

CERVANTES THEATRE TRUSTEE RECRUITMENT PACK



¡Hola! Thank you for your interest in the Cervantes Theatre.

We are currently looking for new people to join our Board of Trustees - including a new Chair.

We will consider applications from any relevant field of expertise, though we are particularly keen to hear from you if you have knowledge, insight, or professional experience across any of the following areas:

- Fundraising
- Major Donor Cultivation
- Finance/Accounting
- Marketing and Audience Development in the Arts

AN INTRODUCTION TO THE CERVANTES THEATRE

Led by co-artistic directors Jorge de Juan and Paula Paz, the Cervantes Theatre opened its doors in November 2016. It is the proud creation of the Spanish Theatre Company (STC), a charity which aims to bring the best Spanish and Latin American culture to London and to British audiences.

The Cervantes Theatre is London's first venue dedicated to showcasing Spanish and Latin American plays, performed both in Spanish and in English, and produced by the STC itself or other theatre companies.

The Cervantes Theatre presents a wide variety of productions, ranging from modern and contemporary masterpieces to Spanish Golden Age Classics, to a broad audience of all nationalities. It also develops productions for schools. Through its bilingual programming, STC encourages Spanish/Latin American/British cultural exchange and it has become a reference point in London for Spanish-speaking culture and heritage.

Each year we need to raise £500,000 in order to achieve our mission. We achieve this through a mix of funding from public institutions, private donations and corporate sponsorship.



TRUSTEES

- **Mikel Benito**
- **Julio Bruno**
- **Malcolm Carpenter**
- **Daniel Cooper**
- **Gloria Gómez**
- **Elena Lasa**

WE ARE LOOKING FOR SOMEONE TO HELP US TO:

- Raise the £500,000 per year that the charity needs to become financially sustainable
- Deliver the creative programme on budget and secure funding for the next year programme
- Become a more resilient and sustainable arts organisation
- Develop the Cervantes Theatre best practice model for supporting new writers, young directors and international artists
- Maintain high production standards whilst pushing the boundaries of what is possible

MAIN RESPONSIBILITIES:

- To help secure funding for the theatre
- To help shape the future of the theatre, overseeing the delivery of the artistic vision, overall objectives and budgets while delegating implementation to the senior team and staff
- To attend four Trustee meetings a year, if a Trustee is not able to attend for two consecutive meetings or to find time between meetings to meet the Co-Artistic Directors then the Chair will discuss with the Trustee whether they feel able to continue in their role
- To work with the Cervantes Theatre in all matters concerning fundraising and financial sustainability
- To advise on the implementation of the fundraising strategy
- To contribute to the fundraising efforts of the Cervantes Theatre annually by attending fundraising events, introducing potential individual donors, grant-making trusts or corporate supporters, and making a personal donation within your means
- To support the staff in their activities through attendance at key events
- To be an advocate for the work of the Cervantes Theatre and use professional networks for the benefit of the Cervantes Theatre
- To mentor key members of staff and support their personal development
- To act as a Director of, and to manage the business of, the charity with the day to day running of the theatre delegated to the Co-Artistic Directors, Executive Director and Staff

LEGAL AND FINANCIAL RESPONSIBILITIES

- To act as a Director of, and to manage the business of, the charity with the day to day running of the theatre delegated to the Artistic Director/CEO, Executive Director and Staff
- To ensure that the Cervantes Theatre 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
- To avoid a conflict of interest, a Trustee must disclose the nature of any interest which he or she has in any contract to which the Trust is a party
- To ensure that the organisation operates within the limits of its financial resources, actual and expected To ensure that the organisation complies with the requirements of the Charity Commission and their relevant legislation e.g. Health and Safety Regulations

PERSON SPECIFICATION

- Genuine commitment to and enthusiasm for the work of the Cervantes Theatre and its mission
- Understanding of the legal duties, responsibilities and liabilities of a Trustee
- Willingness to put time and effort into the role
- Good, independent judgement, impartiality, fairness and confidentiality
- Willingness to speak their mind
- Tact, diplomacy and respect for others
- Willingness to learn new skills
- Creative thinking
- Working effectively as a team member
- Good communication and interpersonal skills
- Relationship-building for influence
- An understanding of and commitment to equality and diversity

HOW TO APPLY

If you are interested in being a key part of the Cervantes Theatre's future please send a CV or biography with a brief cover note (no more than 1 side of A4) on why joining as a trustee is of interest to you and what you could bring to the organisation.

info@cervantestheatre.com

If selected, you will be invited to an initial meeting with our Co-Artistic Directors, followed by a meeting with two other Trustees.
