre. We play an active role in our community and offer many opportunities for people to participate in our work.

York Theatre Royal is nationally recognised for the work we do with children and young people. This includes our Youth Theatre, the TakeOver Festival and our work with schools. Our Creative Engagement team works with all ages, but with a particular focus on 3 - 25 year olds. We help young people develop new skills, explore their creativity, increase their confidence and communication and embrace theatre as something which enriches their lives.



We also believe theatre provides an arena in which they can debate, exchange ideas and enjoy sharing experiences. Our work is a significant part of the cultural offer in York.

There has been a theatre on this site in York since 1744. Most of the present building dates from the nineteenth century with a four tiered auditorium typical of Victorian theatres. A modern foyer designed by Sir Patrick Gwynne was added in 1967. York Citizen's Theatre Trust leases York Theatre Royal from York Conservation Trust.

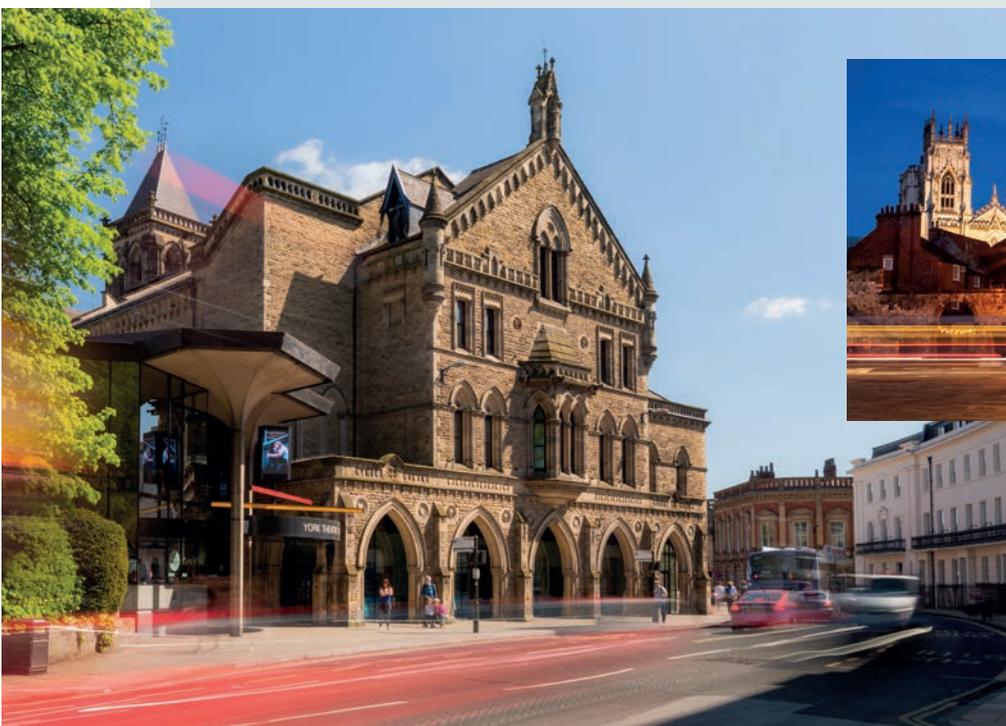
In March 2015 York Theatre Royal closed its doors to undergo a major capital refurbishment - the most significant in almost 50 years. The results have been the transformation of the front of house areas - improving access and customer flow in the foyer areas, re-locating the box office and developing and enhancing the food and beverage offer. We also re-modelled our 870 seat Main House, improving sightlines and customer comfort in the auditorium and replacing the old raked stage with a much more flexible, modular solution. This Capital project, supported by Arts Council England and City of York Council, now contributes to the ongoing sustainability of the organization. It brings with it exciting opportunities to significantly develop the trading operation of the theatre by introducing new income streams and exploring additional, exciting ways to capitalise on the £4.1 million investment in our historic building.

Next door to the Theatre Royal we occupy the De Grey Rooms and De Grey House (built in 1841). We have three tenants, our own offices and a rehearsal room in De Grey House. The De Grey Rooms next door house our Wardrobe and Costume Hire departments, plus a magnificent Ballroom and Cocktail Bar which we use for rehearsals and performances and hire out for weddings and parties. Both De Grey House and the De Grey Rooms are also owned by York Conservation Trust.

We feel privileged to be the custodians and to continue the legacy of our 3 buildings. The Theatre is a Grade 2* listed building and De Grey Rooms is Grade 2 listed. York Citizens' Theatre Trust is a registered charity and we are a National Portfolio Organisation of Arts Council England.

York Theatre Royal has an annual turnover of just under £4 million and has a successful track record in generating significant levels of earned income. The theatre earns almost three quarters of its turnover through ticket sales, donations and corporate investment, trading activity, co-productions and project funding. It continues to diversify its trading activity and runs a successful café/bar as well as managing an events business in the De Grey Rooms.

www.yorktheatreroyal.co.uk



Mission, Vision and Values

York Theatre Royal is a brave creative hub at the heart of the city, and it is here for you.

These stages, buildings and our city will thrive with live theatre of exceptional quality made with you - the world's most exciting artists - with more of the world's most exciting artists.

We will be known and admired everywhere for our work with you.



OUR VISION

We endeavour for a world in which everyone has the opportunity to participate in first-rate live theatre, and recognises its potential to enrich their life.

OUR VALUES

We are welcoming

We are ambitious

We are sturdy

We are ambassadors for York

We celebrate the city's true diversity; it makes us bloom

We are creative in every context (except for accounting)

We pull together

We excel in every area



OUR AIMS

To celebrate the theatre as a producing house and to make as much theatre as possible in York.

To use our artistic identity and skills to establish new revenue streams with a view to resilience.

To enhance internal and external perceptions of the organisation

To forge new partnerships

To grow our audience, celebrating the true diversity of contemporary York and beyond.

Person Specification

A proven record of successful leadership.

Possessing tact, diplomacy and excellent interpersonal and communication skills.

Knowledge of and interest in York Theatre Royal and an appreciation of the arts and cultural industry generally.

An independent strategic thinker able to develop relationships and drive consensus.

A knowledge of York and the region.

A range of local, regional and national contacts that could potentially benefit the Theatre.

Knowledge of the charitable or public sector would be an advantage.



Role and Responsibilities of Trustees of York Citizens' Theatre Trust Ltd

"Your role as a Trustee of York Citizens' Theatre Trust means that you have ultimate responsibility for directing the affairs of the theatre, ensuring that it is solvent, well run and delivering its charitable outcomes for the benefit of the public. You must use reasonable skill and care to ensure that the charity is well run and efficient.

You have a statutory duty of care to give enough time, thought and energy to your duties as a Trustee and to make reasonable use of your skills and experience." (from the Charity Commission Guide March 2012)

As a Trustee of York Citizens' Theatre Trust you must:

Ensure that the charity is run in accordance with the Charities Act 2011 and the recommendations of the Charities Commission.

Ensure that the charity complies with charity law, and with the Charities Commission as regulator.

Ensure that the charity prepares reports on what it has achieved, and Annual Returns and accounts as required by law.

Ensure that the charity does not breach any of the requirements or rules set out in its governing document and remains true to the charitable purpose and objects set out there.

Comply with the requirements of other legislation and regulators e.g. government bodies which govern the activities of the charity.

Act with integrity, avoiding any personal conflicts of interest or misuse of charity funds or assets.

Ensure that the charity is and will remain solvent.

Ensure that the charity has proper control of funds where people are raising money on their behalf or where a professional fundraiser is employed.

Ensure that funds are spent, or earmarked, for the purposes for which they were raised.

Use charitable funds and assets reasonably and only in furtherance of the charity's objects.

Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

Take special care when investing the funds of the charity, or borrowing funds for the charity to use

Sustain and advance YTR's mission and vision.

Learn how the organisation functions - finance, creative production, programming, education & outreach, administration, catering, human resources, and its relationship to other theatres and organisations.

Regularly attend meetings of the Board, well-informed having read all relevant papers in order to do justice to the affairs of the charity and make well-informed decisions.

Regularly attend any committees assigned to you, well-informed having read all relevant papers.

Disclose any conflicts of interest, seeking guidance from the Chair or C.E.O. if in doubt.

Support the consensus of the Board, after debate and discussion, or even disagreement.

Maintain confidentiality as required/appropriate.

Monitor policies, action plans and procedures pertaining to the YTR staff, stakeholders, including users and audiences.

Ensure that accounts are audited annually and that budgets, cashflows and accounts are approved after careful examination.

Obtain appropriate advice from external professionals, other advisers and/or the Charity Commission as required from time to time.

Be mindful that the Board has an overall responsibility to the above body and the public and therefore must consider risk management regularly.

As a Trustee of York Citizens' Theatre Trust you should:

Be a public advocate and ambassador for YTR.

Support and develop the aims of the strategic plan, as required.

Support the theatre by attending performances whenever you can, as well as those performances to which you are formally invited e.g. Press and Civic Nights.

Support and respect the role of the staff.

Show an understanding of the difference between oversight and management i.e. between the roles of the Board and the staff.

Keep up to date with YTR's operating environment, including e.g. wider networking, taking up training opportunities, reading relevant newsletters or specialist papers.

Have regard to the impact of YTR's activities on the environment, encouraging the charity to take an environmentally responsible and sustainable approach to all work undertaken.