

**SHEFFIELD
THEATRES**



**CHAIR OF
TRUSTEES**
SHEFFIELD THEATRES TRUST

**Thank you for your interest in the role of
Chair of the Board for the Sheffield Theatres
Trust.**

**SHEFFIELD
THEATRES**

Sheffield Theatres is an established leader in British theatre, renowned the world over for the quality and ambition of its work.

In becoming Chair, you'd be leading a team committed to creating top quality productions, promoting equality and inclusion, investing in talent and collaborating with communities across the region.

Long recognised for its significant contribution to the cultural sector, Sheffield Theatres is a major player locally and nationally. The success of recent years has seen work made in Sheffield enjoyed across the UK, in the West End and on Broadway.

This is a pivotal time for the theatres. Our new Artistic Director, Elizabeth Newman, joined our Executive Team alongside Tom Bird and Bookey Oshin at the end of 2024, and the Montgomery Theatre and Arts Centre became part of the Sheffield Theatres family in January.

We were all deeply saddened by the death of our dear Chair, Dame Julie Kenny. Julie made such a significant impact in a short time as Chair, and the legacy of her tenure is one of passion, inspiration and drive for our next chapter.

If you would like to contribute to the success and vibrancy of this organisation, further its impact for our city and city region and maintain its important position in the cultural landscape of the nation we would love to hear from you.



Arnie Singh
Interim Chair
of the Board
Sheffield Theatres
Trust
April 2025

Sheffield Theatres recognises the positive value of inclusion, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.

We are committed to becoming a more diverse organisation, and particularly welcome applications from underrepresented voices including, but not limited to, D/deaf, Neurodivergent, Disabled people and the Global Majority.

ABOUT US

An Arts Council England National Portfolio organisation and the largest UK theatre complex outside of London, **Sheffield Theatres** consists of four venues in the heart of Sheffield and attracts an audience of over 400,000 each year.

Nationally recognised for our excellent production values, high calibre casting and world-class creative teams, our diverse programme of bold and original produced work is complemented by the presentation of the best UK touring productions, with Sheffield Theatres being a key venue for the UK's network of commercial producers.

Work created at Sheffield Theatres feeds the sector, with shows made in Sheffield impacting the West End and Broadway, as well as UK and international touring. Produced work spans a range of genres: classical revivals, new work, large-scale musicals, and innovative and immersive theatre experiences.

Recent produced highlights include the multi award-winning Sheffield-set musical **Standing at the Sky's Edge**, the international touring and West End hit musical **Everybody's Talking About Jamie**, which was also released as a film to 244 countries and the Olivier award-winning internationally acclaimed **Life of Pi** which transferred to Broadway.

In January 2025, the Montgomery Theatre and Arts Centre joined the Sheffield Theatres family of venues.



SHEFFIELD THEATRES

Sheffield Theatres comprises three buildings; four theatres located in the heart of Sheffield city centre on Tudor Square and Surrey Street.



CRUCIBLE

Our world-famous producing theatre is home to shows designed and rehearsed in house. The intimate 'thrust' stage symbolises our distinctive open and accessible approach.

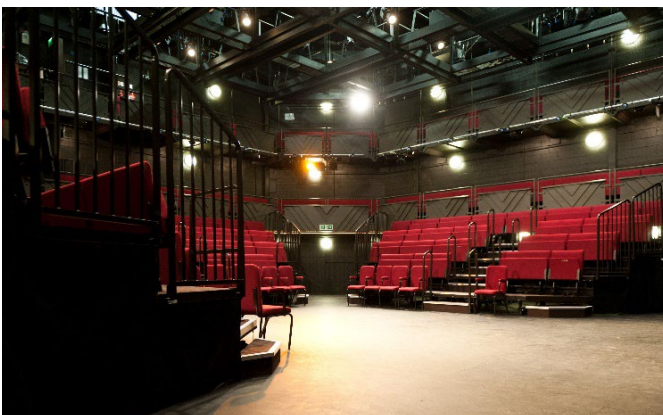
All 920 seats are 'equal' and the audience is never more than 20 metres from the action.



LYCEUM

Our magnificent proscenium arch theatre offers a superb clear view from every part of the house.

This theatre presents a variety of work including touring West End productions, opera and dance and our annual pantomime.



TANYA MOISEIWITSCH PLAYHOUSE

Our Playhouse is a flexible space seating up to 400 in various configurations. This hosts a mix of in-house and touring productions including a string of new work and is home to Music in the Round.

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MONTGOMERY

A leading arts centre for children, families and community groups in Yorkshire, the Montgomery has championed children's creativity since it opened in 1886.

With a 400-seat auditorium and an 80-seat studio space, the Montgomery is also home to many of Sheffield Theatres participatory strands for children and young people.

PURPOSE

Sparking imaginations at every stage, our work shines as brightly as the spirit of our city

VISION

Theatre made in Sheffield will be a mark of quality recognised worldwide

Our warm-hearted welcome will forge a sense of belonging for all our communities, whether in our vibrant spaces of neighbourhood places

Celebrating every craft and contribution, we'll fuel the industry's future

VALUES

Creating 'wow'

Ours is a world of creativity, imagination and innovation, our enthusiasm and passion shine out of what we do, every interaction leaves a lasting impression

Heart, soul, passion and pride in all that we do

We know what we're doing and why it needs to be done, we stand up for what we believe in, we're happy to lead and to empower others, we want to make our city proud

A warm welcome for everyone

Sheffield Theatres is for everyone, we are warm and down to earth, we recognise and value the richness and diversity of our community

Aiming for the top of the hills

We are focused and organised, we get done what we set out to do, we are hard-working and resourceful, we're proud of how far we've come and that inspires us to go further

TALENT DEVELOPMENT

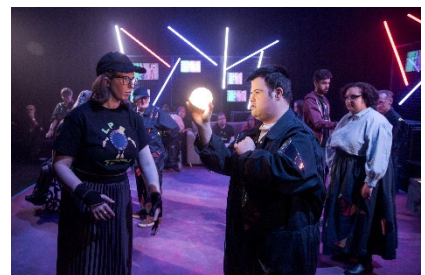
Committed to investing in the creative leaders of the future, Sheffield Theatres' dedicated talent development hub, The Bank, supports a new cohort of emerging theatre-makers every year.

Alongside the flagship Bank programme, local creatives can access support from rehearsal space to networking opportunities.



CREATIVE ENGAGEMENT

Our Creative Engagement team lead on all of our work with children and young people, schools and communities. They deliver bespoke projects in schools, community settings and at Sheffield Theatres to ensure that our participants and partners can access our buildings, engage with our productions and lead creative lives. The team focus on working with those facing significant challenges or barriers to engaging with theatre and those who have been underserved across the city and wider region.



PARTNERS

Sheffield Theatres also nurtures and supports independent companies through co-productions, with recent partners including **Utopia Theatre**, **Roots Mbili** and **Theatre Centre**. In addition to this, Sheffield Theatres is part of a wider change network in the industry including being home to **Ramps on the Moon** and **PiPA** (Parents and Carers in Performing Arts).

We have also been involved in the development of Sheffield's Cultural Strategy, collaborating with other organisations and partners across the city.



FUNDRAISING AND INCOME GENERATION

We also have our vital Fundraising and Commercial teams.

Fundraising contributes greatly to the income for Sheffield Theatres. It enables new work and projects to take place, funds accessibility and helps the organisation evolve. We generate funds from many different sources. Our flagship event, the Gala, attracts guests from all over the country and raises more each year.

We currently have 65 corporate supporters who sponsor events and shows and public areas, donate through our partnerships programme give gifts in kind and offers to our teams. We work hard to attract new donors as well as keeping our current ones engaged with our work. Our membership programme is more popular than ever with nearly 3,200 members giving a regular gift.



We also offer our visitors an amazing experience through our hospitality offerings, including VIP dining experiences, exclusive room hire, and our Crucible Kitchen cafe.

ACCESS

We are committed to ensuring the work on our stages is accessible to everyone in our community, and we continue to build on our capability for providing this service. In 2024 we are offering around 139 performances which are Audio Described, BSL Interpreted, Captioned, Relaxed or Dementia Friendly across our venues. We are particularly proud of our integrated accessibility services:

Creative Audio Description

For our produced shows in the Crucible theatre, Sheffield Theatres works with Hear the Picture; an actor led creative audio description company. Hear the Picture collaborate with the creative team to understand the collective vision of the production and provide a more in-depth, character driven audio description experience for audiences.

Integrated BSL

Working alongside a BSL Consultant, Sheffield Theatres runs a series of sessions with the cast to integrate BSL interpreter/s into the world of the production for our produced shows in the Crucible theatre. This involves extensive conversations between the creative team, the BSL Interpreter and BSL Consultant to develop the language of the interpretation as well as create multiple resources for BSL users to access the show.



PEOPLE

We believe that our people are at the very heart of delivering great theatre that inspires and supports our communities. Our ambition is to be a place of growth, creativity, and a safe space for everyone who works with us to feel they belong. We engage an incredible team of employees, casual workers, freelancers and creatives to make our vision and purpose a reality.

We are Investors in People accredited and a Disability Confident Committed employer, and our People Strategy focuses on celebrating our many voices and making our spaces representative of our community and inclusive for all.



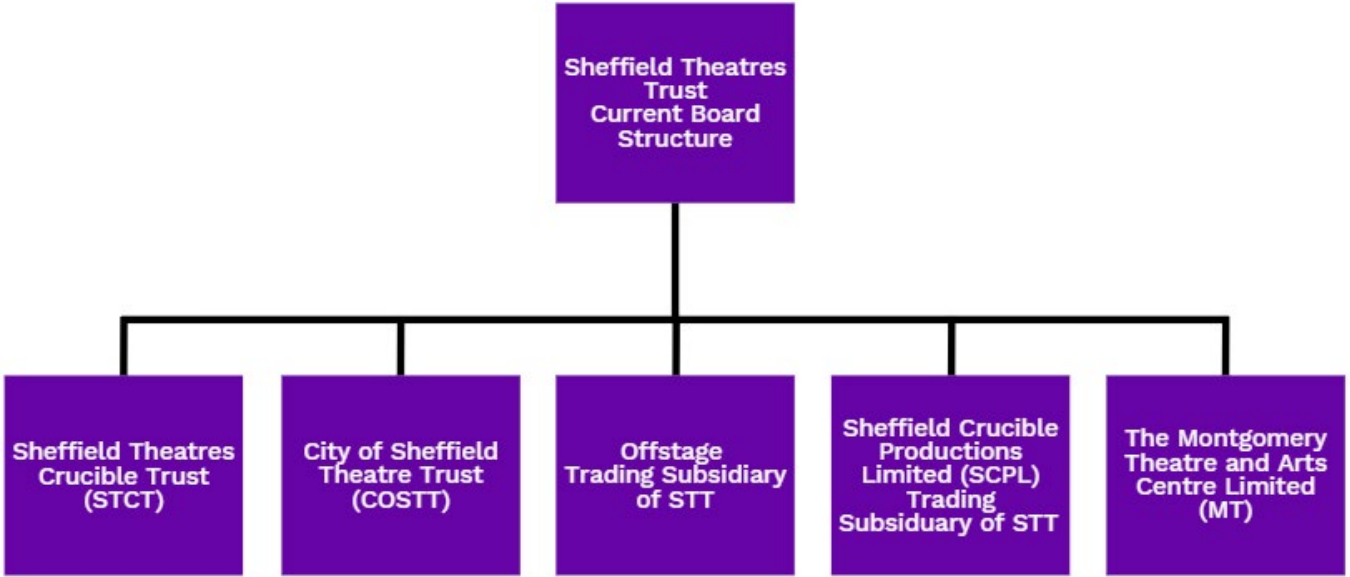


'BRITAIN'S FINEST THEATRE'

Sir Ian McKellen



COMPANY STRUCTURE



SHEFFIELD THEATRES TRUST BOARD (STT)

Ruth Bourne, Dr Anni Domingo, James Garnett, Brian Holmshaw, Eleanor Lang, Neil MacDonald, Kirsten Major, Ruth McDonald, Laura Moynahan, Rosie Neave, John Pickering, Arnie Singh – Interim Chair, Ann Woolhouse

STCT

Neil Adleman, Kate Booth, Matthew Byam Shaw – Interim Chair, Dr Anni Domingo, Richard Huntrods, Robert Noble, Kate Pakenham

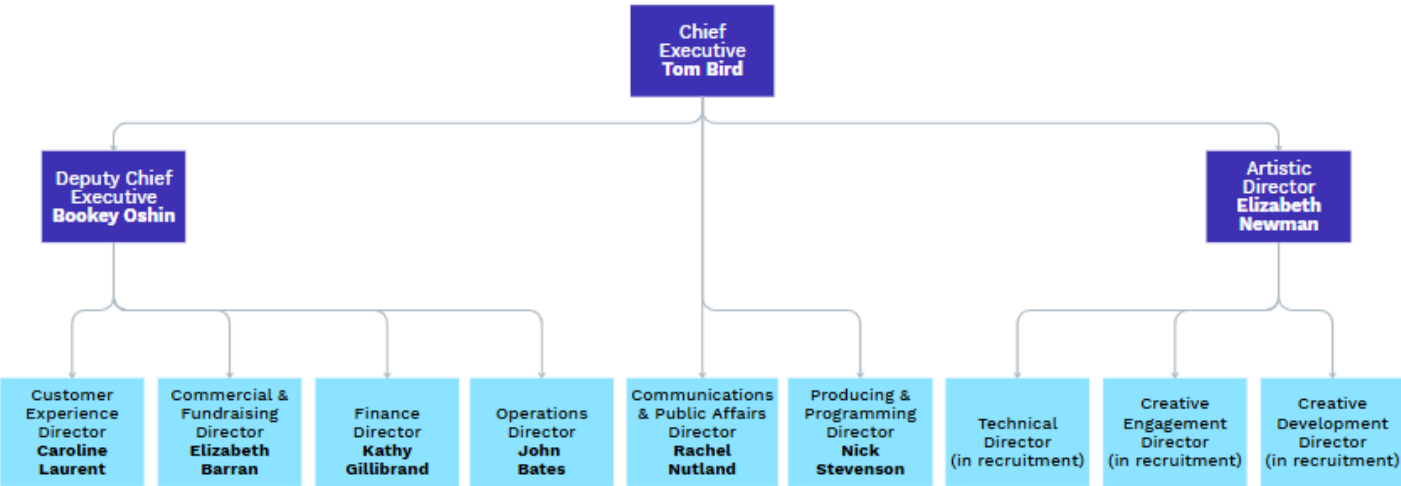
COSTT

James Garnett, Eleanor Lang, Neil MacDonald – Chair, Kirsten Major, Rosie Neave, Arun Singh

MT

James Garnett, John Hudson, Neil MacDonald – Chair, Sarah Maylor, John Pickering

SENIOR MANAGEMENT TEAM



Bookey Oshin, Elizabeth Newman and Tom Bird



JOB DESCRIPTION

Job Title	Chair of the Board
Department	Sheffield Theatres Trust Board
Responsible For	Chief Executive Artistic Director Board of Trustees
Main Purpose	To chair the Board of Sheffield Theatres Trust, ensuring that the Board collectively fulfils its governance duties, and together with the other Trustees ensure that the organisation functions within the legal, charitable and financial requirements of a charitable company, maintaining best practice, ensuring sustainability, and actively advocating for the organisations' mission and values.

Main Duties

Strategic Leadership:

- To lead on the development of Sheffield Theatres Trust's strategic direction, ensuring the organisation keeps to its objectives within this strategic framework alongside Trustees and senior staff.
- To lead, advise, oversee and monitor the performance of the Chief Executive and the Artistic Director.
- To offer leadership, inspiration and motivation to the Chief Executive, Artistic Director and members of the Senior Management Team (SMT), working to build confidence, loyalty and commitment across the organisation.
- To lead the Board in giving clear strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To use skills, knowledge and experience to help the Board reach sound decisions.
- To assist in securing appropriate Trustees supporting all aspects of Sheffield Theatres Trust's activities.
- To act as an advocate/ambassador for the organisation to stakeholders, fundraising initiatives and key partners in the city, regionally and nationally.
- Ensure the development needs of the Board as a whole and those of individual Board members are met.

Governance:

- To chair the Board of Sheffield Theatres Trust, ensuring that the Board collectively fulfils its governance duties.
- Together with the other Trustees, ensure that the organisation functions within the legal, charitable and financial requirements of a charitable company and maintains its best practice.
- To ensure the financial stability of the organisation and the proper investment of funds in accordance with Sheffield Theatres Trust's stated aims and objectives and relevant legislation.
- To chair and/or attend committees given delegated authority by the Board.

EXPECTATIONS

- With a bi-monthly cycle of Board and committee meetings, together with occasional Board away days, working groups, meetings with the CEO, trustee appraisals, representational and event attendances, it is expected that the role will take up an average of 3 days per month, although this cannot be prescriptive. There will be a greater requirement through the initial induction period of 6 to 9 months in the role.
- Whilst some commitments may be conducted through Teams/Zoom or other conferencing systems, there will be an expectation to attend all Board meetings in person in Sheffield.
- The candidate should normally be able to attend meetings with flexibility. There is a schedule of meetings that have been coordinated to maximise attendance of members. The Chair will, of course, be able to influence the dates and times of future meetings but must do so in the spirit of collegiality with colleagues. The Chair will abide by Sheffield Theatres' policies, agreed statements, value and ethos.

PERSON SPECIFICATION

- Proven Inspirational leadership skills, with experience of leading through change and sustainable growth.
- Extensive experience of organisational governance.
- Highly adaptive communication and engagement skills with a variety of stakeholders including ability to chair meetings.
- Experience of the cultural sector and of balancing business with cultural, community or social objectives.
- Ability to understand and influence national, local, regional and cultural agendas.
- An understanding of and commitment to the Creative Case for Diversity.
- Ability to represent Sheffield Theatres Trust and to inspire confidence in staff, other Trustees, funders and key stakeholders.
- Extensive engagement in relevant networks and the ability to influence key networks and build partnerships which support Sheffield Theatres Trust's objectives.
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A passion for the arts, an enthusiasm for the work of Sheffield Theatres and a willingness to act as a champion for the organisation.

TERMS

Time Commitment:

The Chair will be required to devote time to supporting and working with the Board and Senior Management Team. It is anticipated that the time this commitment will require is an average of three days a month, plus availability via phone and email.

Board Meetings:

Board meetings are normally bi-monthly plus an Annual General Meeting in December. Board meetings are held both online and at Sheffield Theatres. There are also Sub-Committees for Finance & Sustainability, People & Culture, Fundraising and Learning & Participation.

Remuneration:

The post is unpaid but all appropriate travel, hospitality and administrative expenditure is reimbursed.

Duration:

The appointment is initially for one term (three years) and expected to start in **July 2025** following an induction period. The appointment can be renewed for a second term.

How to Apply

To apply please contact Victoria Cooper on v.cooper@sheffieldtheatres.co.uk with a CV and covering letter, providing us with a summary of your experience relevant to the requirements for the role, and why you would like to be considered for the position. We are open to receiving applications in a way that is best for you. This might be a written application, but it could also be by recording a video or an audio file in response. The total video/audio file for your CV/biography or letter of application should be no longer than 7 minutes long.

We will also ask you to complete an equal opportunities monitoring form, which will be sent via email.

Important dates for the recruitment process are set out below;

Closing date: Monday 12th May 2025

Interviews: Tuesday 27th May 2025

If you would like an informal conversation about the role prior to submitting an application, please contact Tom Bird, Chief Executive [-t.bird@sheffieldtheatres.co.uk](mailto:t.bird@sheffieldtheatres.co.uk)¹⁵