

## **Sheffield Media and Exhibition Centre Limited Trustee Vacancy - Application Pack**



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## **1. Background**

Sheffield Media & Exhibition Centre (SMEC - trades as Showroom Work Station) aspires to be one of Yorkshire's pioneering cultural centres. Already a prestigious independent cinema and creative business centre in Sheffield we have ambitious plans to continually develop our cultural impact regionally and nationally.

Showroom Work Station is a cultural hub for South Yorkshire and the North of England, our cultural output spans a diverse film programme, film education, and talent development and we are one of the lead organisations for Film Hub North.

Our output has a specific focus on diversity, with a programme that focuses on world cinema titles, independent British films, and documentaries. Over the last 27 years, we have forged partnerships with several film festivals including Sheffield Doc/Fest, Celluloid Screams, SHAFF, The Spirit of Independence Film Festival which are all hosted at the Showroom Cinema each year. We also include programming selections from London Film Festival and Scotland Loves Animation film festival. Alongside this we have developed strategic partnerships with a range of organisations and community groups across the city, these support us with our wider outreach and engagement strategies and with our recruitment and participation offer.

Through the above activity, we are committed to engaging general audiences alongside developing a diverse range of participants and audiences across the UK and South Yorkshire.

In terms of our youth participation activity, we currently deliver the BFI Film Academy and BFI Film Academy Specialist Residential programmes, and have recently started delivering BFI Young Programmers' Festivals, which have proved popular and successful. SMEC has delivered twelve BFI Film Academy Courses, eight Specialist Programming Residential Courses, and two BFI Film Club courses and is very experienced in working with 16–25-year-olds.

We are also leading the BFI Film Academy Plus activity alongside Manchester HOME, developing, and creating opportunities for young people to engage with film and bridge the gap between education and industry.

We have strong links to the industry from film production to exhibition, giving us access to a wide selection of industry contacts and connections who will work with us to deliver this project.

### **Company Background**

Housing a four-screen cinema and a creative business centre, Showroom Work Station is based in a converted 1930's Kenning's car showroom, located in the area adjacent to Sheffield train station which was once teaming with steel and silver fabricators.



The formerly derelict art deco building was rescued from demolition by Sheffield Media & Exhibition Centre Ltd (SMEC) in 1989 and it opened in its new guise in stages from 1993 - 1998. It is now an internationally significant cultural centre and hub for the region and a treasured independent cinema.

Showroom is one of the largest independent cinemas in Europe with four luxury auditoria, education spaces and a café/bar. It presents a lively programme of films from around the world, from contemporary film to classic cinema and is proud to screen a diverse original programme, relevant to its local and regional audiences.

Showroom regularly hosts festivals and events, often bringing creative practitioners to Sheffield for live question and answer sessions - giving audiences a chance to meet experts from different media, learn new skills and cultivate new ideas.

The Work Station is a hothouse for the creative and digital industries sector, housing over 60 companies working with clients in the region, the UK and internationally.

Showroom Work Station's parent company is a Registered Charity. It exists to support the cultural and educational provision around film for Sheffield and has wider ambitions to support and develop the independent film sector in the region, with interests in documentary film and cinema for young people. These interests are reflected in the major activities it has undertaken across the past 30 years of its existence.

Together, Showroom and Work Station provide facilities, training opportunities and engagement for the Film Industry. We are the Hub Lead Organisation for Film Hub North, part of the BFI's UK-wide initiative The Audience Network, providing cultural leadership and coordination for film exhibition for the whole of the North of England.

## **2. The Role and Key Responsibilities**

### **Main Purpose:**

As a Trustee you will work closely with other Trustees, the Chief Executive and Senior Management Team, under the guidance of the Chair, to ensure that the organisation achieves its business and cultural objectives.

We are particularly looking for applicants with expertise in either **fundraising, capital projects or hospitality and conferencing**, to develop the organisation as we continue to rebuild our customer base following the covid pandemic.

Trustees are required to attend approximately 5 Board meetings per year (usually held on the last Monday of the month, 6 pm – 8 pm) and to offer relevant support and specialist knowledge to enable us to meet the objectives of our business.

We would encourage new trustees with expertise in fundraising or capital projects to join our newly formed Capital Projects sub-committee (which will meet approximately 2-3 times each year), to progress the initiatives of this sub-committee.

### **Duties and responsibilities of the Board of Trustees**

#### **Strategic Leadership:**

Under the leadership of the Chair and alongside senior staff, the Board shall develop Sheffield Media and Exhibition Centre Limited's strategic direction, ensuring the organisation keeps to its objectives within this strategic framework.

Trustees of the Board are charged with ensuring Sheffield Media and Exhibition Centre Limited operates in accordance with company and charity law and is prudently financially managed. Trustees contribute their experience and area of expertise to the Board's role of determining the strategic direction, policies and planning of the organisation.

The Board shall provide clear strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.

Trustees shall use their skills, knowledge, and experience to help the Board reach sound decisions.

Trustees are to act as advocates for the organisation promoting its activities and profile and assisting with fundraising.

#### **Governance:**

Ensure that the organisation functions within the legal, charitable, and financial requirements of a charitable company and strives to achieve best practice.

To ensure the financial stability of the organisation and the proper investment of funds in accordance with Sheffield Media and Exhibition Centre Limited's stated aims and objectives and relevant legislation.

#### **Board Sub-Committees**

Certain key functions such as Finance, Human Resources, Education and Fundraising and Capital Projects may be delegated to sub-committees of the Board. Membership will be from Trustees with relevant skills and experience.

As stated above, it is planned for applicants with fundraising and/or capital projects expertise will join our newly formed Capital Projects sub-committee which will meet 2-3 times each year.

### **3. The Person Specification**

We are seeking Trustees with proven experience in any of the following sectors:

- **Fundraising**
- **Capital Projects**
- **Hospitality and Conferencing**

All candidates need to have:

- An understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship.
- Strong communication skills including ability to contribute to meetings.
- An enthusiasm for the work of Sheffield Media and Exhibition Centre Limited and a willingness to act as a champion for the organisation.
- Ability to understand local, regional, and cultural agendas.
- Ability to represent Sheffield Media and Exhibition Centre Limited and to inspire confidence in staff, other trustees, funders, and key stakeholders.
- Engagement in relevant networks and the ability to influence key networks and build partnerships that support Sheffield Media and Exhibition Centre's objectives.

We welcome applications from disabled and Black, Asian, and Minority Ethnic (BAME) candidates to ensure our board continues to be fully representational.

### **4. Terms**

#### **Time Commitment**

In addition to attending Board meetings, Trustees will be required to fulfil their advocacy role together with attendance and full participation in any sub-committees which they join.

#### **Board Meetings**

There are approximately 5 Board meetings each year plus an Annual General Meeting in September. Board meetings are held in Showroom Work Station.

#### **Remuneration**

The post is unpaid, but all Trustees receive invitations to special events and have a weekly allocation of free cinema tickets (subject to availability).

#### **Duration**

The initial appointment of all Trustees is for three years. This can be renewed for two further terms of three years.

## 5. How to Apply

To apply please provide the following:

- A comprehensive CV or biography (a statement outlining your roles, responsibilities, and achievements in the organisations in which you currently and previously worked). Please include details of any service as a Board Trustee or any other voluntary/community work.
- A completed equal opportunities form (enclosed). This information will be treated as confidential and used for statistical purposes only.
- Daytime and evening contact telephone numbers that will be used with discretion.

You may email your application to [julie.simpson@srws.org.uk](mailto:julie.simpson@srws.org.uk) or post to Julie Simpson, Company Secretary, Sheffield Media and Exhibition Centre Limited, 15 Paternoster Row, Sheffield S1 2BX.

### Closing date

**Please submit your application by midday on Wednesday 8<sup>th</sup> May 2024.**

### General enquiries

In the first instance please contact [julie.simpson@srws.org.uk](mailto:julie.simpson@srws.org.uk) with any queries regarding the vacancies or application process.

For an informal conversation about the role prior to submitting your application please contact Ian Wild, Chief Executive at [ian.wild@srws.org.uk](mailto:ian.wild@srws.org.uk)

### Equal Opportunities Policy

Sheffield Media and Exhibition Centre Limited is an equal opportunities employer and is committed to fair and open competition. Applications from under-represented groups are particularly welcome.

Under the Disability Discrimination Act 1995, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.