



**PAPERWORK  
THEATRE**

# **Paperwork Theatre CIC are seeking members for an Advisory Board.**

## **Who we are**

We are Paperwork Theatre.

We create bold theatre and events which are joyful, playful and full of humanity, staged in traditional theatres, unusual places, and community owned spaces. We are theatre makers, living, working and creating in the North West where we champion artistic excellence whilst maintaining a national outlook, working with established and emerging artists from across the UK. Our work is delivered across 3 core strands: Theatre, Community & Artist Opportunities.

Despite the challenges of 2020, Paperwork has gone from strength to strength.

We are ready to expand our team and widen our audience reach by working nationally. We have exciting plans for the next 18 months and are seeking a Board to help us achieve our aims and grow our reputation as a highly creative and socially responsive organisation who create in response to the question “what does the world need right now?”

Take a look at this short video:

<https://www.youtube.com/watch?v=0TnbPh1tIEQ>

Or check out our annual report

[https://issuu.com/paperworktheatre/docs/annual\\_report\\_20-21\\_1](https://issuu.com/paperworktheatre/docs/annual_report_20-21_1)

## **Why become a member?**

We're keen to learn from your expertise and we think there are a few areas in particular where you can help; we'd be particularly interested in applications from people with experience in Finance & HR, Marketing & Communications, Digital & Media and people with experience of working with diverse artists and audiences.

This list isn't exclusive and so, if you feel there's a contribution you could make then please let us know.

As a member of our Board, you'd be responsible for making sure the company is well run, financially secure and delivers its objectives for the benefit of the community.

As a CIC, our Advisory Board members **don't have any legal or financial accountability.**

## **Responsibilities**

Develop strategic plans and regularly review our long-term aims

Make sure we have the policies, practices and conditions in place to enable everyone who works with us to do a great job

Attend our 4 Board meetings per annum

Work as a team alongside other Board members bringing your advice, ideas and skills

Promote the work of the company within your own network and act as a public ambassador for our work

Help ensure that everything we do is legal, safe and financially achievable

Support the Co Artistic Directors on governance and best practice

Keep careful oversight of any risks to the organisation

## **We're looking for members who are:**

Committed to helping Paperwork achieve its aims

Passionate about supporting the development of art, artists and creativity to enrich people, places and communities

Able to bring your point of view, listen to others, make good, independent judgements, collaborate on effective decision making and offer honest feedback

Good communication and interpersonal skills and the ability to respect the confidences of colleagues

## **Although it's not essential, you might also have:**

Knowledge of the theatre/cultural sector

Knowledge of the local community and the social landscape.

Prior experience of committee/trustee work.

## **Time Commitment**

The Board will meet at least 4 times a year.

In addition to Board meetings, we'd like to keep in touch by email and phone.

If a Board Member misses three consecutive meetings, other than through illness or prior apologies, they will be asked to meet with the Directors to discuss their ability to commit to their position on the Board.

## **How to apply**

Please send an Expression of Interest (2 sides of A4 maximum or a video no longer than 2 minutes) outlining what experience you think you can bring in relation to the points above and why you'd like to join our board. The deadline is Monday 16th August 2021 @ 5:00pm.

Please send EOI to [info@paperworktheatre.co.uk](mailto:info@paperworktheatre.co.uk)

If you would like an informal conversation about this role, please let us know.