

# LICHFIELD GARRICK THEATRE



**CHAIR &  
TRUSTEE  
OPPORTUNITIES**

LICHFIELD  
**GARRICK**  
THEATRE & STUDIO

# Lichfield Garrick Theatre is changing, and we need you.

With audiences at an all-time high, our team is looking to building on the success of the Garrick's live performance programme, by reaching out and playing a much more active and inclusive role in supporting creativity within the communities we serve and enhancing the cultural life of Lichfield and the surrounding area.

We're a charity, which means that the team is made up of our professional staff who run the organisation day-to-day and our voluntary Board of Trustees, who bring insight to our strategy development and provide oversight of everything we do.

At this exciting time for the Garrick, we're looking for new people to join our Board, so if you share our enthusiasm for the role a theatre like the Garrick can play in a regional city like Lichfield, enjoy thinking strategically and working collaboratively, and can bring diverse professional and lived experience to our team, then we'd love to hear from you.

Beauty and the Beast  
Garrick Panto December 2023



# Where are we right now?

Lichfield Garrick Theatre opened at the heart of Lichfield city centre in 2003, shifting from local authority management to independent charitable status in 2013. Since then, it has established itself as a significant cultural resource, both serving the people of Lichfield and drawing an audience from across the region with its programme of professional drama, music, comedy, dance, family shows, variety, talks and film. It has also supported many local amateur and community organisations to take to its stages and has offered a wide range of opportunities for children and young people to get creative.

Covid-19 dealt the theatre industry a major blow, hitting organisations that are largely reliant on earned income for their survival particularly hard. However, Lichfield Garrick weathered that storm, protecting its staff team and reserves along the way, and has bounced back with audience numbers consistently ahead of national averages and 2022/2023 providing our best box office performance ever. That means we can now plan for the next stage of the theatre's development with confidence and ambition.

Our Artistic Director & Chief Executive, Daniel Buckroyd, joined the Garrick team in Autumn 2022 having successfully run a number of other regional theatres and touring companies. He was joined in Summer 2023 by a significant intake of new Trustees who joined the Board in the first stage of a process of refreshing the organisation's leadership and governance. We are looking to complete that process with the current round of Board recruitment.

Over the last six months, our Executive team and Trustees have been developing an ambitious new creative and business plan for the Garrick focused on theatre's unique ability to build a sense of place by bringing people together, and the change we want the Garrick to be part of for Lichfield and the surrounding area.



Robin Hood  
2022 Community Musical

# OUR VISION

Confident, creative communities,  
connected and enriched through their  
engagement with Lichfield Garrick.

# OUR MISSION

We bring communities together to share  
extraordinary cultural experiences, provide  
platforms for local artists and produce top  
quality theatre right here in Lichfield.

# OUR VALUES

Powered by Creativity  
Inspired by Community  
Welcoming Everyone

# Our commitment to diversity & inclusion

We're committed to making space for a wider range of voices in everything we do and ensuring that the diversity of our Board reflects the diversity of the communities is an important part of that. We'll therefore take your lived experience as well as your professional experience into consideration when making appointment decisions.

We're determined to break down barriers to getting involved at the Garrick, so if you're interested in this opportunity but are unsure whether your geographical location, your employment status or working pattern, your access needs, your caring responsibilities or any other factor might prevent you from becoming a Trustee, please get in touch with Kerrie on [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com) to arrange a chat about how we might be able to help.

We warmly welcome applications from those with limited experience of trustee/board work as well as individuals who have a proven track record in governance roles.

## The commitment we're looking for

Our full Board currently meets four times per year, with meetings typically held 5.30pm-8.00pm on a weekday, in-person at the Garrick but always with the option to join remotely.

In addition to attending full Board meetings, we encourage members to become involved in one or more of our standing Board Sub-Committees, focusing on (1) People & Culture, (2) Finance, Risk & Governance, and (3) Development. We also have Trustee leads in areas such as Health & Safety and Safeguarding.

Occasionally we may also hold an additional meeting to discuss a particularly urgent issue, schedule an 'Away Day' to discuss strategy or set up a task-and-finish Working Group to collaborate with the Executive on a particular topic.

We expect Trustees to read relevant papers, minutes, reports etc, typically circulated a week ahead of meetings, and it's important to note that, with multiple topics to be discussed at most meetings, Trustees need to allow time before meetings for this important task.

We encourage Trustees to become 'Friends' and attend press nights, social events etc.

We're keen for our new Trustees to start as soon as possible but could accommodate a delay should other commitments make an immediate start difficult.





Garrick Panto 2018 - Dick Whittington

## Chair Role Description

We're looking for a Chair or Co-Chairs who bring proven leadership skills, knowledge and experience, and who works collaboratively and creatively to bring about desired outcomes.

- You will lead the Board of Lichfield Garrick Theatre, working closely with the Artistic Director & Chief Executive to set the policies and strategic direction of the company and monitor progress towards delivering against agreed targets
- You will ensure that the highest standards of corporate governance and ethical/professional behaviour are maintained and, as appropriate, introduced across the organisation to meet changing circumstances and good custom and practice
- You will ensure collaborative and effective relationships exist between the Board and the theatre's Executive and Senior Management Team
- You will act as an ambassador, networker and spokesperson for the Garrick and its role in a growing a thriving city and region, assisting in developing relationships with existing and potential stakeholders such as Lichfield District Council and Arts Council England
- With the Board, you will ensure that suitable financial controls and systems for managing risk are in place and operating effectively
- You will support and contribute to the process of annual reviews with each Board member, to ensure that they are enabled to contribute as effectively as possible to the governance of the company
- You will conduct annual appraisals of the Artistic Director & Chief Executive and provide regular feedback on their performance and any concerns raised by Board members
- You will chair Board meetings and, with the Artistic Director & Chief Executive, ensure that all matters requiring Board input and/or scrutiny are brought to the attention of the Board in a timely manner, and that Board members are positively encouraged to contribute to debate and decision-making within appropriate parameters
- You will also support the Executive between meetings

As mentioned above, we would consider a Co-Chair arrangement with two people sharing this role, and welcome either joint applications or expressions of interest in this arrangement if applying as an individual. We may also propose such an arrangement to successful candidates if we feel that it is in the best interests of the organisation.

**This role is offered initially for a three-year period.**



## Trustee Role Description

Our Trustees are required by law to:

- Ensure that Lichfield Garrick Theatre complies with its governing document, charity law, company law and any other relevant legislation, and pursues its stated objects.
- Ensure the effective and efficient administration of the charity, including maintaining proper financial control and using its resources in pursuance of its objects.
- Appoint the Chief Executive & Artistic Director and monitor their performance.
- Together with the Chief Executive & Artistic Director, create a firm strategic direction for the organisation, jointly setting overall vision, mission and values, defining strategic objectives and agreeing targets, and evaluating performance against agreed targets.
- Maintain and ensure effective Board performance.
- Safeguard the reputation of Lichfield Garrick Theatre.
- Protect, manage and adequately insure the property and funds of the charity.
- Approve and monitor the implementation of policies (including Governance, Health & Safety, Safeguarding, Equality & Diversity, and Grievance & Disciplinary procedures) and ensure that risk assessments for all aspects of the business are undertaken/updated effectively.
- As well as these formal responsibilities, you'll get actively involved in charting the future direction of the Garrick, using your specific skills, knowledge or experience to help the Executive reach sound decisions. This may involve scrutinising Board papers or documents prepared by advisers; leading discussions; focusing on key issues; and providing advice or guidance on new initiatives where you have particular expertise or knowledge.
- We expect Trustees to contribute the work of one of our sub-committees, particularly where there is a direct link to their area of specialist skills and experience.
- We expect all Trustees to adhere to Nolan's Principles of Public Life – namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership.

**These roles are offered initially for a three-year period.**

# Trustee Person Specification

We're looking for potential new Trustees who can demonstrate:

- Interest in the value of the performing arts to individuals and communities.
- Ability to discuss issues at a strategic level.
- Ability to scrutinise performance and constructively challenge decisions and plans.
- Ability to win the respect of staff, trustees and external stakeholders.
- Ability to work effectively as part of a team.
- Commitment to diversity and inclusion.
- Willingness to be an advocate for the theatre.
- Willingness to devote the necessary time and effort.
- Acceptance of the legal duties, responsibilities and liabilities of trusteeship.

## We're looking for people to help us:

- Enhance the diversity of the board
- Develop our commercial and trading activities (including our café/bars).
- Oversee health & safety.
- Widen our representation from local communities.





# How to find out more

## Website

Although we're about to redesign our website to share a wider range of content/stories about the charitable work of the Garrick, we'd still encourage you to have a look at the theatre's current website, where you'll get a good sense of the mix of live performance and film that we programme and the participatory projects that we offer.

[www.lichfieldgarrick.com](http://www.lichfieldgarrick.com)

## FAQs Video

We've produced a short video about what being a Trustee at the Garrick involves.

<https://www.lichfieldgarrick.com/trustee-opportunities/>

## Informal Chat

We're also happy to arrange an informal chat with one of our current trustees and/or our Artistic Director & Chief Executive, Daniel Buckroyd – just drop us a line and we'll arrange a convenient time for you to come into the theatre or meet them online.

[recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com) / 01543 229330

# How to apply

We want to make it as easy as possible for anyone to express an interest in this opportunity, so we're open to receiving applications in whatever format you find easiest to use.

Please either complete and return the simple application form on our website, together with a current CV, or email us your answers to the questions on that form in a format that suits your access needs – for example, we're happy to receive links to audio/video files.

<https://www.lichfieldgarrick.com/trustee-opportunities/>

If you require access support please contact Kerrie on [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com)

## The closing date is Friday 16th February 2024 (Noon)

**Initial interviews will take place during w/c 11th March**

**Interviews for potential Chairs will take place during w/c 18th March**

We'll contact everyone who expresses an interest to let them know the outcome of their application and, if requested, to offer feedback.

If you require access support in order to apply email [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com)

**Please note, we're unable to consider candidates who:**

- Are an undischarged bankrupt or have an individual voluntary arrangement.
- Have an unspent conviction for certain offences involving dishonesty or deception.
- Are on the sex offenders' register.