

CHAIR/TRUSTEE

RECRUITMENT PACK



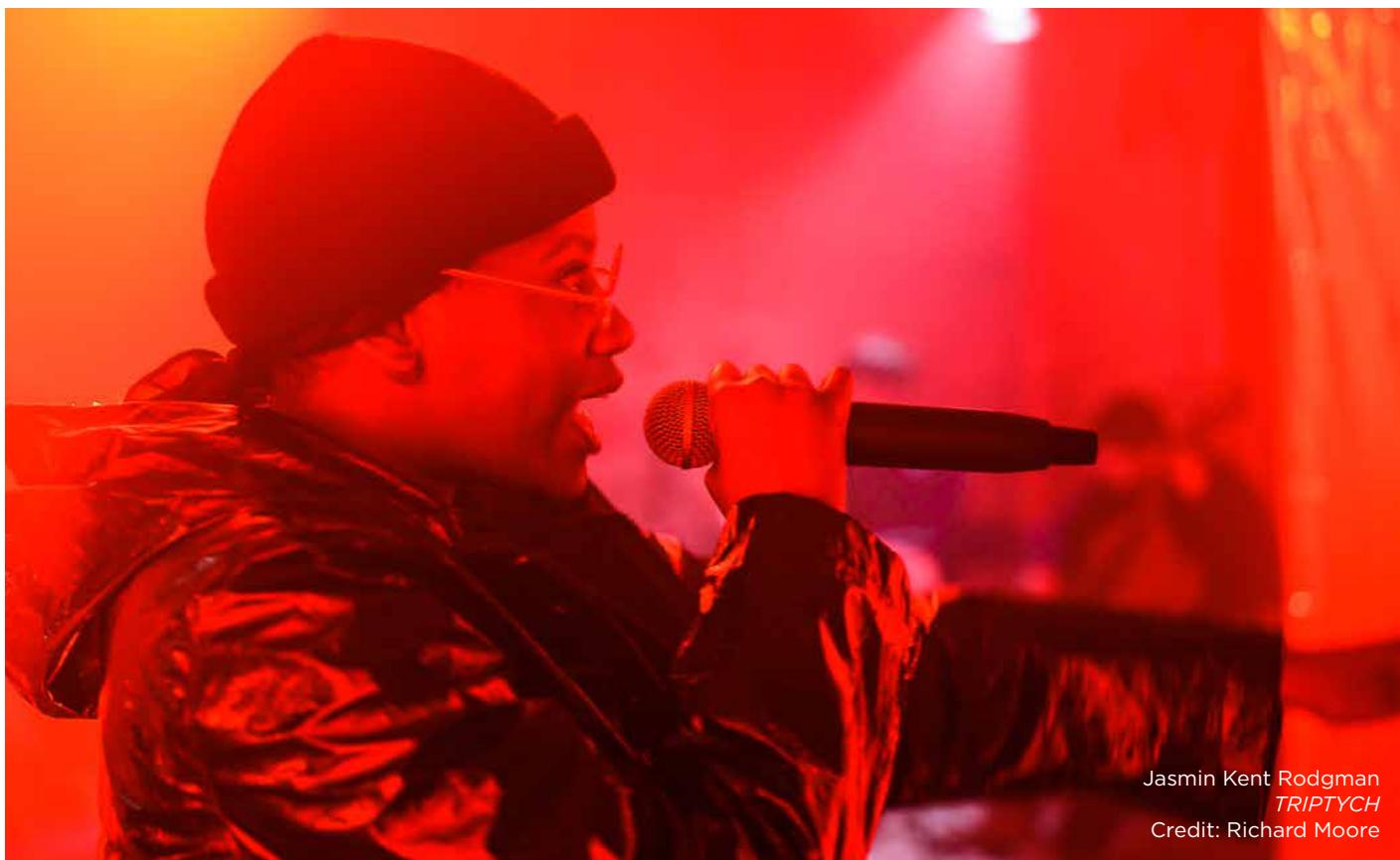


The Claim by Tim Cowbry
Credit: John Hunter

Front cover image:
Wayward Productions
The Language of Kindness
Credit: Ali Wright

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Jasmin Kent Rodgman
TRIPTYCH
Credit: Richard Moore

WHO WE ARE SEEKING

As we emerge from the pandemic into a changed arts landscape, and embark on the next stage of our ambitious capital project to make our building more welcoming, we're seeking to refresh our board with new experience and wider perspectives.

We are seeking a new **Chair** to lead the Board of Trustees plus at least **one additional Trustee** to expand the breadth of skills and representation of our local cultural communities.

DESIRED AREAS OF REPRESENTATION AND EXPERTISE

We are interested in meeting candidates who are keen to champion Shoreditch Town Hall's values, have a passion for live performance and who want to help us safeguard this beautiful building and develop it for future generations. We look forward to hearing about you and we will welcome applications from candidates with any experience relevant to our cultural, community, heritage or commercial activity. Particularly those with experience and skills in the following areas:

- Government, Public sector knowledge and advocacy
- Capital Project delivery or oversight
- Funding, sponsorship and donating
- Creative Learning and/or Participation

Shoreditch Town Hall seeks to break down barriers of entry for people from marginalised communities in the arts: it is a core part of our values but there is plenty more to do to engage with staff, artists, community members and trustees, to embed it deeply across the organisation. Our board of trustees aims to reflect the diversity of our community and, therefore, we are particularly interested in candidates living locally representing one of Hackney's cultural communities who have, historically, been under-represented within arts and cultural organisations due to the barriers of race, disability, low socio-economic background or gender.



ThisEgg
dressed
Credit: Lidia Crisafulli

WHAT WOULD I GAIN FROM BEING A TRUSTEE?

Being a trustee is not just about what you can give to a charity, but also what you can gain from the experience.

Our current trustees say that being a trustee of Shoreditch Town Hall has offered them:

- An opportunity to gain experience beyond what your job or life currently offer
- Insight into the third sector
- Personal and professional growth
- Being part of an innovative leadership team that is collaborative and shares responsibility
- Being able to use your skills and experience to impact social change

"I've found being a trustee at Shoreditch Town Hall hugely satisfying: being part of the team which helped shift the building from being a little-known space-for-hire, to becoming a successful, inclusive arts centre. For all I've contributed, I've taken away far more in terms of professional development. My understanding of strategic planning, HR, maintaining a heritage building and the broader arts agenda is greatly boosted, and I've also met some great people."

Penny Wrout, Chair

"I love being a Trustee of Shoreditch Town Hall. It's incredibly fulfilling to be a part of such a dynamic cultural hub, and to have the opportunity to learn from the incredible team there and my fellow trustees."

Heather Clark Charrington, Trustee



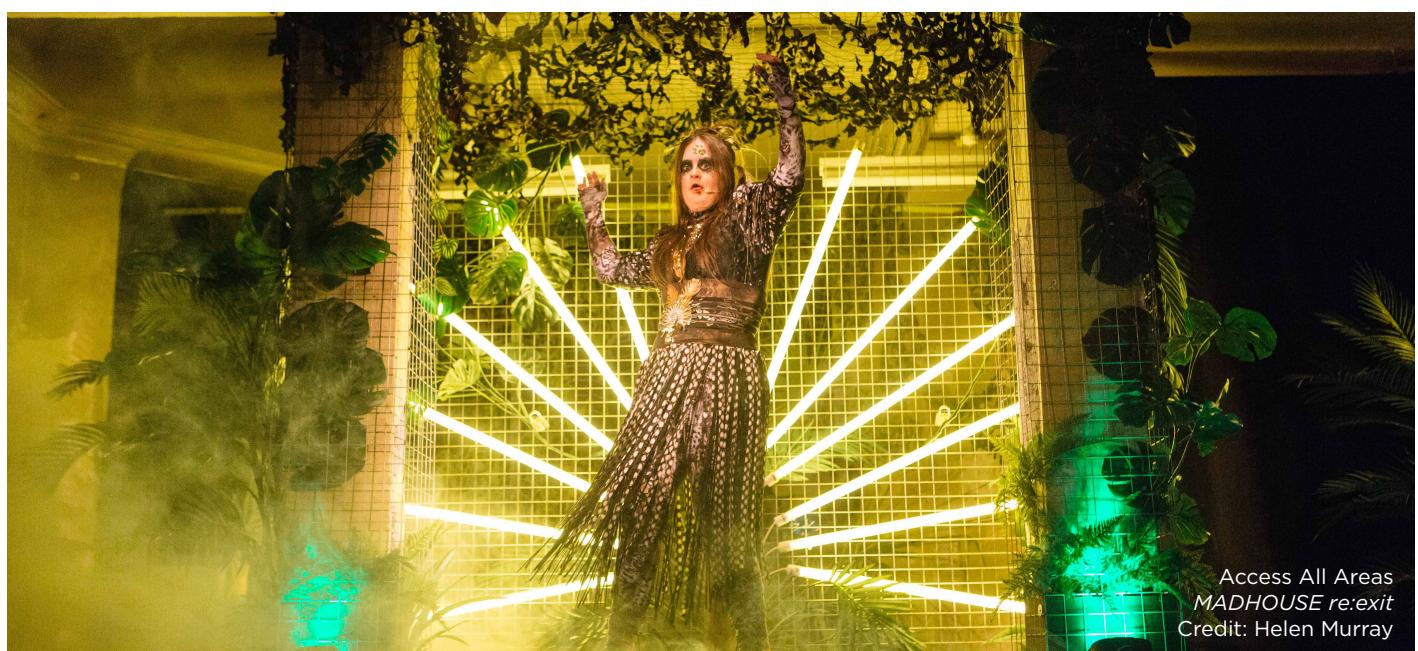
Credit: Puds&Co

WHAT IS EXPECTED OF A TRUSTEE?

- Shoreditch Town Hall's Board meets for four formal meetings per year. There is also a bi-annual Away Day planned outside the venue for Trustees and Senior Leadership Team.
- Meetings are normally held in person, in the venue, on weekday evenings lasting no more than 2 hours.
- When in person attendance is not possible, joining by video-conferencing is permitted.
- Appointments to the Board are voluntary and unremunerated, but reasonable travel expenses will be reimbursed where appropriate.
- Attendance at Shoreditch Town Hall events is expected at least twice a year across a range of events.
- The Board currently consists of ten Trustees including the CEO.
- Trustees are appointed for an initial three-year term, with a review within the first year to determine that the role is mutually suited to the candidate and the company. Trustees may be re-elected for a second term, subject to a review consultation with the Chair at the end of the first term to a maximum of six years.
- The Board of Trustees delegates certain responsibilities to sub-committees. Trustees may be expected to serve on one of these committees during their period of service.

MAIN PURPOSE OF THE ROLE

- To ensure that Shoreditch Town Hall is carrying out its purposes for the public benefit by ensuring that the organisation's Strategic Business Plan and day-to-day running meets the charitable objectives of the organisation.
- To ensure that Shoreditch Town Hall complies with its governing document, meets with charity law requirements, and is held appropriately accountable.
- To ensure Shoreditch Town Hall's resources are managed effectively and responsibly, ensuring that financial planning, risk management and other management controls and procedures are sufficient and appropriate.
- To always act in the best interests of the charity and make balanced and informed decisions relating to short and long-term planning.
- In accordance with the Trustee Act 2000, to exercise such care and skill as is reasonable in the circumstances.



Access All Areas
MADHOUSE re:exit
Credit: Helen Murray

WHAT IS EXPECTED OF A CHAIR?

Fulfilling the same functions as a Trustee of Shoreditch Town Hall referred to on page 10, PLUS:

- Chairing all meetings of the Board of Trustees, ensuring they are properly run and recorded;
- Taking the lead on ensuring that Trustees comply with their duties and the charity is well verned;
- Leading on the succession planning, and supporting the CEO on the recruitment and induction process, of new Trustees, ensuring inclusive representation across the Board;
- Having the casting vote if a vote on a Trustees' decision is tied;
- Attending regular Shoreditch Town Hall events especially those related to fundraising activities and acting as spokesperson when requested;
- Mentoring and supporting the CEO on behalf of the Trustees, offering input, advice and guidance on the work of Shoreditch Town Hall, maintaining a consistent and open flow of communication, in order to enable them to fulfil their role most effectively.

Such additional responsibilities should amount to no more than 4-6 hours per month.

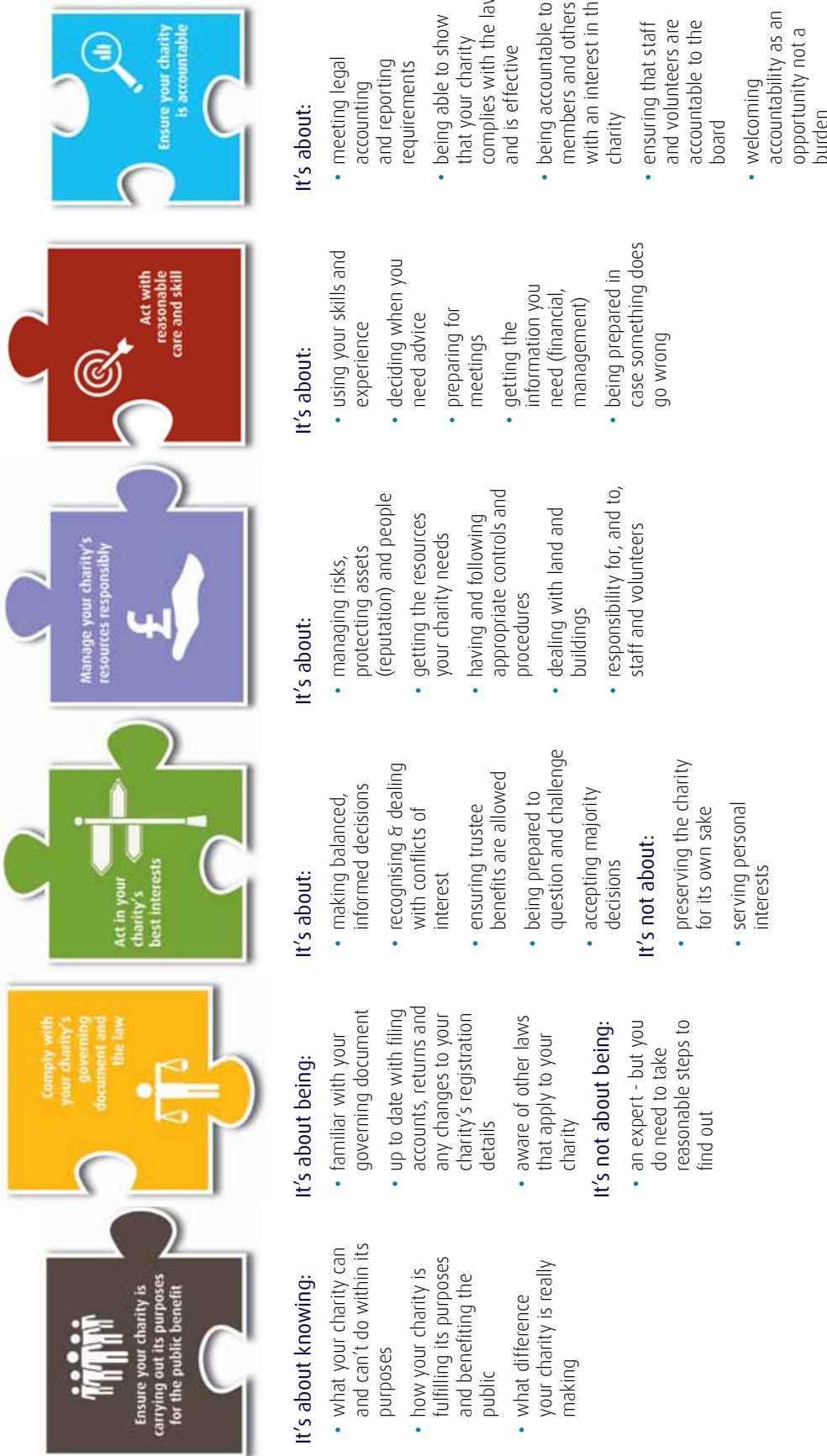


Pecms Drag Kings
The Pecmas Office Party
Credit: Harry Elletson

THE ESSENTIAL TRUSTEE JIGSAW



THE ESSENTIAL TRUSTEE JIGSAW





Ockham's Razor
This Time

Credit: James Berry Photography

ABOUT SHOREDITCH TOWN HALL

One of the grandest former civic buildings in London with a rich and varied history, Shoreditch Town Hall has established itself in the last decade as a leading cultural venue, live events space and community destination. We are seeking two new roles: a new Chair of Trustees, and at least one additional trustee, who can work with the CEO and Board to help guide the leadership team through the post-pandemic landscape to fulfil the building's potential, as one of the leading independent cultural organisations in one of the capital's busiest and most vibrant areas.

Our landmark Grade II listed building houses spaces which range from a cosy capacity of 40 to an expansive and versatile 750 seat auditorium. Our business tenants are drawn from the digital and creative industries and prestige hospitality, and our public spaces are brought to life with an eclectic and forward-thinking programme of activities targeted at the wider public and our local audiences. Inspired by the Town Hall's history as a centre for discussion, dialogue and debate, we now aim to deliver on our vision to:

- **Continue preserving and developing our listed building whilst enhancing our accessibility, openness, and use as a public space.**
- **Maintain and strengthen an inventive, popular and eclectic programme of cultural, community and live event activity.**
- **Build on the Town Hall's existing brand and identity to enhance our profile and reputation.**
- **Nurture new and existing relationships with our local communities, and develop diverse and loyal audiences, building users, and collaborators.**
- **Ensure the Town Hall provides transformative opportunities as an inspirational learning and talent development hub.**
- **Build on the organisation's non-regularly funded business model and previous core turnover of £1.2m per annum, strengthening our independency and long-term resilience.**

Shoreditch Town Hall is a fully independent charitable trust (no. 1069617) and does not receive any regular or revenue funding.



Shoreditch Live
Credit: Cesare de Giglio

KEY STATISTICS



Welcome **70,000 people** through our doors every year



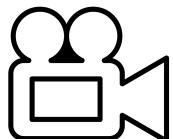
Present and produce a year-round cultural programme of up to **40 productions** across **theatre, dance, music, comedy, circus, cinema and talks**



Deliver an artist development programme that **supports supports and commissions from a wide and inclusive pool of over 50 artists**



Host **200 live events** per annum, with recent high profile clients including **Alexander McQueen, Amazon, Black Girl Fest, Cartier, Channel 4, Evening Standard** and **Fred Perry**



Provide a leading location for film and television shoots, including **Mangrove, The Death of Stalin, Florence Foster Jenkins** and **The Lady in the Van**



Collaborate with over **20 local partners** to deliver our community, learning and engagement programmes, providing nearly **5,000 hours of in-kind space** to community groups and artists every year



House **6 businesses** including the Michelin starred **The Clove Club** and **Time Based Arts**



Invested **£4.2m** in the preservation and development of our **Grade II listed building** since 2000

DRIVING VALUES

PROGRESS

Just like our founders, we are a flexible, forward-thinking, progressive organisation that explores new ideas, relishes experimentation, and challenges assumptions. We embrace an adventurous spirit, relishing in the unexpected and the new whether that be artistically or entrepreneurially. We want to effect positive social change with, and for, the people we encounter.

RESILIENCE

We will develop our business model, income streams, environmental sustainability and good governance in order to strengthen our independence, agility and long-term resilience, ensuring the organisation is enjoyed for generations to come.

COLLABORATION

We believe that collaborating with people from all backgrounds is the key to success. We value open, transparent and robust relationships, expecting all collaborators to share our driving values. We aim to champion local life, nurturing new and existing relationships with residents, businesses, schools and community groups. We collaborate creatively: enabling a rich learning and development environment to artists that celebrates the journey as much as the end result.

WELCOME

We will champion an open and inclusive approach, aiming to reduce physical and psychological barriers people face when accessing our building and the work we do, in order that people feel safe and welcome to work or visit with us. Acknowledging the building's physical attributes (and sometime limitations), we will embrace its heritage and past stories to inform and inspire the work we produce. We believe that our programmes, workforce and organisational culture should genuinely reflect the range of backgrounds that make up the communities we serve.

SUSTAINABILITY

We exist because of the landmark Grade II listed building we inhabit, and which we have a duty to preserve. However, to best protect its future, we must continue to evolve and develop it whilst finding ways to reduce the negative impact we have on the environment. We will both measure and improve our ecological performance, working with our staff, associates, and external partners to ensure that we remain environmentally responsible and embed sustainable practices throughout our work.





Black Girl Fest
Credit: Krystal Neuville & Keturah Cummings

HOW TO APPLY

Please prepare the following three documents as separate PDF attachments and e-mail them to jobs@shoreditchtownhall.com. Postal applications will not be accepted.

1. A CV
2. A covering letter expressing your interest in, and suitability for, the role of Trustee and/or Chair
3. A completed version of the attached Equal Opportunities Form. Shoreditch Town Hall is an equal opportunities employer, committed to access, diversity and representation. We believe that our programmes, workforce and organisational culture should genuinely reflect the range of backgrounds, perspectives and cultures that make up the communities we serve. The information provided is entirely confidential and will be used for monitoring purposes only. All questions are optional and the form will be separated from your application before the selection process.

Applications must be submitted by end of day 31st March 2022.

You will be notified by email if you have been invited to meet the Board in early April and you will be offered the opportunity for a tour of the building, and to meet Beth Byrne, current CEO of Shoreditch Town Hall.

ACCESSIBILITY

Should you have any access requirements or need any reasonable adjustments to be made in order to apply and/or attend an interview for this role, please let us know.

DATA PROTECTION

Shoreditch Town Hall reserves the right to collect personal data for the purposes of recruitment. The personal data supplied in your application will be handled, processed and stored securely within Shoreditch Town Hall and on Shoreditch Town Hall's servers for legitimate human resources and business management interests. We store all applicants' data until we have successfully filled the role in question. At this point, we will either delete the data (both hard and electronic copies) or keep it on our electronic database for future roles, subject to written permission from the applicant.

We will not share your data with any third party or recruitment agency.
More information can be found in Shoreditch Town Hall's Privacy Policy here:
shoreditchtownhall.com/about/privacy-policy.html



The Great Shoreditch Easter Egg Hunt
Credit: Richard Gray