

# MONTAGE THEATRE ARTS

## Job Description and Person Specification: Trustee 2021

### Background of the Company

Montage Theatre Arts (MTA) is a charity based in Deptford, South-East London and was established in 1998. The company runs weekly classes in performing arts for young people and the elderly from the local community. With a respected track record for offering excellent and vital opportunities, MTA continues to help people from a highly deprived area acquire techniques and skills, develop confidence and social ability, whilst also breaking down barriers between cultural groups and generations. Montage Theatre Arts is managed by General Manager, Emma Hobday, and a Board of Trustees.

Montage's full programme takes place on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays after school and on Saturday at Prendergast Hilly Fields College in Brockley. We also run a holiday programmes throughout the year, and other smaller programmes at other locations. MTA students also regularly take part in internal performances and local community events.

Trustees report to the Chair and other Trustees, who meet 4 – 6 times a year.

### ROLE:

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

### Job Description –Trustee

Voluntary, Part Time

**Reports to** – The Chair of Trustees

### DUTIES & RESPONSIBILITIES

#### General:

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- Continually striving for best practice in governance.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- Active participation in the development of strategic planning including each Three-Year Plan.
- To declare any conflict of interest while carrying out the duties of a trustee.

#### Other Duties:

- Regularly attend board meetings and important related meetings.

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- Regularly attend organisation events including (but not limited to): showcases and other various performances.
- Participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fundraising and networking on behalf of the organisation.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE TRUSTEE. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM A CONTRACT OF EMPLOYMENT.

### Accountable to:

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

### PERSON SPECIFICATION:

The successful applicant will demonstrate the following skills, experience, and personal qualities:

#### Essential

- A commitment to the organisation and its objectives
- Enthusiasm for the work of the charity
- Excellent communication and interpersonal skills
- Committed to MTA's child welfare and safeguarding practices
- Positive and creative approach to problem-solving
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness and ability to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgment
- Willingness to speak their mind
- An ability to work effectively as a member of a team

#### Desirable

- Experience sitting on a Board of Trustees
- Knowledge of, interest in and/or experience within the creative industries

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The Board of Trustees welcome applications from anyone interested, however some more needed skills and experience are listed below:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Financial management
- The type of work being done by the organisation
- Legal matters
- Fundraising
- Recruitment and personnel management, including a knowledge of employment legislation
- Public relations
- Marketing
- Computers and information technology
- Campaigning
- Education and learning -

### HOW TO APPLY

Please send a CV and covering letter to: **Emma Hobday** at [gm@montagetheatre.com](mailto:gm@montagetheatre.com).

If you would like to discuss this position please contact the email address above or call 020 8692 7007.

**Closing Date for Applications:** Monday 25<sup>th</sup> October

**Successful Interview Candidates will be contacted by:** 3<sup>rd</sup> November

**Interviews:** W.C. 8<sup>th</sup> November

**Ideal Start Date:** ASAP