



**WATFORD PALACE THEATRE**  
[www.watfordpalacetheatre.co.uk](http://www.watfordpalacetheatre.co.uk)

**WATFORD PALACE THEATRE IS SEEKING NEW BOARD MEMBERS WITH FINANCIAL OR  
LEGAL EXPERIENCE**

**INFORMATION FOR CANDIDATES**

Watford Palace Theatre has developed a national and international reputation for exceptional and diverse theatre whilst engaging with all of the communities in and around Watford.

Brigid Larmour, Watford Palace Theatre's Artistic Director and her Executive Team, Jamie Arden Executive Director and Dan Baxter Communications Director, have outlined a progressive and ambitious Four Year Business Plan, which aims to :

- Serve the diverse communities across Watford and Hertfordshire
- Establish the remit for programming Theatre for Everyone
- Cement the Theatre's reputation for excellent work
- Nurture existing theatre-goers and grow new audiences
- Support the work of female and BAME artists – with specific focus on mid-career artists
- Be a home for a community of artists through its Creative Associate programme
- Deliver robust long-term, organisational resilience for the Theatre

The Executive is supported by Deborah Lincoln (Chair of the Board) and a passionate, experienced and dedicated Board, all committed to achieving the delivery of the Theatre's strategic vision and the long-term sustainability of the Theatre. The Theatre's work is generously supported through sustained funding, by Arts Council England and Watford Borough Council, and through individual donors and theatre audiences.

**Watford Palace Theatre's Mission**

Watford Palace Theatre is a 21<sup>st</sup> century producing theatre in Hertfordshire; we are the only producing Theatre in the region, with a core mission of making theatre for everyone. We seek to develop diversity in audiences and creative artists, bringing new voices into the industry as well as sustaining opportunities for mid-career and established artists to continue to develop their work. This is achieved through providing exciting opportunities to participate across all the art forms of theatre, dance, outdoor arts and film/digital arts – on our beautiful Edwardian stage and on stages further afield.



As a result of a number of dedicated Board members nearing the end of their terms of office, we are currently seeking new Board members with **financial or legal experience** to work with the rest of the Board, and the Theatre's Executive Team, to support the artistic vision for the venue.

We are looking for people who can think strategically, work collaboratively, and have an enthusiasm for the arts industry and the skills and experience to make a significant contribution to the future of this organisation.

Watford Palace Theatre wants to improve the diversity of its Board and would particularly encourage applications from people who are either Black, Asian or minority ethnic.

### **Role Profile**

We need Board members with financial or legal experience to join the Board, to help the Theatre's management to build closer links with local and national businesses, ensure and underpin a robust organisational strategy, and help provide the best oversight for the next ambitious phase of development for the Theatre.

We value a diverse team and welcome applications from all sectors of the community, including those who are new to non-executive/trustee board work, and individuals who have a proven track record in senior governance roles.

### **Specific Duties**

- 1 To take a leadership role with Board in support of the implementation by the Executive of the organisational strategy for the Theatre.
- 2 To act as a sounding board and guide to the Executive in their links with local businesses, and in ensuring that the Theatre remains at the heart of Watford/Hertfordshire's economic and cultural plans.
- 3 To be a member of the Board's Governance Committee, in addition to the full Board.
- 4 To support the theatre's artistic work through attendance at events, and to act as an Ambassador for the Theatre at occasional functions with business and other stakeholders.
- 5 To contribute to developing and executing strategies to deliver sustainable income streams, particularly through fundraising for the artistic programme.
- 6 To support key negotiations with organisations within the public and private sectors, whose support is central to the sustainability of the Theatre's continued success.



### **Person Specification**

- ✓ Passion for theatre in general
- ✓ Commitment to the mission of Watford Palace Theatre and its plans – as described above
- ✓ Willing and able to access personal networks to the benefit of the theatre
- ✓ Relevant experience in supporting arts organisations or voluntary sector organisations to raise funds through philanthropic giving
- ✓ Comfortable to network and represent the Theatre with current and prospective stakeholders
- ✓ Experienced in being a member of committees or Boards

Whilst we are looking for certain skills, we also want to cultivate a board with a range of perspectives that stem from different life experiences.

### **The Commitment**

In common with all charities, and most subsidised regional theatres, Board members are volunteers (these are unpaid appointments) and so require the capacity to devote the time to attend and uphold the following commitment:

- 1 A minimum of four Board meetings per year – the majority of Board meetings are held either at the Theatre or within walking distance from it. Wherever possible, diary dates are distributed at least three months in advance.
- 2 One strategy retreat or Board / Executive away day each year.
- 3 Attendance of at least one community event or participation project per annum.
- 4 Attendance of at least three productions through the year.
- 5 Members are expected to make time to read and consider papers in advance of Board meetings. All members will use their specific skills, knowledge or experience to help the Executive team reach sound decisions. This may involve scrutinising Board and Committee papers or documents prepared by advisers ensuring robust financial, legal and general business systems are in place, providing advice or guidance on new initiatives, and supporting other initiatives in which the Board member has specific expertise or knowledge.

### **Our new Board members will demonstrate**

- ✓ Good, independent judgement
- ✓ Good contacts/networks and the ability to act as a champion for Watford Palace Theatre
- ✓ An ability to think both strategically and creatively
- ✓ Excellent communication skills and a willingness to speak their mind
- ✓ Ability to work effectively as a member of a team



- ✓ An ability to treat sensitive information confidentially
- ✓ An understanding of the legal duties, responsibilities and liabilities of trusteeship
- ✓ An awareness of and adherence to Nolan's seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- ✓ A preparedness to offer their specialist personal and business support

### **Application Process**

To arrange a confidential informal discussion before making an application please contact Samantha Ford, General Manager, at [samantha@watfordpalacetheatre.co.uk](mailto:samantha@watfordpalacetheatre.co.uk)

We will then arrange a telephone conversation with a member of the Executive Team and/or the Chair of the board.

To apply please send a copy of your CV together with a covering letter/email setting out how you meet the role and candidate criteria set.

Applications to be sent via email to [samantha@watfordpalacetheatre.co.uk](mailto:samantha@watfordpalacetheatre.co.uk) with BOARD MEMBER RECRUITMENT in the subject line.

Applications may also be sent by post to :

Samantha Ford  
Watford Palace Theatre  
20 Clarendon Road  
Watford  
WD17 1JZ  
T : 01923 810300

Applicants are encouraged to see productions at the Theatre prior to recruitment to understand the Artistic programming of the venue (and the practicalities of this can be arranged by contacting Sam.)