

## CHAIR/CO-CHAIR RECRUITMENT PACK

NOVEMBER 2023

### WHO WE ARE:

Pentabus is the nation's rural theatre company, based in Shropshire. We are the only rural touring company that is singularly committed to commissioning and producing new work which tours throughout the UK and beyond.

**Brilliant, bold new theatre, telling contemporary rural stories.**

We commission the best writers, designers and performers to make new work for a range of spaces. Our programme includes tours of new productions to theatres, rural community venues and festivals, a studio for the development of new work, a young writer's programme and an in-schools playwriting programme. Over five decades Pentabus has produced over 300 new plays, supported over 220 playwrights and reached over a million audience members. We've won awards and created lasting relationships with artists, venues and audiences across the country.

***'Pentabus are one of British Theatre's many unsung treasures.... quietly nurturing a steady stream of talented writers and directors, and offering rural audiences superb touring shows.'*** Lyn Gardner, The Guardian

***Pentabus... 'Make the most astonishing work in unusual places.'*** Broadway World

### THE ROLE OF A PENTABUS CHAIR:

Thank you for your interest in becoming the Chair or Co-Chair of Pentabus. I have been delighted and honoured to serve in this role for the past 9 years but am now looking to stand down and to pass the responsibility onto a new Chair or Co-Chairs who share our passion for taking brilliant new theatre to audiences across the country.

The Chair of Pentabus is a voluntary role requiring more time and with more responsibility than a Trustee role. With this in mind we would be happy to accept applications from individuals interested in serving as a Chair or from two individuals interested in acting as Co-Chairs. We see the Co-Chairing role as an opportunity for two people with different outlooks and experiences to work together but also as an opportunity for someone who might feel less confident in taking on the role alone.

It's an exciting time to join Pentabus as we approach our 50<sup>th</sup> year, with Arts Council funding recently confirmed, UK tours confirmed for the next year and a thriving Young Writers and digital programme.

Our volunteer Chair(s) and other Board members are integral to Pentabus' success. In recent years our aim has been to build a strong and diverse board consisting of members from a variety of different backgrounds both local and national.

<https://pentabus.co.uk/about-us/meet-pentabus-team>

We strive to make the culture of the board as inclusive as possible, opportunities are shared widely, a full induction programme to support new members is available, board members are encouraged to share their skills and expertise and discussion and debate are welcomed.

Ros Robins (Chair)

### **WE WOULD LOVE TO HEAR FROM YOU IF YOU ARE...**

- Experienced in the arts and in particular in live theatre.
- You have experience of being a board member and are interested in taking on the role of a Chair or Co-Chair (or you have some experience of chairing a committee, project or event)
- You have great communication skills and an inclusive approach to working with a team of people.
- You have time to commit!

Further information on the role of Chair or Co-Chair is shown below, these responsibilities are in addition to those of a [trustee](#). Pentabus are keen to support the development of trustees and would be prepared to offer support for anyone looking to move from being a board member into taking on the position of Chair or Co-Chair. We would be happy to have an informal chat to help you in your decision to apply.

### **THE ROLE OF THE CHAIR (S)**

- You will work with the trustees and the senior team to ensure Pentabus fulfills the charitable and strategic aims and objectives of the company.
- You will ensure that the board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which reflects the wider population.
- You will ensure the effective running of board meetings, encouraging contributions from all board members leading to clear decision making.
- You will act as an ambassador for the company representing Pentabus at external functions as and when appropriate.
- You will build and strong relationship with Pentabus' joint CEOs, ensuring regular contact and carrying out annual appraisals, providing support and acting as a critical friend.
- You will help to promote Pentabus as a major player in the wider theatre industry.

### **WHAT WOULD WE EXPECT FROM A CHAIR (S)**

- It is important that you can show a visible enthusiasm and understanding of the work of Pentabus and are able to advocate on behalf of the company.
- You will have strong leadership skills with financial and administrative expertise.
- An inclusive approach to the role will be important, we will be looking for someone who values diverse skills and expertise with interpersonal skills capable of building relationships with trustees and the senior team. The ability to run a meeting to time allowing for discussion to achieve consensus will be important.
- An acute understanding of the British Theatre ecology and an ability to promote Pentabus as an important part of that.
- We are looking to appoint a Chair(s) who has some experience of working at a senior level within an organisation. Whilst we would not expect you to have been the Chair of an organisation, we will look for experience of chairing meetings and/or events and experience of working with or as part of a board of trustees.

## **TERMS OF APPOINTMENT**

The Chair(s) of Pentabus will be expected to attend quarterly board meetings including an Annual Away Day, & quarterly Finance Committee meetings which take place virtually one week in advance of the Board meeting.

The Board meetings are a combination of virtual, in London or in Shropshire. Travel expenses are paid & any extra access requirements would be covered.

Meetings usually take place at midday to allow for travel time.

The Chair(s) will also be expected to have regular meetings with the joint CEOs in person or virtually and to attend performances in Shropshire or on tour.

Board members and the Chair(s) are appointed for a maximum of 3 terms of 3 years.

## **HOW TO APPLY**

We are inviting you to apply to be a Chair or jointly apply to be Co-Chairs by sending some information about yourself, your interest in and your suitability for the role, addressing the requirements of the role as outlined in the pack.

- Letter of application (2 x A4 pages max), OR
- Video (3mins max), OR
- Voice memo (3mins max)
- PowerPoint presentation of up to ten slides / 1000 words

Please ensure your name is given on every page / file you submit

We also ask that you complete our Equal Opportunities form.

Please send to [work@pentabus.co.uk](mailto:work@pentabus.co.uk)

## **Recruitment Timetable**

**Application deadline is 10am Monday 5<sup>th</sup> February 2024**

**Interview to be held online/or in person in w/c 12<sup>th</sup> February 2024.**

We would be happy to have an informal chat to help you in your decision to apply. We are keen to support the development of trustees and would be prepared to offer support or shadowing if needed.