

FRANTIC ASSEMBLY



TRUSTEE
with Finance Expertise

RECRUITMENT PACK 2024

TRUSTEE RECRUITMENT PACK

Thank you for your interest in the post of Trustee at Frantic Assembly.

The contents of this pack include:

- **information about the company**
- **a role overview**
- **a role description and person specification**
- **how to apply**



“Frantic Assembly has been rewriting the rulebook for almost three decades” The Times

Frantic Assembly’s method of devising theatre has been impacting theatrical practice and unlocking the creative potential of future theatre-makers for 30 years. One of the most exciting and best loved theatre companies in the UK, Frantic Assembly is led by Artistic Director and co-founder Scott Graham and Executive Director Kerry Whelan. We tour extensively across Great Britain and have worked in more than 40 countries internationally, collaborating with some of today’s most inspiring artists.

Frantic Assembly is currently studied as a leading contemporary theatre practitioner on five British and International academic syllabuses. The success of the Frantic Method, the company’s distinct approach to devising, has influenced contemporary theatre-making and foregrounded the use of movement directors and choreographers in new dramatic works. With a history of commissioning writers such as Lemn Sissay, Simon Stephens, Abi Morgan, Bryony Lavery and Mark Ravenhill, the company is acclaimed for our collaborative approach.

Sharing our work and the way we work is at the heart of what we do. The accessibility of the Frantic Method has empowered and inspired people to participate, educate, collaborate and make thrilling work. Our learning and participation work is therefore symbiotic with and emanates from our artistic output. Our performances fire people up to attend Frantic Assembly workshops, which in turn creates new and diverse audiences for our shows and the wider theatre industry.

Ignition is Frantic Assembly’s FREE nationwide talent development programme for young people aged 18-24. Now in its 15th year, *Ignition* plays a vital role in dismantling socio-economic barriers to access that have traditionally prevented fresh talent from under-represented communities from entering and revitalizing the arts. *Ignition* makes a difference; it transforms lives, opens doors, and allows young people to reach beyond what they thought they were capable of. It has sparked creativity and helped launch careers that are defining our artistic landscape.

CORE COMPANY VALUES

Collaborative - Authentic - Accessible - Brave - Empowering

TRUSTEE ROLE OVERVIEW

Role	Trustee with finance expertise
Reports To	Chair of Trustees
Appointed by	The Board on recommendation of the interviewing panel.
Salary	Unpaid. This is a voluntary role. Reimbursement will be made for travel expenses incurred travelling to meetings.
Time Commitment	<p>Trustees are appointed for a term of three years, with the potential to renew for a further two terms, up to a maximum of 9 years.</p> <p>Trustees are required to attend our full Board Meetings (4 per year of average duration 1.5 hours) as well as the Finance, HR and Risk Subcommittee meetings (4 - 5 per year of average 1 hour duration). Attendance at Frantic Assembly shows and events throughout the year is encouraged.</p> <p>Meetings are a mixture of in person and online.</p>



TRUSTEE ROLE DESCRIPTION

We are recruiting a qualified accountant to our Board of Trustees and to join our Finance, HR and Risk Sub-Committee with a view to Chairing this group in time.

In addition to wider trustee responsibilities you will provide particular governance oversight of Frantic Assembly's finances.

Key Trustee Responsibilities

- Contributing actively to execution of the Board's responsibility to give strategic direction to the Charity, through business planning and by establishing a clear mission, values and objectives;
- Playing a full and active part in Board meetings (four meetings per annum and otherwise as required);
- Keeping up-to-date with the Charity's activities, ensuring that they are in line with its aims and objectives, and that they are for the public benefit;
- Attending Frantic Assembly productions and events, and where possible, introducing other people to Frantic Assembly through those activities;
- Being an ambassador and advocate for Frantic Assembly, promoting and championing our work, ambition, vision and objectives to stakeholders, and relevant organisations whenever possible throughout the year;
- Participating in formulating fundraising strategy and participating where appropriate in fundraising activities. Trustees are themselves encouraged to donate to the charity from time-to-time at a level appropriate to their personal resources;
- Introducing contacts to the Charity for the purpose of the provision of funding or advice;
- Ensuring the Charity complies with company and charity law and the requirements of The Charity Commission.

Key Financial Oversight Responsibilities

- Chairing Frantic Assembly's Finance, HR and Risk Sub-Committee (up to five meetings per annum and otherwise as required);
- Ensuring the adequacy of risk management, internal controls and governance arrangements;
- Oversight of annual budgets and financial reports - working alongside CEO and external auditors as necessary;
- Governance of financial management and reporting including cashflow and financial planning;
- Providing a short annual report to the Board, summarising the Sub-Committee's conclusions from work undertaken during the year



PERSON SPECIFICATION

- Qualified accountant or similar qualification;
- An interest in the work and values of Frantic Assembly and a proactive commitment and enthusiasm to shaping and advising on the future of Frantic Assembly;
- Understanding of financial administration in the charity sector ;
- Understanding of the management of charity resources, including internal financial controls, charity reserves and restricted funding;
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship and the roles of boards;
- An ability to put the best interests of the charity at the heart of all decision making and to make judgements that fits the organisational operation as well as to advance the charity's interests.

HOW TO APPLY

If you are excited about the intersection of finance and the arts and are ready to contribute your skills to a dynamic theatre company we want to hear from you. Please submit your CV and a brief covering letter outlining your experience and why you're passionate about joining Frantic Assembly to recruitment@franticassembly.co.uk. If you would like to speak to us before making an application, please contact our Executive Director, Kerry Whelan, to kerry@franticassembly.co.uk

As a National Portfolio Organisation funded by Arts Council England, we are required to collect data to help us monitor the diversity of the organisation. Please complete an equal opportunities form [here](#). All equal opportunities monitoring information is kept separate from your application and is not seen by the selection panel. It does not form any part of the recruitment assessment.

If you require this pack or the application form in an alternative format, please contact us on 020 3161 4031 or recruitment@franticassembly.co.uk

- Closing date for applications: **5pm, 19th April 2024**

Frantic Assembly is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all team members. We welcome applications from those who are currently under-represented in the arts.



THE COMPANY

ARTISTIC DIRECTOR

Scott Graham

EXECUTIVE DIRECTOR

Kerry Whelan

HEAD OF LEARNING & PARTICIPATION

Daniel Griffiths

GENERAL MANAGER

Myra Tam

ADMINISTRATOR

Vacant

LEARNING COORDINATOR

Riley Stroud

BOARD OF TRUSTEES

Mark Hawes (Chair), Matthew Hunnybun, Amit Kataria, Dorcas Morgan, Joanna Read and Denzel Westley-Sanderson.

ASSOCIATE ARTISTS

Simon Pittman - Creative Associate
Michael Lynch - Associate Film Maker
Neil Bettles - Associate Director

PRACTITIONERS

Danielle Akosa, Maggie Bain, Cudjoe Asare, Amelia Cardwell, Jacob Coleman, Michelle Edwards, David Gilbert, Paolo Guidi, Sean Hollands, Richard James Neale, Perry Johnson, Steve Kirkham, Gavin Maxwell, Joanna McGibbon, Steven Miller, Linzy Na Nakorn, Felipe Pacheco, Marc Pouani, Jonnie Riordan, Luca Rutherford, Sophie Shaw, Krista Vuori, Lucy Wild and Jess Williams.

For more information about Frantic Assembly visit our [website](#).



Supported using public funding by
**ARTS COUNCIL
ENGLAND**