

ACTORS TOURING COMPANY

2025 Trustee Recruitment

We are looking for NEW TRUSTEES to join Actors Touring Company



Welcome from the Chair

ATC is looking for new trustees – for people who share our passion for theatre and the values that inform ATC’s work – internationalism, intersectionality, inclusivity and representation.

We are outward-looking and curious. We are committed to exploring the possibilities of theatre through global voices and contemporary plays.

We are looking for board members who can bring fresh perspectives and insight through their lived experience. You do not have to have existing Board experience; it is your skills and insights that we value.

Trustees play a vital role in the success of an arts charity like ATC. They have legal oversight of the company and have scrutiny over the company’s financial viability.

They also set targets that ensure the company achieves its goals and ambitions – and that these align with its mission and values.

A trustee also brings their own skills, professional and personal experience to the company, offering insight that supports the Executive team and the company’s staff.

More information can be found later in the pack about the role of a trustee and how to apply. We are also offering an introductory **Zoom Q&A Monday, 27th January at 5pm** for people interested in applying who would like to speak to us and to find out more. [Please sign up via this booking link.](#)

Thank you for reading this pack. We are excited to hear from you.

Geraldine Brodie, Chair



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1. ABOUT ATC

ATC is a portable portal to the world. Through our work, we connect global artistic voices to local communities. We have an unrivalled track record in the commissioning, producing and touring of contemporary international plays.

"Unique, challenging and oh-so necessary"
The Guardian on Tambo & Bones

"The production feels more urgent than ever"
Broadway World on Bodies of Water

Through performance and participation, we aim to build understanding of diverse global cultures by creating dialogue between Britain and the rest of the world. Our work is about challenging and provocative subjects, social and racial justice, and always provides audiences with a world-class artistic experience that is engaging and entertaining.

We do this to open conversations across borders – both geographic and cultural. Since 1980, we've pioneered the touring of new global plays in the UK, often in world premiere translations, commissioned by us.

We are an Arts Council National Portfolio Organisation, supported by a number of other funders and stakeholders, including John Ellerman Foundation, Esmée Fairbairn Foundation and Wates Foundation. Collaboration and partnership is at the heart of what we do.

We are a small team who reach ambitions that far outstrip our size.

Mission and values

- We create theatre with global perspectives
- We engage with current issues, events and changes that impact all of us – across society – at this moment in history
- We are the leading British touring company dedicated to the production of international plays for UK audiences
- We amplify the voices of those deemed 'the other', exploring stories from cross-cultural communities within our own nation
- We are a leading commissioner and producer of plays by writers from the global cultures within the UK
- We are committed to empowering the artistry of communities by generating creative responses to our work through participatory and co-created activity
- We support the development and presentation of underrepresented stories, artists and creators



[The Architect](#) 2023, Image by David Levine

Our work

Touring nationally and internationally, ATC has presented work from Germany, Holland, Norway and the USA, and has visited theatres and festivals from Barcelona to Glasgow, from Scarborough to Hong Kong.

For our 2023/24 Transformation Season (featuring *Family Tree* – on tour, *Tambo & Bones* – Theatre Royal Stratford East, *The Architect* – Greenwich + Docklands International Festival 2023), we reached over 15,000 audience members and 1,600 participants in the UK and internationally.

We worked with co-producers Belgrade Theatre, Coventry; Brixton House; Stratford East; Greenwich + Docklands International Festival and toured to 14 locations, including Coventry, Glasgow, Brixton, Edinburgh, Oxford, Sheffield, Nottingham, Liverpool, Bristol, Plymouth, Ipswich, Keswick and Newham in London.

ATC's most recent production *Bodies of Water*, was an outdoor performance and participation programme made with members of the sanctuary-seeking community across Southeast London, resulting in an evocative and powerful piece of theatre staged on the banks of the Thames as part of Greenwich + Docklands International Festival 2024. The piece was featured on Channel 4 News.

2025 marks a new chapter for ATC with a new partnership between Artistic Director Matthew Xia and new Executive Director Jo Royce to develop a new strategic plan that celebrates the company's rich history and explores new opportunities both in the UK and internationally. This exciting new partnership has already been recognised by inclusion in the Stage 100 2025.

In Spring we will take our hugely successful production of *Tambo & Bones* (originally staged at Stratford East in Summer 2023) on a national tour, visiting Northampton, Liverpool, Coventry, Manchester, Leeds returning for a second run Stratford East. We are also in talks with Greenwich + Docklands International Festival about our role in their 2025, 50th anniversary Festival.



[Tambo & Bones](#) 2023, Image by [The Other Richard](#)

2. WHO WE ARE LOOKING FOR

We are keen to hear from the broadest range of people. We want our Board to be a group that reflects and represents the nature of our work, our community of artists and our audiences.

You may bring relevant professional experience, or your own lived experience. You might have been on a Board before, or you might be joining a Board for the first time.

We are looking to increase the skills areas on our Board from people who have:

- Experience as an artist or creator
- Experience of producing or programming
- Experience in marketing, comms or brand strategy
- Legal, finance, HR or operations experience
- Experience in audience development

Please note that we are looking to recruit more than one trustee, so we are not expecting you to be able to tick all the boxes.

We want our Board to reflect the global society in which we live and make work. It is hugely important to us to reflect a diverse range of experiences and insights and are looking to increase representation on our Board from Black, Asian, Latinx, dual heritage and migrant communities; those who identify as Disabled; and those from working class backgrounds. We want our Board to be as international as our work.

You will love theatre and/or live arts and performance and feel true affinity to ATC's company mission and values, particularly our global perspective and how that translates into our engagement with artists, audiences and participants.

3. THE ROLE OF THE TRUSTEE

As a trustee of ATC, you will support one of the most forward-thinking, internationally engaged theatre companies in Britain.

You will work closely with a dynamic Executive Team and engage with key issues facing the cultural sector. You will be a key voice in empowering a developing organisation to reach its potential. The Board delegates day-to-day management of the organisation to the Executive Team.

Key responsibilities of the Board:

- Promote and ensure good governance
- Ensure the Board executes its legal duties, responsibilities and liabilities
- Ensure the organisation adheres to the Arts Council guidance on good governance, and meets our funding criteria for Arts Council and our other funders
- Extend the company's networks of contacts and open doors
- Promote a progressive understanding of and commitment to diversity in all forms
- Advocate for ATC's vision and its work in the UK's cultural sector
- Draw on experience and knowledge to actively contribute to the setting of strategic direction, recruiting and supporting the team to shape and deliver the vision, mission and values
- Have oversight of company strategies, setting ambitious targets, evaluating performance and measuring achievements
- Support and contribute to the development of fundraising
- Support the Executive Team with insights from your own experience and knowledge

Key behaviours:

- The ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept a majority decision and be tolerant of other views
- Good independent judgement; able to communicate with tact, diplomacy and powers of persuasion
- A preparedness to offer personal and professional skills and experience to support the work of the staff when required and appropriate

Trustworthiness:

- Commitment to the principles of: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Board members must act in the best interests of the Company, avoiding personal conflicts of interest, or misuse of the Company's funds or assets
- Safeguard ATC's good name and value

Statutory Responsibilities of the Board:

- Ensure the company's activity and assets are insured
- Approve annual accounts
- Approve and review internal policies, such as Equality & Diversity, Grievance, Dignity and Respect in the Workplace.

Time commitment:

- Ability and willingness to devote necessary time and effort to ATC
- Attendance at Quarterly Board Meetings
- Reading Board papers in advance of the meetings
- Attending an Away Day every 2 years (or more frequent if required)
- Potentially joining or leading a sub-committee that focuses on a specific area
- Attending or engaging with extra meetings and activities such as Business Planning, major funding applications
- Attending advocacy events, for example press nights, cultivation evenings

When does it happen?

- Board Meetings are **quarterly**, held in March, June, September and December (also AGM) between 6pm – 8pm. Meetings alternate between online and in-person sessions.
- Subcommittees usually 3 - 4 weeks in advance of each Board meeting
- Subcommittee meetings last 60-90 minutes and are scheduled at times & dates according to availability

Length of Term

Trustees are appointed initially for three years and are then normally eligible for two consecutive terms of three years before retirement.

Expenses

Board members are unpaid but travel and out-of-pocket expenses can be reimbursed.

Making our Board accessible

If you are not sure you can meet the desired criteria above because of, for example, your **working hours, employment status, caring responsibilities, level of experience, socio-economic or cultural background or access needs**, but are still interested in becoming a trustee - **please** get in touch anyway.

We will do whatever's possible to ensure these things are not barriers to your involvement.



4. HOW TO APPLY

We are holding an **open zoom** on Monday, 27th January 2025 at 5pm where Geraldine, our Chair, and other trustees, will be available to **answer any questions** you might have. **Please sign up via this booking link.**

If that time and date isn't convenient for you, just drop us a line recruitment@atctheatre.com and we'll arrange for you to chat with a trustee on another day.

You can apply in writing, or by sending us a short video or audio.

What to include:

Tell us:

- Why you are interested in becoming a trustee of ATC
- Tell us about your experience and qualities, and what you will bring to ATC
- Tell us how you think you can help us to achieve our mission and vision
- Tell us one thing you'd like to learn or achieve from being a trustee of ATC
- We proactively seek to ensure equality of opportunity and representation in our company, including our Board. Thinking about this, please let us know if you have experienced socio-economic barriers to your personal or professional development.
- Please include contact details for a referee who knows you in a professional capacity.
- Please fill in the equal opportunities monitoring form and include it in what you send to us.

The information on the monitoring forms is anonymous and is collated by staff members unconnected with the recruitment selection.

What to send:

- Application including attachments such as:
- Letter (no more than 2 sides of A4) OR
- Video (a simple straight to camera introduction of no more than 5 minutes) OR
- Audio (no more than 5 minutes)
- **Equal opportunities monitoring form**
- Contact details for one referee who knows you professionally

To: recruitment@atctheatre.com

Deadline: Friday 14 February 2025 at 5pm

What happens next:

If you are selected to meet with the team, we will get in touch to arrange a conversation with Chair Geraldine Brodie and the trustee selection group.

Cont..

This conversation will be:

- Informal
- An opportunity for us to meet and find out more about each other
- No more than 30 minutes

We hope to meet in person but are happy to arrange a chat via whatever platform suits you best (e.g., Zoom).

Meetings will be held on **Wednesday 26 and Friday 28 February 2025**.

We will let you know by **w/c 3 March 2025** if we are inviting you to join the ATC Board. If you are invited to join the Board, you will be asked to observe our Board meeting on **Monday 17 March** to meet the trustees and to be formally voted on.

You can read more on the ATC website about:

- [Recent Projects](#)
- [Mission and Values, People and Policies](#)

ATC Policies:

- [Data Protection & Privacy Policy](#)
- [Dignity and Respect at Work Policy](#)
- [DEER \(Diversity, Equity, Equality and Representation\) Policy](#)
- [Environmental Policy & Action Plan](#)
- [Family Friendly Working Policy](#)
- [Health & Safety Policy](#)
- [Flexible & Remote Working Policy](#)
- [Safeguarding Policy](#)



QUESTIONS?

You are more than welcome to contact us for an informal chat. To arrange, just drop us a line on recruitment@atctheatre.com

Let us know a bit about what you'd like to discuss, and how you'd prefer us to get in touch – phone, email, video chat, etc.

We will get back to you.

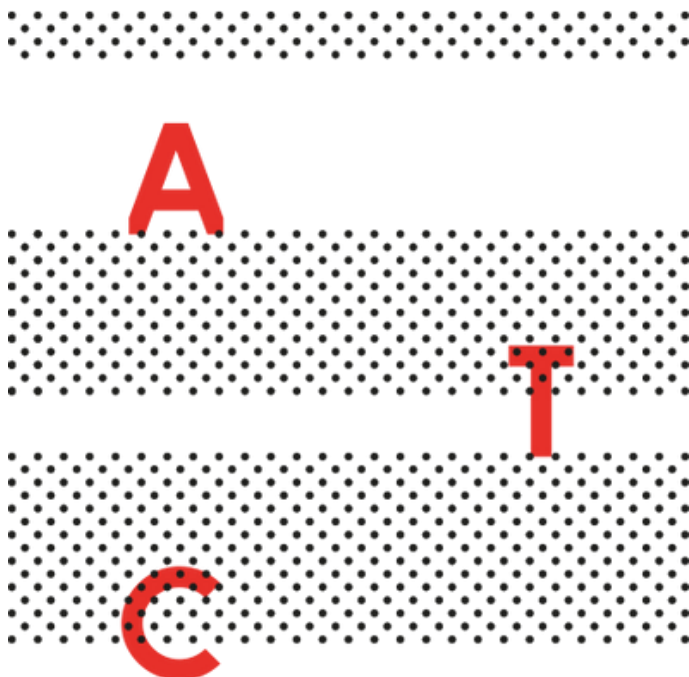
No question is a bad question, please just ask.



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