

***Coventry has won the bid to be UK City of Culture 2021.
The Belgrade has won funding to work in partnership with City of Culture
to deliver a major project centring on that year
It's an exciting time to join the team***

Vision

Together, with the diverse communities across Coventry and the region, we aim to enrich and fundamentally change people's lives for the better through theatre.

Mission

In our landmark building, across the region, the UK and online, we will use theatre to entertain, inspire, share the city's stories, uncover hidden histories and unleash the creativity in our communities.

Our Organisational Brand Values: we are Ambitious, Brave and Collaborative

The Belgrade Theatre is the largest producing Theatre in Coventry, England's 11th most populous city and the second largest conurbation in the Midlands, and acts as the city and sub-region's commercial and producing theatre.

The Belgrade Theatre is situated in Coventry city centre and offers a mixed programme of large scale touring productions as well as productions created in-house. Alongside this programme it also presents stand up comedy, live music and a wide range of youth and community events.

After completion of the £14 million refurbishment and expansion project, the Belgrade opened its doors in September 2007 with a new vibrant artistic policy that is designed to serve many and different audiences in the city and the region. The Belgrade now consists of two auditoria, Main Stage and B2, a full programme of community, education and talent development work, a successful commercial set building operation (BPS), busy Events & Conferencing, a commercial drama workshop programme and catering operations. The Belgrade produces its own shows and invites a wide variety of shows in from visiting companies and the result is two exciting and eclectic seasons during the year (from end August to early July). The Theatre considers its optimum operating model is to produce around ten shows a year including participation work and as this level of activity is reliant on public funding, which remains under pressure, the challenge remains of increasing income from all sources in order to maintain this level of activity. The Theatre is constantly working in partnership with various agencies (theatre companies, local colleges, schools and the Universities, local charities, housing associations etc). All staff are expected to support all the Theatre's activities and to be knowledgeable and supportive about the Theatre and its programme of work.

In addition to our core work currently the Theatre is

- Completing a £4.8m Redevelopment Project that upgrades our 1958 main auditorium, improves our café bar facilities and increases capacity for our learning work. This will be completed in early 2021; and
- Working on a major City of Culture project that is driving organisational change through the development of a particular programme of work being delivered as part of Coventry City of Culture 2021

A two minute film – showcasing the breadth of work and impact of the Belgrade – can be found at: <https://www.youtube.com/watch?v=TpfSBRgOwwI&feature=youtu.be>

Belgrade Theatre's 2021 Project

A ground-breaking project recruiting two mid-career artists to work with the Belgrade's Deputy Artistic Director to deliver a bold and inspiring programme of work for the Belgrade Theatre in Coventry's year as UK City of Culture in 2021. The "Triumverate of Artistic Directors" (called the 2021 Co Artistic Directors) are part of the Theatre's senior team and the team is further supported by the 2021 Senior Producer and new communications staff to help us mark out the Belgrade as a leading creative force and public space for the 21st century

*'UNLEASHING CREATIVE POWER FOR THE CITY' /HANDING OVER THE KEYS is a strategic shift for the Belgrade in the way that it embeds the priorities of **diversity, community collaboration** and **talent development** across the ethos, programming and operations of the Theatre. It builds on and strengthens the integration of our groundbreaking participatory theatre and talent development practices with the professional programming and operations of the Theatre, whilst deepening the Theatre's relationship with its communities. It will build a wider range of diverse audiences, create work that reflects a more varied range of our communities' experiences, challenge perceptions of our city and further embed the Theatre as a key facilitator of change in the city – all whilst delivering an organisational shift in the way a major regional theatre galvanises its staff, its communities and its partners' creative capital to make and present work.*

This work has is known internally as KEYS which is short-hand for HANDING OVER THE KEYS/UNLEASHING THE POWER OF THE CITY

The Belgrade Theatre Trust is a registered charity (number 219163). This means that all the money given, raised or earned is not distributed as profit but kept and reinvested in the work that we do.

Terms of Reference of a Trustee / Director

Belgrade Theatre Trust (Coventry) Ltd is a registered charity and consists of the Theatre which produces and presents theatre in two auditoria (Main Stage 850, B2 flexible c 250) and ground breaking community, participation and talent development programmes led by the Theatre's Click Spring team. It is run by a non-Executive Board of Trustees/Directors who take reports from a series of Committees.

The Belgrade has developed various commercial activities that it runs through its wholly owned trading subsidiary company, Belgrade Enterprises Ltd. The Board of Directors for the trading subsidiary is independent of the Theatre Board but includes the Theatre's Executive Director and members of the Audit Committee as well as independent members, and the Director of Production.

A series of Committees, generally chaired by a Director of the company, has been established to monitor and oversee the detail of one element of the Belgrade Theatre's Operation.

The Board meets approximately every two months, on Thursdays from 4.30pm, with a Strategy Morning generally in June.

Committee Structure

Directors of the Theatre Board are generally asked to serve on at least one Committee. A Committee consists of a Chair and Vice-Chair, several other members of the community (who are not members of the Board of Directors) whose specific skills/experience are relevant to the work of that specific Committee, and one or often both the Executive Officers

of the Belgrade Theatre as well as the Senior Manager whose area of responsibility the Committee oversees. The Chairman of the Theatre Board also has the right to attend any Committee meeting.

Members are invited to join the Committee for three years, followed on consecutively by a further three year term. Ordinary Committee members are asked to give at least three months notice, if possible, of their intention to resign or not to renew their initial three year term. The Chairman and Vice Chairman are asked to give at least six months notice where possible.

Each Committee holds between four and six meetings annually, timing and frequency as agreed with the Chair. Committee members are expected to attend at a minimum 2/3rds Committee meetings

Committees of the Theatre

- Arts Policy (including seasons' programming)
- Audit Committee (finance, general operations of the Belgrade Theatre)
- Capital Development Projects
- Click Spring (education, participation and talent development)
- Communications (Marketing)
- Development incorporating fund raising and sponsorship
- Governance & Nominations

Committee members are asked to keep up with the Theatre's work by seeing shows. It was agreed by the Board that Directors and Committee members should receive free tickets to the Press Nights of Belgrade shows which are not however transferrable to another performance.

Trustees are tasked to support the fund raising efforts of the Theatre, to act in an advisory and advocacy capacity, offering support and guidance to staff in shaping our fundraising offer, designing approaches and, where possible, supporting the 'ask' – although the 'ask' itself will always come from the Theatre. Trustees are actively asked to consider financially supporting the Theatre in their own right, as this in strengthens the case for support to Funders.

Further information on Belgrade Theatre can be found at www.belgrade.co.uk and the Menu / About Us tab also has links to past Annual Reports

Nov 2020

BELGRADE THEATRE COVENTRY PERSON SPECIFICATION AND RECRUITMENT PROCEDURE

Specification for the Chairperson Of The Board of Trustees of the Belgrade Theatre

The Trustees of the Belgrade Theatre are the body of non-executives who are ultimately responsible for the oversight of the Theatre.

The chairperson will work collaboratively with the Board of Trustees to provide strategic leadership to the executive in establishing the Theatre's aims, objectives and priorities with care, diligence and honesty

The Belgrade is a distinctive regional theatre and central to the development of a specific cultural offer producing and promoting excellent theatre for the people of Coventry, Warwickshire and the surrounding region.

The Belgrade of the 2020s needs to be different to the Belgrade of the 2010s and its processes and delivery may require fundamental change.

- In 2021/22 Coventry is the UK City of Culture bringing with it a national and international focus on the work of the Theatre and particularly its 2021 Project.
- The Arts Council's long term vision, *Let's Create* will demand new approaches from regional theatres that they fund.
- Covid19 will also have a long-term impact on public cultural institutions.

Taken together these create new challenges and new opportunities that must be managed to the benefit of the Theatre, the City of Coventry and the region.

Two people could share this post.

The chairperson is responsible for ensuring that the Board of Trustees:

- Works with the executive team to develop a vision for the theatre for the 2020s.
- Works with the executive in determining the strategic objectives of the Belgrade Theatre.
- Recruits and reviews the performance of the executive team and line manages the chief executive.
- Supports the Board of Trustees and chief executive in the appointment of other executive directors.
- Is accountable and compliant with financial, legal, health and safety, diversity and other appropriate requirements consistent with good corporate governance.
- Helps to raise and maintain the profile of the Belgrade Theatre.
- Helps to promote strong corporate links with the local community.
- Ensures the Belgrade has good working relations with the Arts Council and Coventry City Council
- Effectively utilises the Board of Trustees and its sub-committees.

The chairperson, along with the Board members, has a legal responsibility to ensure that the Belgrade Theatre operates properly, that it does its work to best effect – ensuring the viability, quality and value of the theatre.

The chairperson is responsible for ensuring a collegiate and collaborative Board of Trustees encouraging all trustees to make the most of their contribution

The Chairperson will need the following skills, knowledge and abilities.

- A track record that demonstrates flair and vision.
- A demonstrable commitment to good corporate governance.
- A track record in forging and maintaining corporate relations with business and appropriate agencies in government and the public realm.
- A commitment to the quality of the Belgrade Theatre's programme of work and its place in the community.
- A commitment to Coventry and its cultural development, particularly in the performing arts.
- A strategic understanding of financial planning and deployment and the legal context within which the Belgrade Theatre operates.
- A demonstrable understanding and commitment to meeting and embedding inclusive working practices and environment.
- An understanding of, or a willingness to learn more about, working with funding bodies on a regional or national level.
- An effective networker with good contacts with local business, civic authorities and representatives, theatre and performance communities or the demonstrable ability to generate these networks.

Personal attributes.

Achievements

Regardless of age, profession or other characteristics, the chairperson should be able to demonstrate a successful record of achievement in similar non-executive or leadership positions, so as to command the respect of fellow trustees, the staff, customers, funding bodies and the performing arts profession.

Coordination and consensus

The chairperson must be able to co-ordinate and take the lead on non-executive matters and at meetings. The chairperson must be able to engage strategically with issues, moving the Board of Trustees swiftly towards consensus or an agreement that can be owned by the trustees individually and collectively.

Vision and flair

The chairperson must be able to inspire the trustees and staff of the Belgrade Theatre to envision the future of the theatre in a creative and dynamic way.

The chairperson must lead by example in areas as diverse as making the case for culture, diversity, supporting the executive in fundraising, lobbying, championing the

Belgrade Theatre, liaising with key funders, supporting partnerships with other cultural organisations in Coventry, the region and nationally.

Genuine interest

The chairperson must be able to demonstrate an interest in the theatre and performing arts and its role in Coventry and Warwickshire, the Midlands and nationally, and a commitment to the specific aims and aspirations of the Belgrade Theatre.

Discretion

The chairperson must champion best practice in corporate governance, including the need for honesty, transparency, equality and confidentiality in decision-making.

Availability

It is expected that the role of chairperson will occupy the equivalent of around 2 days each month on average to include formal meetings and generally promoting and supporting the work of the Belgrade Theatre.

Absence of conflict

The chairperson must champion best practice in corporate governance, ensure probity and declare all direct or indirect interests that might conflict with those of the theatre.

Term of office.

The chairperson will be appointed for an initial term of three years, with the potential to hold office for a further term.

Remuneration

The position of chairperson is voluntary but reasonable expenses will be met.

Recruitment Procedure

Please submit a brief CV and covering letter outlining your interest in this position and email to recruitment@belgrade.co.uk

Deadline: 5pm 11 January 2021