

FORCED ENTERTAINMENT

CALL FOR NEW CHAIR AND TRUSTEES OF THE BOARD



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**ARTS COUNCIL
ENGLAND**





Forced Entertainment is looking for a new Chair to lead the organisation through the next three-six years, working closely with other board members and the Artistic and Management Teams to support the delivery and development of its plans.

We're also looking for two new trustees, people who enjoy working as part of a supportive but rigorous team, who are passionate about the arts and the power they have to change lives.

Job descriptions for the role of Chair and Trustee are included at the end of this pack.

Ideally you will know our work and the contemporary theatre sector that the company is part of. However, if you haven't seen the work and are interested in using your skills and experience to support the arts, do get in touch.

We believe that Forced Entertainment will be a stronger company with the support of a board that values and embodies difference, diversity of background and experience. We particularly welcome your application if you identify as a person of the Global Majority, or as disabled (including 'invisible' disabilities or neurodiversity such as autism and dyslexia), as these groups are underrepresented on our board.

Following a skills audit of the current board, we are looking for individuals who have skills, knowledge and experience in Finance, Charity Governance, HR, IT/ Digital, and the Sheffield/South Yorkshire arts ecology.

As part of our aim to support emerging practitioners and arts workers to develop experience and skills, we encourage younger individuals to apply to become a trustee. We can provide mentoring to develop your experience of governance.

As board meetings happen in person and online, we're happy to receive expressions of interest from people based in South Yorkshire and elsewhere in England. We'll provide additional access support if required to attend and participate in board meetings.

As a Trustee of Forced Entertainment, you will use your experience to help the organisation achieve its full potential as a ground-breaking creator of contemporary theatre within the context of Arts Council England's (ACE) Let's Create strategic framework.

This involves:

- Ensuring good governance and management to sustain the company's financial stability and statutory compliance.
- Using your experience and knowledge to contribute to discussions and decision-making on relevant issues.
- Developing strategic plans and policies.
- Meeting our obligations as an ACE National Portfolio Organisation (NPO).
- Supporting the Company's fundraising campaigns as appropriate.

The Board meets four times a year, usually during the day on weekdays. We have two committees; a Pay and Remuneration (P&R) committee which meets once a year to discuss employee salaries as part of the budget-setting process, and a new Monitoring Progress (MP) committee to support the company's progress against agreed targets. These committees are governed by Terms of Reference, which set out how they operate and how they feedback their recommendations to full board meetings. Trustees volunteer to be on the committees and may agree to bring in external expertise to contribute to them.

Once a year we hold an in-person staff/board Away Day for everyone to get together to address a training need, delve deeper into aspects of the company's future plans, and chat informally over lunch.

Board meeting papers are sent out approximately a week in advance. They usually comprise a comprehensive Executive Director's report including quarterly management accounts, an Audience Development report, Participation Report and minutes of the previous meeting for approval. From April 2023, we'll be monitoring our progress against targets set out in our NPO funding agreement.

YOUR COMMITMENTS



As a Board member you agree to:

- Attend meetings, in person or on Zoom.
- Be fully up to date with the business of the company.
- Be well prepared for each Board meeting.
- Offer timely feedback and responses when requested
- Attend performance and events where possible.
- Advocate for the company where and when appropriate.



Forced Entertainment is a multi-award-winning, globally renowned, Sheffield-based ensemble of six artists which grows in creative collaboration with other artists, influencing the ecology and experience of theatre in England and beyond. Celebrated most recently in Paris (2021) in a Portrait season of six shows from 38 years, the longstanding group, skilled staff and strong board, create and deliver high quality performance and participatory projects locally, nationally, internationally, and over digital platforms.

Our vision is that our work creates a space which allows people of all backgrounds to rethink the world, their place and potential in it. Our mission is to explore the possibilities of playful, complex and provocative art, its power to ask questions, and to connect people.

We do these things through the original work of the artistic team and collaborators (from theatre shows to 24 hour live-streamed extravaganzas), inspiring participatory work with communities, especially Sheffield-based young people, and supporting the growth, creative work and organisational development of other artists.

Our interactions with colleagues, partners, audiences and participants are guided by our values which embrace generosity, rigour, and

a commitment to collaboration. Our work is strengthened by our relationships with Associate Artist, Tyrone Huggins, and guest artists such as Seke Chimutengwende and Nicki Hobday.

We're ambitious in developing audiences and committed to listening to them - deepening and broadening engagement in the company's work on the global stage. Our shows inform and inspire our participatory programme, which we've strategically increased and formalised since 2016; e.g. 'Table Top Stories' grew out of 'Complete Works: Table Top Shakespeare' performance project, engaging participants in schools, HE, local communities, and overseas. In 2024 we'll collaborate with young people and diverse other artists to mark 40 extraordinary years.

We successfully identify new markets, grow existing and new co-production partnerships and diversify income via fundraising.

In 2016 the group was awarded the *International Ibsen Award*, which honours an individual, institution or organisation that has brought new artistic dimensions to the world of theatre, joining distinguished previous winners Peter Brook, Heiner Goebbels, Jon Fosse, Ariane Mnouchkine and Peter Handke as recipients of this prestigious prize.



Artistic Team

Tim Etchells (Artistic Director), Robin Arthur, Richard Lowdon (Designer), Claire Marshall, Cathy Naden and Terry O'Connor

Associate Artist

Tyrone Huggins

Participation Projects

Participation Producer to be recruited

Management Team

Eileen Evans (Executive Director), Jim Harrison (Production Manager)

Social Media Comms

Nicki Hobday

Board of Directors

Frances Babbage, *Professor of Theatre and Performance Studies, University of Sheffield*
Deborah Chadbourn (Chair), *Freelance Arts Consultant/trainee Counsellor*

Adrian Friedli (resigning May 2023),
Director, Crescent Arts; freelance Arts Worker

Inga Hirst, *Director of Relationships and Engagement, Royal Exchange Theatre*

Daniel Kok
International Producer, including Another Route

Lauren Nicole Whitter
Artist and Artistic Director, Anansi Theatre Company

NEXT STEPS

If you are interested in becoming a trustee please email Deborah Chadbourn, Chair **debchadbourn@gmail.com** with an expression of interest (up to two sides of A4) telling us what you can contribute to the board, why you'd like to join, and what you'd like to get out of the opportunity.

You can also apply using a video or audio file. If there are any other adjustments we can make to facilitate your expression of interest, please get in touch with Deborah.

Closing date for expressions of interest is 5pm on Monday 6th March 2023.

CONTACT DETAILS

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Forced Entertainment is a limited company
(company no. 2170819, VAT no. 8640 09),
and a registered charity (no. 1049574).

Chair of Trustees Role Description

Forced Entertainment's vision is for our work to create a space which allows people of all backgrounds to rethink the world, their place and potential in it. Our mission is to explore the possibilities of playful, complex and provocative art, its power to ask questions, and to connect people.

The Chair provides strategic leadership to Forced Entertainment's board, ensuring that it governs the charity effectively, in service of its vision and mission. They guide the board to work together well, working inclusively as a team to provide support and challenge to the Management and Artistic Teams. They oversee the governance and financial management of the company, and to achieve good practice in fulfilling its charitable aims and financial sustainability.

Chair's duties

- Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Support board development including recruitment, induction and retention of suitably skilled and committed trustees.
- Optimise the relationship between the board, staff, and other stakeholders.
- Plan and chair board meetings, AGM, and Away Day with the leadership team.
- Oversee the Pay and Remuneration and Monitoring Progress committees in line with their Terms of Reference.
- Act as a spokesperson and figurehead for Forced Entertainment when necessary.

What we are looking for

(Essential skills, experience and aptitudes)

- Experience of being a trustee (you don't need to have been a Chair before).
- A keen sense of Forced Entertainment's strategic purpose.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- Ability to listen and engage effectively, comfortable with challenge and debate, able to encourage that in others whilst fostering a collaborative board environment.
- Champion Forced Entertainment's work in person, through personal networks, social media, and other channels.
- A strong personal commitment to equality, diversity, inclusion, and belonging.
- Ability to be responsive when advice, support or authorisation is needed.
- Ability to understand and contribute to financial reporting.

The role of Chair requires a greater time commitment than other trustees. In addition to the meetings set out overleaf, the Chair may spend 1–2 days per month supporting strategic planning, recruitment, governance, and reporting, including a monthly scheduled meeting with the leadership team and the flexibility to respond swiftly to occasional ad hoc issues.

Responsibilities of all trustees

- Champion Forced Entertainment’s vision, mission, values and activities.
- Approve, monitor, implement, and evaluate operational strategies and policies.
- Examine Forced Entertainment’s financial plans and budgets, monitor and evaluate their progress.
- Ensure that key risks are identified, monitored and controlled effectively. Review and approve Forced Entertainment’s financial statements.
- Support the effective and efficient administration of the organisation.
- Provide support and challenge to Management and Artistic Teams with regard to individual well-being as well as operational efficiency.
- Contribute to regular reviews of Forced Entertainment’s governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Forced Entertainment’s interests, to the exclusion of their own personal and/or any third-party interests.
- Keep abreast of changes in the local and national arts and culture sector, attending Forced Entertainment events where possible.
- Attend training and provide information relevant to Forced Entertainment’s policies and development.
- Ensure that Forced Entertainment fulfills its statutory obligations including, but not restricted to; Health and Safety, Safeguarding, Data Protection, Equal Opportunities.
- Contribute to Forced Entertainment’s environmental goals, supporting the company to agree and meet its targets.

Skills and qualities of all trustees

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm and commitment for our vision, mission, and values.
- Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of office

- Expected to be in office for three-six years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment

- Attend the quarterly Board meetings; four annually, including the Annual General Meeting, either remotely or in Sheffield.
- Attending an annual Away Day and training sessions as agreed.
- Membership of the Pay & Remuneration and Monitoring Progress committees as required.