



115, Upper Street, N1 1QN | 0207 226 8561 | kingsheadtheatre.com

Job Title	Chair of the Board of Trustees and/or 1x Member of the Board of Trustees
Length of engagement	Three year initial Term of Service, renewable through re-election at an Annual General Meeting. The maximum Term of Service is two consecutive terms, or a period of 6 years, at which time a Board Member must take a break of one year before being re-elected.
Hours & Commitments	The full Board meets four times a year . Ad hoc meetings or conference calls are occasionally convened throughout the year. Enquiries from senior management are emailed out to individuals, or the whole Board, on a semi-regular basis and Board Members are expected to respond swiftly.
Pay & Perquisites	Board Members of organisations having charitable status may not receive a salary, fee or other form of remuneration for any of their services to the charity. This does not, however, affect reimbursement for a Board Member's reasonable and proper out-of-pocket expenses as agreed with the organisation.

About Kings Head Theatre

Established in 1970, the King's Head Theatre is looking to grow its board at this exciting moment in our history as we move to a new venue with a 200 seat auditorium and 50 seat cabaret space. The King's Head has become known as a breeding ground for new talent and great work. Renowned actors such as Maureen Lipman, Hugh Grant, Jennifer Saunders, Dawn French, Alan Rickman and Richard E Grant have all performed here and a number of our productions have transferred to the West End from writers such as Tom Stoppard, Steven Berkoff, Bryony Lavery and Victoria Wood.

Today, the theatre is a predominantly LGBTQ+ space, celebrating work made for, with, by and about the LGBTQ+ community. Our artistic policy is joyful, irreverent, colourful and queer and we programme a broad range of artforms from plays, musicals, opera, stand-up comedy, drag, cabaret and the intersections between. You're always bound to find something that is entertaining and alternative.

Who we are looking for

We are seeking an exceptional individual to succeed James Seabright as the new **Chair of the Trustee Board**, together with a **trustee with a background in fundraising and development**.

Role Description

The King's Head Theatre's Board plays a central role in the life of the theatre. It is peopled by expert individuals who are excited to nurture and inspire the next generation of theatrical talent and we are particularly looking to add to our Board with an individual/s with a background in fundraising, development and philanthropy.

The Board is currently chaired by James Seabright and in total has 8 members with a range of backgrounds including experience in theatre production, venue operations, charity governance, finance and legal. We operate a unitary Board with key decisions being taken directly by the Board, but reserve the right to establish sub committees or working groups to undertake more detailed activity.

You can view our current board members here:

<https://kingsheadtheatre.com/about/team/kht-trustees>

Member/Trustee Responsibilities

The King's Head Theatre is a Registered Charity (company limited by guarantee - registered in England & Wales No. 9187162 - Charity No. 1161483), with a non-executive Board who are responsible for:

- Setting policy
- Ensuring sound financial management
- Securing the future of the Company through advice on fundraising and networking with senior policy makers
- Appointing senior staff
- Supporting the senior staff in their activities
- Attending and contributing to four Board meetings a year
- Approving the Business Plan, including overall objectives and budgets while delegating implementation to the staff.
- Understanding the legal and financial responsibilities of Board Members (see below) and carrying out these responsibilities of monitoring and decision-making
- Advising on the devising and implementation of a strategy to raise the public and privately sourced funding required to support the Business Plan
- Supporting the overall Artistic vision within the context of The King's Head Theatre's history and identity, and to provide critical oversight with regard to the practical and financial implications of the artistic programme.
- Where appropriate, establishing and and/or taking part in sub-Committees or working groups

- Attending King's Head Theatre productions as regularly as possible
- Supporting the staff in their activities through attendance at key events
- Providing active support to help shape the theatre's approach to fundraising and development
- Using professional and arts networks for the benefit of the King's Head Theatre
- Contributing to the recruitment, appointment and appraisal of the organisation's senior staff
- Ensuring that the Company acts at all times within the aims set out in the constitution and in accordance with the conditions laid down by any provider of funds or grants
- Ensuring that there is no misapplication of any Company property and that all assets of the Company are used for the benefit of the Company
- Disclosing the nature of any interest which he or she has in any contract to which the Company is a party - to avoid a conflict of interest
- Ensuring that the organisation operates within the limits of its financial resources, actual and expected
- Exercising care, diligence and skill in the execution of Board Member duties i.e. that degree of skill which may reasonably be expected from a person of his/her knowledge and experience
- Ensuring that the organisation complies with the requirements of the Charity Commission and other relevant legislation, e.g. Health and Safety Regulations

Specific Responsibilities for Chair of the Board

- Leading four Board meetings across the year and facilitating discussion, input from trustees and agree actions and decisions
- Working with the executive leadership of the theatre and jointly agreeing the best direction for the organisation
- Engaging appropriately with trustees and identifying opportunities for Board development
- Advocating for and championing the theatre, including more widely in the arts
- Setting an agenda ahead of trustee Board meetings
- Demonstrating a clear interest and relevant experience in the theatre and/or arts
- Ensuring the Board of Trustees fulfils its duties and responsibilities for proper governance
- Ensuring effective communication with relevant stakeholders
- Ensuring the charity's financial dealings are appropriately accounted for, audited and publicly available

Non-attendance of Board Meetings

If a Board Member has not attended three consecutive meetings, it will be discussed with them whether the Board Member is in a position to continue in their role. Therefore we are looking for people who are willing and able to provide the commitment required.

How to Apply

If you'd like to apply to become our Chair of trustees and/or our newest board member /trustee with a background in development and fundraising, we would love to hear from you any way you chose, you can send:

- A Letter
- CV
- Video/Audio Message
- Short presentation etc

There is no formal requirement for a traditional CV and Cover Letter. You can include up to 5 A4 pages, 5 mins of audio or video or a 15 slide PowerPoint presentation.

In your application, please set out:

- The reason you would like to lead or join the Board
- the type of contribution you could make
- any relevant background or experience that would aid you in the role.

Applications should be submitted to aaronrossporter@gmail.com

If any of this information is inaccessible, or, if you would like to ask any questions please get in touch with one of our current trustees Aaron Porter (aaronrossporter@gmail.com) or our Acting CEO and Executive Producer Sofi Berenger (sofi@kingsheadtheatre.com)

The closing date for applications is Midnight Tuesday 23rd January 2024.

Informal interviews with shortlisted candidates will be scheduled at mutually convenient dates in late January - early February 2024.

We look forward to hearing from you.

The Kings Head Team.