

Trustee and Chair Recruitment Pack

December 2020



Night of the Living Dead Remix, by imitating the dog, March 2020

Welcome

Thank you for your interest in the Brewery Arts Centre. This pack provides background information on the organisation, an outline of our strategic priorities and a role description. If you would like any further information, or would like an informal discussion, please contact us to arrange a call.

We look forward to hearing from you.

Overview

The Brewery Arts Centre is a thriving arts venue and social hub for inspirational cinema, live music, theatre, festivals, events, exhibitions and creative learning.

Despite the challenges of Covid-19, we are planning for a bright future, with a new CEO/Artistic Director in place, capital upgrades underway, and ambitious new programmes in the pipeline.

Strategic Programmes 2021–22

Over the next five years we will become a centre for creative talent development and production, empowering young artists to create progressive new art and new ideas. Our home town of Kendal will be a hotspot for vibrant culture and creativity, an attractive and stimulating place for more diverse young people to live, work and create. Our key strategic programmes for 2021 are outlined below.

Future Creatives: Our creative talent development scheme will provide skills, knowledge, confidence and connections needed to thrive in the creative industries. Young creatives (16–30) will be matched with industry experts for mentoring, masterclasses, residencies, events and production, to build careers or develop practice in art, music, film, performance and creative digital media.

Creative Digital Hub: Our small-scale capital programme completes in March 2021 and will equip the centre with a suite of digital upgrades, new streaming equipment, improved connectivity and refitted live event spaces, cinemas and creative studios. New music and film production facilities will be introduced to our creative studios, providing a digital hub for artists, makers and producers.

Equality and Inclusion: We believe culture and the creative industries should be experienced and shaped by the widest range of voices and we aim to diversify our organisation and the communities we work with. We will embrace our new co-leadership role of the Arts and Culture Group of Anti Racist Cumbria, increasing opportunities for diverse artists.

Commercial Growth: Increased revenue is vital for our survival and we aim to grow new business opportunities through our trading company. We have radically improved our hospitality offer, appointing new management, undergoing refurbishment and welcoming a renowned head chef to the team. We aim to build on this and reach new markets, cementing our role as an exceptional destination for cultural, social and business events.

New Chair & Trustees

We are seeking a new Chair and a number of new Trustees to join our existing Board at this exciting time. We recognise to achieve our aims we need a wide and varied contribution to our thoughts, plans and ideas. We welcome and encourage applications from anyone over the age of 18, based in any location.

We especially welcome and encourage applications from people with backgrounds currently underrepresented on our Board, particularly people who are Black, Brown or Minoritised, people from the LGBTQ+ community, or people who are disabled.

All successful applicants will be given a full induction and training.

The following areas are of particular interest to us, but we also welcome applicants from other sectors and backgrounds. Creatives and creative professionals are strongly encouraged to apply.

- Contemporary music, film, theatre, international visual art or cross-disciplinary artforms
- Creative digital media, such as games design, sound production, animation, TV or radio
- Education, professional development, youth engagement or community engagement
- Legal professional
- PR, communications or audience development
- Public buildings, capital development, planning, regeneration or placemaking
- Hospitality, catering, conferencing, events or other commercial enterprise

Role Summary

Board members oversee the company's strategy, finances, operations and governance, working with the CEO/Artistic Director and senior management. There are six essential duties of a Trustee:

- To ensure your charity is carrying out its purposes for the public benefit
- To comply with your charity's governing document and the law
- To act in your charity's best interests
- To manage your charity's resources responsibly
- To act with reasonable care and skill
- To ensure your charity is accountable.

Key Responsibilities

As a member of the Board of Trustees, you will be committed to ensuring the strategic oversight of the organisation's decision making, sustainability and good governance. You'll do this by bringing skills, knowledge, experience and objectivity on:

- Reviewing the vision, values and long-term strategy, working alongside the CEO/Artistic Director
- Agreeing major policies and supporting staff to carry out these policies
- Agreeing budgets and monitoring financial activity
- Supporting the fundraising aims of the organisation
- Contributing to recruitment panels as required
- Ensuring the company is operating within the law and with good practice
- Ensuring the company complies with regulatory and statutory requirements
- Being prepared, where appropriate, to contribute to sub-committees or working groups undertaking work on behalf of the Board
- Agreeing to be Trustee of the Charity as well as the Company Limited by Guarantee
- Attending key events in the artistic programme, such as previews, where possible
- Acting as a spokesperson and advocate for the organisation where appropriate.

Trustees have ultimate responsibility for directing the affairs of the charity, and ensuring it is solvent, well-run and delivering the charitable outcomes for the benefit of the public. Trustees must ensure that they carry out their charity's purposes for the public benefit, and act only in their charity's interests.

There is further guidance available on the Charity Commission website, including an essential 'What You Need To Know As A Trustee' guidance pack: bit.ly/trustees-guide

Additional Duties of the Chair

In addition to the general Trustee duties set out above, the Chair of the Board will have the following specific duties:

- Leading the Board and the organisation to enable it to fulfil its purpose
- Ensuring an effective relationship between the Board and the staff; and between the Board and external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate
- Supervising and supporting the CEO/Artistic Director
- Planning and preparing the Board meetings and the AGM with others as appropriate
- Chairing Board meetings, ensuring a balance is struck between time-keeping and space for discussions; business is dealt with and decisions made; decisions, actions and deliberations are adequately minuted; the implementation of decisions is clearly assigned and monitored.
- Ensuring that a successor is found before the term of office finishes.

Terms and Conditions of Service

Initial three-year term; board members can be re-appointed up to maximum two-terms. Salary: Voluntary Position. The Company will reimburse travel and cover childcare costs. Hours: Four Board Meetings per year, plus an average of three additional meetings every year. Board Meetings take place quarterly in Kendal on weekday evenings. Virtual attendance at meetings via video call is also available.

Company Information

The Kendal Brewery Arts Centre Trust Ltd is a Charity and Company Limited by Guarantee. The trading subsidiary is the Kendal Catering Company Ltd. Both companies are governed by a voluntary Board of Directors/Trustees.

We welcome over 175,000 people every year and contribute to making Kendal a vibrant destination and one of the Sunday Times top ten market towns in England. We host two major festivals every year, Kendal Mountain Festival and Lakes International Comic Art Festival. Our live programme has featured radical innovators such as Patti Smith, Julian Cope, Lee Scratch Perry, Sleaford Mods and Imitating the Dog. Our creative learning programme reaches people from all ages and backgrounds.

We are an Arts Council England National Portfolio organisation and a strategic cultural partner of South Lakeland District Council. We receive ongoing support from Kendal Town Council, Cumbria County Council, BFI Film Hub North and a range of trusts and foundations. Funding from grants makes up 15% of our income and the remaining 85% is generated through ticket sales, memberships, donations and commercial trading revenue.

How to Apply

Please **download and complete an application** form and send it by email to Rebecca Elshaw on rebecca.elshaw@breweryarts.co.uk



Kyra Scott, Brewery Youth Theatre student rehearsing for Alice by Laura Wade, 2015

Deadline for applications: Monday 18 January 2020

Talk to Us

Please contact our CEO/Artistic Director, or our Interim Chair, if you would like to arrange an informal discussion before making your application.

Miriam Randall, CEO/Artistic Director
miriam.randall@breweryarts.co.uk

Terry Clarke, Interim Chair & Vice Chair
terryclarke@yahoo.co.uk

The Kendal Brewery Arts Centre Trust Limited is registered in England and Wales No. 03927101 and is a registered charity in England and Wales No. 01086789

The Kendal Catering Company Limited is registered in England and Wales No. 01064847 **Registered Office:** 122a Highgate, Kendal, Cumbria LA9 4HE