



UNEXPECTED
PLACES



JOB PACK

BOARD OF TRUSTEES

TREASURER



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

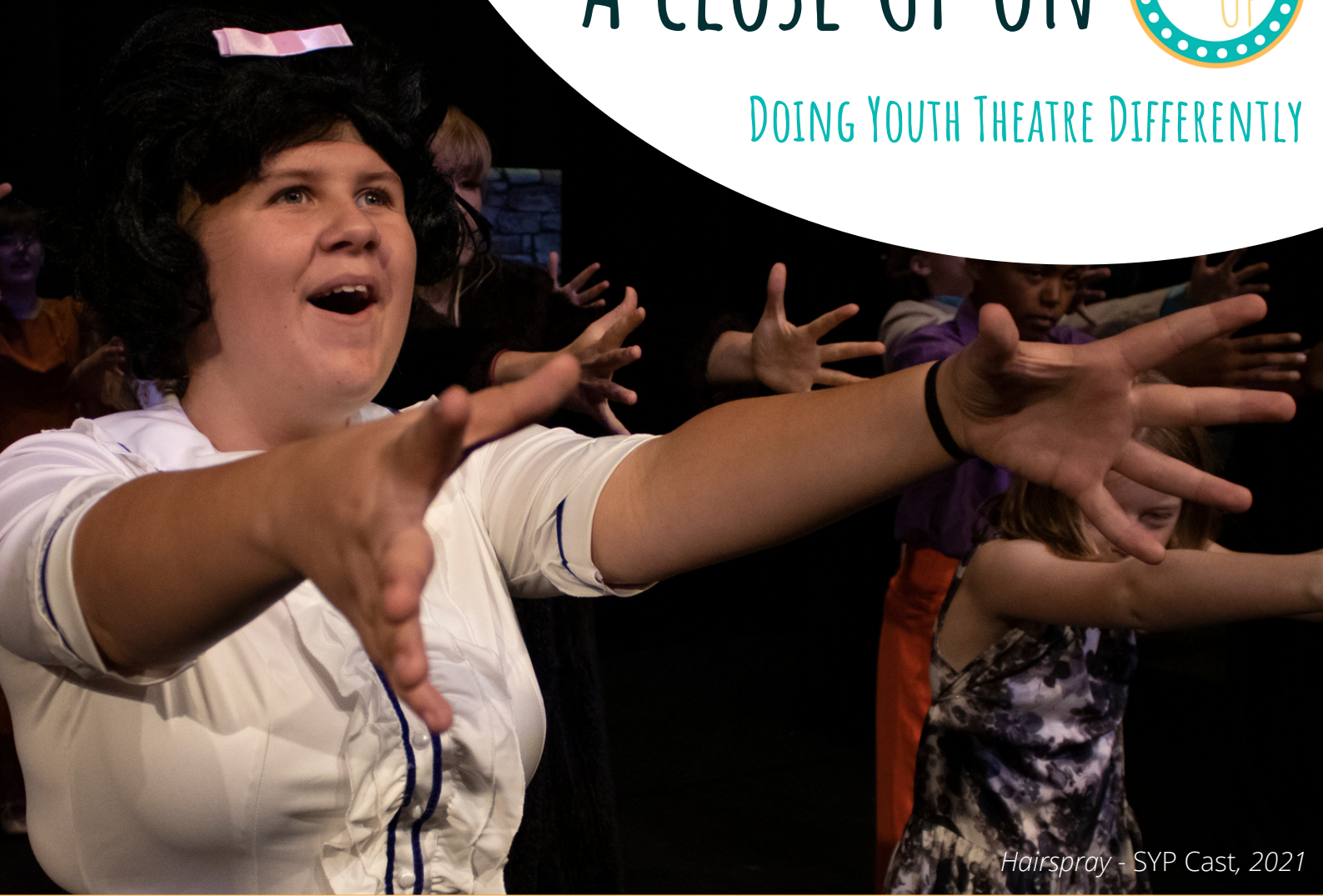
To advance public education in, and appreciation of, the performing arts in particular but not exclusively by:

- 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.

Unexpected Places is inviting applications from experienced professionals who are passionate about the performing arts and supporting young people through creativity to join our board as our new Treasurer. As Treasurer you will join our Board of Trustees and take a lead with financial governance and support the leadership team to maintain and enhance our current systems.

Post: Treasurer of the Board of Trustees

Time Commitment: A minimum of at least four Board meetings per year. The Treasurer is also expected to have regular meetings and be in regular contact with the Chief Executive and liaise with other Board members and Board Sub-Committees in between full Board meetings.

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

JOB DESCRIPTION

Objective

The Treasurer's role is to maintain an overview of Unexpected Places' financial affairs, ensure its financial viability and sustainability and see that the charity maintains proper financial records and procedures in line with accepted accounting practice. The Treasurer, with other Trustees, must also hold the charity "in trust" for current and future generations by ensuring that Unexpected Places has a clear vision, mission and strategic direction and is focused on achieving these.

Principal Responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are maintained and that effective financial procedures continue to be in place.
- Support the Co-Executive Directors to monitor and report on the financial health of the organisation.
- Support the Co-Executive Directors with the production of necessary financial reports/returns, accounts and audits
- Liaise with relevant staff to ensure the financial viability of the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Support the Co-Executive Directors to report the financial position at board meetings (balance sheet, cash flow, fundraising performance etc). Support the Executive Director with the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing systems and limits Petty cash/ float
 - Salary payments
 - Pensions, PAYE and NI payments Others as appropriate
- Appraise the financial viability of plans, proposals and feasibility studies.
- In light of Covid-19, we are also seeking support with:
 - Increasing financial resilience
 - Financial forecasting

PERSON SPECIFICATION

In addition to the qualities required of a Trustee of the charity, the Treasurer 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 inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Be trustworthy, impartial, collaborative and an effective communicator
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively

Experience

- Have an appropriate financial qualification or relevant senior level experience with strong financial analysis skills (e.g. working as a Finance Director or as an accountant).
- Have experience in budgeting and planning.
- Have an eye for detail and be able to ensure decisions are taken and followed up.
- Be available to be contacted for ad hoc advice.

Knowledge and Skills

- Good understanding of charity governance
- Strong leadership skills, ability to motivate staff and volunteers and bring people together

Additional Information

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

Terms

Ideally our newly recruited board will serve a three-year term and 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