



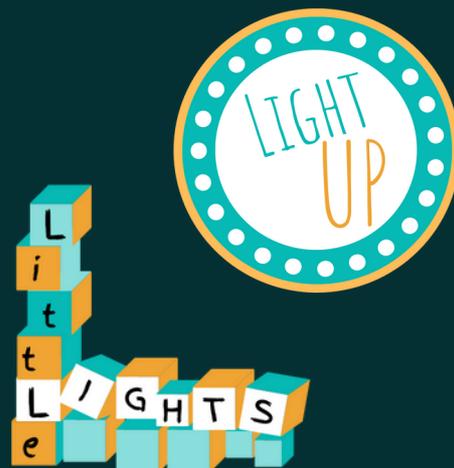
UNEXPECTED
PLACES



JOB PACK

BOARD OF TRUSTEES

'TRUSTEE'



OUR STORY

UNEXPECTED
PLACES



Rosanna Sloan,
Artistic Director



UNEXPECTED PLACES

&

LIGHT UP

It is a pleasure to have a moment to reflect on how Unexpected Places and our education arm, Light UP, have grown and developed since the company was first founded by myself in 2014.

Our story began when I noticed a lack of affordable drama classes for children and young people in the Hampshire area, as I was directing a new show, 'From Scraps' for the Bristol Festival of Puppetry - in this moment, Unexpected Places and Light UP was born. We have come a long way since running those first classes in Hamble, Southampton and, before the disruption of the pandemic, taught 400 students a week across 8 locations, making us one of the largest youth theatres in the country.

In May 2021, we were successful in our application to the charity commission to develop from a not-for-profit organisation to a charity, which reinforced our mission in providing incredible arts experiences for children and young people, from original productions, to classes; training the next generation of performers and arts audiences.

September 2021 brought a new addition, Little Lights, into our lives and the lives of parents and carers. Initially a 6 week course of creative and sensory sessions for 0-3 yr olds, funded by the National Lottery Community fund, the sessions are now a much loved addition to our regular line up of classes and outreach.

Now, we are looking ahead to 2023/24 building on the incredible work our team delivers. Despite a variety of amazing accomplishments, as an organisation the past 2 years have been our most turbulent chapters. The financial pressure of Covid and the cost of living crisis have hit the charity hard and we have gone through a period of contraction to stabilize the charity. We still have challenges ahead and need a strong Board of Trustees to support our dedicated team into stability and success. If you'd like to be part of something special and travel to unexpected places with us, then read on and we'll look forward to hearing from you.

Best wishes,
Rosanna

A CLOSE UP

ON

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From Scraps, 2014



Blighty One, 2018



Looking Down on Me, 2019

Unexpected Places is a diverse charity dedicated to increasing awareness of and encouraging involvement in the performing arts. We have established a reputation for producing thought-provoking and endearing performances and participation projects; expect the unexpected. We achieve this through three strands of work:

- Light UP Education and Outreach
- Performances: Unexpected Places devise and tour original imaginative professional theatre performances. These performances are taken to audiences directly, such as schools and community settings to engage those who do not normally see theatre.
- Little Lights: Creative and sensory play sessions for 0-3 year olds and their families. Little Lights is growing to include concerts, with our original music, for families and sensory experiences. Our work is delivered across Hampshire including Southampton, Gosport, Romsey and Fareham.

Our Charitable Aims

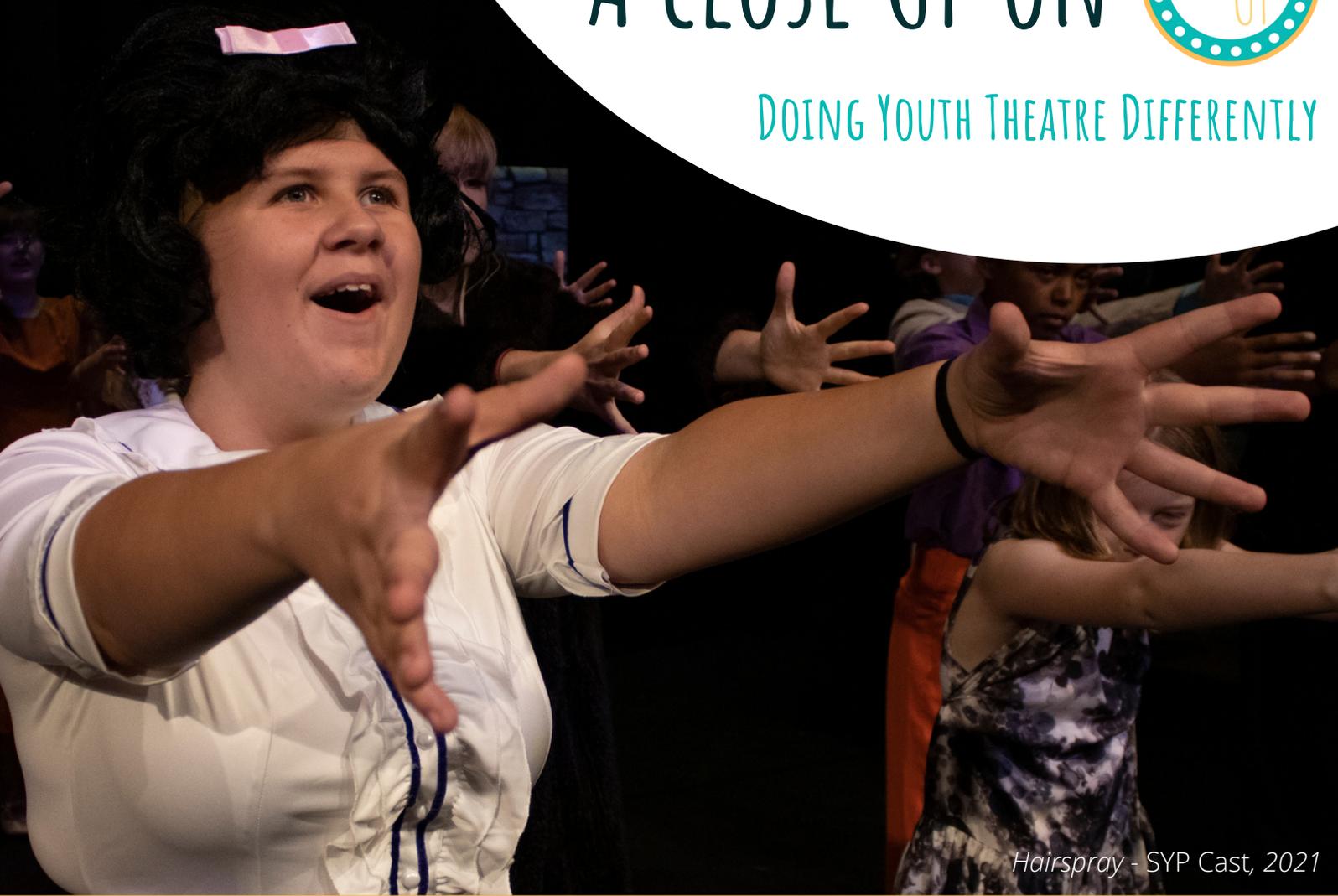
To advance public education in, and appreciation of, the performing arts in particular but not exclusively by:

- the provision of workshops in acting and artistic performance which develop knowledge, skills, confidence and creativity;
- delivering high quality original theatre performances for public presentation;
- the provision of opportunities to participate in other areas of theatre production including working backstage, lighting, sound and production design.
- the provision of opportunities to participate in creative educational activities such as arts trails, festivals and events.

A CLOSE UP ON



DOING YOUTH THEATRE DIFFERENTLY



Hairspray - SYP Cast, 2021

Light UP is an ambitious and developed youth theatre that focuses on providing value for money classes and innovative opportunities to foster creativity, confidence and curiosity, alongside workshops and outreach projects. Our motto is 'Supporting Young People to Shine, On and Off Stage'. We engage young people at all interest levels from those wanting to take part for fun, those with a growing interest in drama and those who are dedicated to pursuing the arts as a career.

Our dynamic range of classes are ideal for building up young people's confidence, helping them to develop their creativity and communication skills, as well as encouraging them to have fun and make new friends. Our Company and Advanced classes give students the opportunity to perform in full scale productions, take LAMDA exams and learn advanced acting skills.

In addition to our termly home ed and after school classes, we also offer a range of other classes including UPStagers for retired adults, drama school style training for adults and most recently drama therapy for patients with Alzheimers. We are able to engage people of all ages in culture.

We work with partners such as the Maskers Theatre to educate people about technical roles in theatre and have developed a range of partnerships and local links to embed ourselves in our community and provide opportunities for interesting collaborations.

THE ROLE



Unexpected Places is inviting applications from people who are passionate about the performing arts and supporting young people through creativity to join our board as trustees.

Post: Trustee

Time Commitment: A minimum of at least four Board meetings per year and to be available for ad hoc conversations, input and advice.

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

We are interested in hearing from people who feel they can make a valuable contribution towards the running and governance of Unexpected Places. Further to this we have highlighted the following key experiences we would like to add to our Board of Trustees:

- A trustee with considerable interest and experience in working with communities
- A trustee with experience as a producer and or theatre artist
- A trustee with experience in children's activities and classes
- A trustee who has experience of Light UP, such as a parent of a student in the youth theatre
- A trustee with experience in fundraising and or bid writing

JOB DESCRIPTION

Objective

Trustees are responsible under the governing documents of Unexpected Places for the governance of the charity. Management and administration are delegated to the Artistic Director, Executive Director and staff. Our Trustees play a pivotal role in setting the strategic direction of the organisation as well as holding management to account; acting in the organisation's best interest and with reasonable care and skill; complying with the governing documents and the law; managing our resources responsibly, and ensuring the charity is responsible.

Principal Responsibilities

- Use any specific skills, knowledge and experience to help the Board of Trustees reach sound decisions.
- Comply with our charity's governing document and the law
- Act in our charity's best interests
- Manage our charity's resources responsibly
- Be an ambassador for the organisation
- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objects (main purpose of the charity) as defined in its governing document.
- Ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- Contribute actively to the Board of Trustees' role to work with the Co-Executive Directors on developing strategy, policies and business plan.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation.

PERSON SPECIFICATION

In addition to the qualities required of a Trustee of the charity, a suitable trustee must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Knowledge and Skills

- Good understanding or an interest in charity governance
- An interest in performing arts education

All Trustees are expected to:

- Understand and show commitment to Unexpected Places' mission, aims and values.
- Attend four Board Meetings per year plus the Annual General Meeting (AGM). Attendance at Company and Board away days and Board training sessions may also be required. Time commitment can vary depending on circumstance (for example may be more during business planning periods or if recruiting a senior leader). Additional Extraordinary Board Meetings may be called in exceptional circumstances.
- Review all Board papers in advance of meetings, and use any relevant skills, knowledge or experience to inform decision making and actively participate in meetings.
- Attend company events, this may include professional theatre productions, youth theatre performances and community events.
- Act as an advocate for the company at all times, including supporting fundraising initiatives and marketing campaigns.
- Maintain the confidentiality of all company business.
- Participate in reviewing the work of the Board and monitoring its effectiveness.

Additional Information

The above list is indicative of the expected duties only, it is not exhaustive.

Terms

The charity's trustees (and board members) will serve a three-year term to be eligible for re-appointment for up to two additional terms.

HOW TO APPLY



We are committed to employment practices that promote diversity and inclusion and so welcome applications regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We are committed to providing an accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application form, contact us and we'll put you in touch with HR who can provide further support.

Registering Your Interest

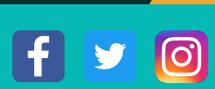
To have a conversation about the role and register your interest please email courtney@lightupdrama.org.uk.

We welcome CV's and letters of application but realise that this may not suit all applicants who are interested in this position.

We thank you for your interest and look forward to hearing from you.

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www.unexpectedplaces.co.uk
www.lightupdrama.org.uk
www.littlelights.org.uk

WHERE UNEXPECTED THINGS HAPPEN