

Thank you for your interest in joining the Board of North East Theatre Trust Ltd t/a as Live Theatre.

Live Theatre has an international reputation as a new writing theatre. As well as producing and presenting new plays, it seeks out and nurtures creative talent.

“One of the most fertile crucibles of new writing” **The Guardian**

A high proportion of Live Theatre’s work regularly tours to other venues across the UK and internationally, including to Broadway and the Melbourne Festival. *Our Ladies of Perpetual Succour*, written by Lee Hall and co-produced with National Theatre of Scotland, won an Olivier Award for Best New Comedy and has completed a West End run in 2017 and *The Red Lion* by Patrick Marber, starring Stephen Tompkinson, transferred to London in winter 2017 and was nominated for an Olivier Award 2018 for Outstanding Achievement in an Affiliate Theatre.

Live Theatre’s work with young people was recognised with an Outstanding Contribution Award at the North East Youth Work Awards and awarded Investors in Children status for its child-led approach. It has the largest free drama education and participation programme in the region.

“Live Theatre is British Theatre’s best kept secret. [It] has supported generation after generation of new writers, actors and theatre artists.” **Lee Hall, Playwright**

Located on Newcastle upon Tyne’s Quayside, theatre is based in a carefully restored complex of five Grade II listed buildings, combining state-of-the-art facilities in a unique historical setting with a flexible and welcoming theatre space, studio, rehearsal room and writers’ rooms.

Live Theatre draws on a broad portfolio of income streams and is recognised as a national leader in developing new strategies for increasing income and assets. These include The Schoolhouse, a hub for creative businesses; Live Garden, a beautiful outdoor performance space; Live Tales, a centre for children and young people’s creative writing; and Live Works, a commercial office building which has won architectural awards from RIBA and the Civic Trust. Live Theatre receives a percentage of the income from award-winning gastro pub The Broad Chare and from Head of Steam, Quayside.

Live Theatre is funded by Arts Council England as a National Portfolio Organisation and receives financial support from Newcastle City Council through the Newcastle Culture Investment Fund managed by the Community Foundation, and from other trusts and foundations, corporate partners and Friends.

We are particularly interested in those with skills and expertise in the following areas:

- Finance and accounting
- Theatre/Performing Arts e.g. writing, performing, directing or producing for the stage
- Legal
- Digital e.g. film-maker, broadcaster or social media expert
- Marketing e.g. sales, commerce, income generation, PR or branding

Kind regards

A handwritten signature in black ink, appearing to read 'Paul Callaghan'.

Paul Callaghan, Chair

Trustee (also known as Board member) Role Description

North East Theatre Trust Ltd t/a Live Theatre is committed to equality and is working to broaden the diversity of our Board of Trustees to be more representative of our city and region. North East Theatre Trust Ltd welcome applications from all sectors of the community, including both those who are new to non-executive/trustee board work, and individuals who have a proven track record in senior governance roles. The Board would particularly welcome applications from suitably skilled and experienced people from groups covered by the Equality Act 2010, protected characteristics.

Overall responsibility of the board

To provide direction and stewardship for North East Theatre Trust Ltd (NETT) by:

- Setting the vision, mission, values and strategic direction
- Monitoring and communicating performance against the strategy, its impact upon stakeholders and its corporate behaviour
- Protecting & managing the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring compliance with all constitutional, legal and regulatory requirements
- Ensuring that the charity's governance is of the highest possible standard

Trustee Duties & Responsibilities

Each Trustee has a responsibility to:

- Understand the information shared regularly by the Executive Team
- Hold the Executive Team accountable for ensuring that North East Theatre Trust Ltd's operation conforms to law, and that fit and proper processes are in place
- Develop the strategies that underpin North East Theatre Trust Ltd's Business Plan and to hold the Executive Team and other Trustees accountable for delivering the business plan
- Act as mentor or advisor to staff in areas of personal expertise, being careful to observe the distinction between non-executive and executive responsibility
- Ensure that North East Theatre Trust Ltd complies with its Memorandum and Articles of Association and pursues its objects set out therein
- Ensure the financial stability of the organisation

Time commitment

It is expected that the time commitment is approximately 20 hours per year. NETT Ltd's Board of Trustees meet 5 times per year. Board papers are sent in advance of meetings, and trustees are expected to read and give feedback, as appropriate. In addition, an away day is held once a year to enable strategic planning and review of the charity's activities.

Personal attributes of Trustees – Essential:

- Good independent judgement, common sense and wisdom;
- A commitment to the aims & objectives of North East Theatre Trust Ltd
- Strategic Vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- To sit on appraisal, recruitment and disciplinary panels as required
- A commitment to carry out the duties of a Trustee
- The ability to attend at least 3 out of 5 Board meetings each year and to participate in a Board Awayday at which focus will be given to strategic planning and review of charity activities;
- A willingness to offer personal and business skills and experience to support the work of the organisation and act as an advocate for the charity when required;
- A willingness to draw on contacts and networks in support of the organisation
- An ability to work with others, to be willing to state personal convictions but accept tolerantly the views of others, and to accept majority decisions;
- The ability to treat sensitive information confidentially;
- An understanding of best practice in governance;
- Understanding of current issues within the Arts
- A willingness to engage with the current issues affecting the arts
- A commitment to read meeting papers in advance of meetings and, if unclear about any of the content, to clarify this with members of the Executive team in advance of the meeting.

Code of Conduct

Selflessness

Trustees of NETT have a duty to act in the best interest of NETT as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they represent if on the committee as a user representative.

Openness

NETT trustees should ensure that confidential material is handled in accordance with due care. NETT Trustees should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Integrity

Trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.

Trustees should avoid any appearance of improper behaviour, should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Honesty

Trustees have a duty to declare any interests relating to their trustees role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflicts with their trustee duties, he/she must resolve this conflict in favour of the trustee role

Objectivity

In carrying out their role, including making appointments, agreeing contracts, or transacting other business, trustees should ensure that decisions are made solely on merit.

Leadership

Trustees should promote and support the principles of leadership by example.

Trustees should support and respect must respect the role of the Executive Team. There may be circumstances under which trustees will be working directly with NETT staff. Guidelines for such working relationships must be clear to both staff and trustees and when these occasions arise; the Chair should be informed in advance.

Accountability

Trustees have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in NETT.

Trustees are accountable for their decisions and actions to the public, funders and membership. They must be open to what scrutiny is appropriate to their role.