



INFORMATION PACK: PILOT BOARD MEMBERS

Be a Board Member for Pilot

Be part of our renowned national touring theatre company making work aimed primarily at younger audiences.

Our core mission is to make theatre that gets the world thinking harder and feeling more.

We now seek people aged 18 to 25 to participate at the most senior level of our organisation.

Why Join Our Board

Joining a Board is fantastic experience for anyone interested in learning more about how a theatre company or charity works.

This opportunity is ideally suited for people passionate about the Arts who feel like us that there should be more cultural opportunities for young people.

You might be someone with a passion for creativity following a different path at the moment in your education, life or career, or you might be someone setting your sights firmly on a leadership role in the Arts sector. Either way, this role will offer you great networking opportunities and the chance to be part of an exciting next chapter for Pilot.

As a Board Member you will:

- contribute to decision-making at the most senior level of the organisation and play a key role in the conversations that shape our future.
- help us protect and promote our values.
- bring your experience to help us, and influence us, as we reflect on the strategic and practical challenges and opportunities we face as a company.
- use your experience, to help us to identify when and where we need to take action to be the most resilient, successful and forward-looking company we can be.
- participate in team-working with a very committed and supportive group of Trustees, and have the chance to learn from this experienced group.
- develop your leadership skills.



Pilot's Work

We have ambitious and exciting plans for the next four years.

Our recent production of *Brighton Rock*, which is touring nationally to some of the best venues in the country till the end of May 2018, has scored a hit with both critics and audiences.

We are currently working on *Eighteen*, a participatory film project with 17-year olds in York and other parts of Europe exploring what it's like to turn 18 in 2018, and developing a prototype for a new VR immersive theatre experience *Traitor* which will play in schools after hours.

We work internationally as well as in the UK and are the lead organisation working on PLATFORM shift+, consisting of 11 partners from 9 EU countries - ten theatres and a university. This project is about working towards meeting the new challenges of producing theatre for young people in the digital age.

In any typical year the company will be working on a major national touring production, collaborating with international partners on one or more productions, working in schools and community venues, and running the livestreaming of up to 25 events.

In addition to our artistic work we are working to put in place new structures at our company so that young people's voices can influence every aspect of our work (including at Board level).

For more about our extraordinary history of Pilot and details of our current staff team please see our website.

The Role

We are looking for people who firstly are as passionate as we are about engaging young adults in the arts and helping them to be a powerful cultural voice in the UK and beyond.

On our Board we also always need special expertise in a number of key areas, and are always keen to hear from those with a proven interest in, or who are making a career in:

- Theatre, Arts or Film
- Education / work with young people
- Law
- Human Resources
- Digital and Technology
- Finance
- Marketing
- Fundraising and Development



We need people from these backgrounds to advise, guide and influence us on the many and varied aspects of our company's work.

What level of commitment is expected?

The Board are the group who, in legal terms, are responsible for the company. Pilot is both a Company Limited by Guarantee and a registered educational Charity (our Board members are also our Trustees).

As an established company, we have a strong staff team and effective processes in place to monitor our work and budgets. Our current financial position has been rated as "strong" by Arts Council England.

As a Board Member, you will take part in regularly reviewing the company's work and accounts. In order to participate fully in the life of our organisation you will be expected to attend:

- four meetings each year which normally take place in the early evening in central York.
- our annual Board Away day which is usually when the staff and Board come together to work on our future plans
- Pilot's productions and other events, conferences, workshops and discussions.

How do I Apply?

If you are interested in applying, and would like to have an informal conversation about this opportunity with someone on the Board, please contact Sarah Rorke our Company Administrator sarah@pilot-theatre.com Sarah will be able to set up a time for you to speak to one of our Trustees.

If you wish to apply, please read this document, the job description and person specification carefully, and write us a letter no longer than two pages outlining why you would like to join our Board and what you can bring to Pilot. Send it together with your CV to sarah@pilot-theatre.com by Friday 4th May 2018.



JOB DESCRIPTION AND PERSON SPECIFICATION

The role of the Board is to:

- uphold and support the overall strategic direction of the company
- provide positive leadership and support to the management team
- direct financial strategy and control through business plans, budget setting and reviewing management accounts.
- in conjunction with the management team, stimulate and develop new ideas to develop Pilot and its programme of work
- review and manage risk
- ensure compliance with all statutory obligations including Health and Safety.

All Board members will:

- attend the majority of Board meetings in any one year
- contribute to the strategic management of the Company including setting and maintaining vision, mission and values; developing and monitoring strategy, policy, goals and targets; evaluating performance against agreed targets; seeing as much of the Company's work as possible
- act as advocates of the work of the Company on all appropriate occasions
- ensure that they are fully informed about all relevant Company matters in order to fulfil their legal responsibilities regarding solvency, probity, compliance with Pilot governing documents, charity law, company law and any other relevant legislation or regulations including the conduct of Company employees
- put the Company's interests first and, if a conflict of interest were to arise, they declare it
- keep all company business confidential

Person Specification

Essential attributes

- Keen interest in the arts and innovation
- Team player
- High level advocacy, communication and inter-personal skills



- Ability to be a critical friend
- Networks of connections and contacts with whom you are willing to actively promote our organisation
- A commitment to equality and diversity
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the trusteeship of a charity
- Commitment to active involvement as a Board member

Desirable attributes

- Experience and knowledge of at least one of the following:
 - Theatre, Arts or Film
 - Education / work with young people
 - Law
 - Human Resources
 - Digital and Technology
 - Finance
 - Marketing
 - Fundraising and Development
- Previous demonstrable leadership experience (such as being on a University Committee, or helping to run or set up a new company or venture?)

Pilot is committed to equality of opportunity in recruitment. We value a diverse team and welcome applications from all sectors of the community.

- All Board members should refer to The Charity Commissions 'CC3 - The Essential Trustee' Guide for full details of legal responsibilities of being a Board member/ Trustee. This can be found at <http://www.charitycommission.gov.uk/publications/cc3.aspx>

As a Company Limited by Guarantee Board Member financial liability is limited to £1.

Recruitment Process

Depending on the number and quality of applications we would hope to meet as many candidates as possible.

Shortlisted candidates will be invited to meet representatives of the Board and staff to discuss their application.



If successful we will allocate an existing board member as a mentor for the first year of your term of office. You will also receive a full induction which will introduce you to the work of the company, our policies and procedures.

Term of Appointment

Board members are appointed for a term of three years with the possibility of reappointment for a further term. Membership may be terminated earlier by agreement.

Remuneration

Board Members are voluntary positions. Pilot will reimburse for travel expenses reasonably incurred in connection with their duties as agreed with the Chair.

Further Queries

For any other queries please contact Sarah Rorke: sarah@pilot-theatre.com

Thank you again for your interest in joining our board.

Chris Bailey, Chair