

HOME

Trustee Recruitment Pack





About HOME

Thank you for your interest in this role at Greater Manchester Arts Centre (HOME).

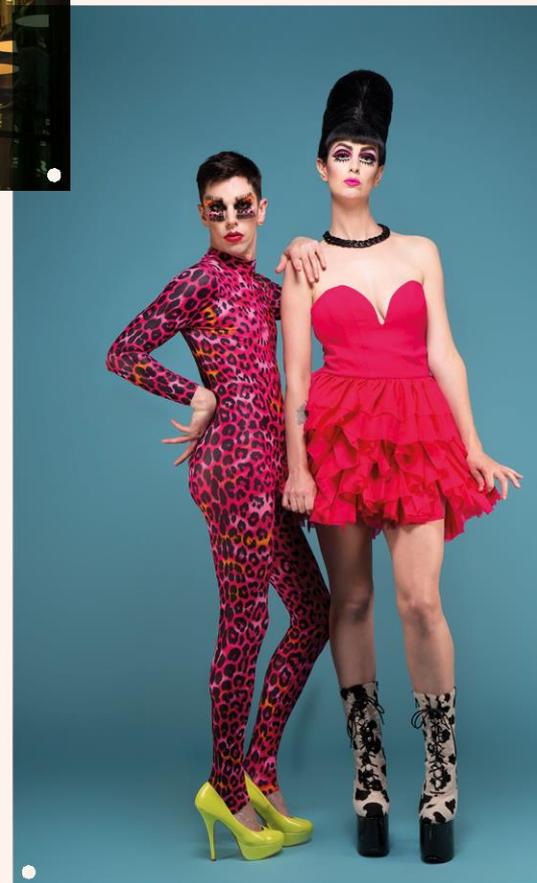
HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester operated by Greater Manchester Arts Centre (GMAC).

Since opening, we've achieved a lot. In the first three years, we welcomed over 2.3m visits to an international programme of over 20,000 events in our cinemas, theatres and galleries. We became one of the few UK organisations to produce new work across theatre, visual art and cinema. Our engagement team worked with over 55,000 participants, and we set up a dedicated Talent Development team to support and build the creative potential of artists in the region.

HOME is an open and social space for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world. HOME curates engaging, international, high-quality work, and serves to develop art and artists at of all stages in their careers. This is done across:

- Two theatres: c.500 proscenium arch theatre (T1),
- and a flexible c.130 seat Studio theatre(T2);
- 500m2 contemporary exhibition space;
- Five state-of-the-art cinema screens presenting one of the
- most celebrated independent film programmes in the UK;
- Rehearsal and development spaces.

HOME is also a thriving cultural business, with a highly successful bar and restaurant, growing events and hires business, a fine retail offer, and an international publishing arm (Cornerhouse Publications).

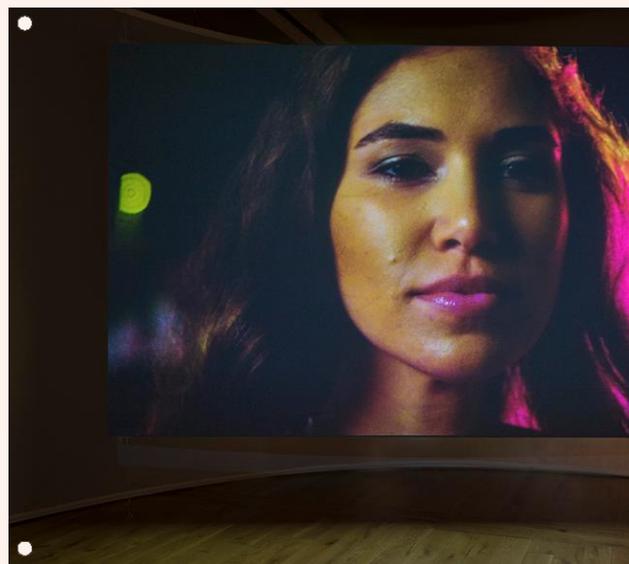


Home's Mission

HOME is an open and social space place for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

Home's Vision

HOME is central to making Greater Manchester a major city celebrated for its' distinctive art, art that enriches the lives and life chances of its' people, a magnet for artists and creatives with the highest engagement in the arts in the UK.



HOME'S VALUES

Creativity

Bringing imagination, resourcefulness and innovation to our work

Pioneering

Leading the way, breaking new ground, being ahead of the curve, taking risks

Collaborative

Seeking out opportunities for sharing and partnership

Engaged

With our city region and the wider world, with art and artists and with ideas and issues

Open

Welcoming and engaging with multiple voices, ideas and perspectives

Rigorous

Striving to do the best work, valuing quality.

31,264 PEOPLE INCLUDING **4,564** YOUNG PEOPLE
AGED **15-25** TAKING PART IN **713** TALKS, TOURS,
WORKSHOPS AND ENGAGEMENT EVENTS

289 VOLUNTEERS
ENGAGED, CONTRIBUTING:



11,608
volunteer hours



94 community
groups engaged



1,225 Inspire
£1 tickets used

**HOME SCHOOLS &
COLLEGES PROGRAMME:**



5,469 pupils
engaged from **114**
schools and colleges



16 RELAXED THEATRE
AND FILM EVENTS
ATTENDED BY **415** PEOPLE



3 BSL-led
exhibition tours



17 BSL-interpreted
film intros and events



3,700 Audio
Described and **284**
Caption Subtitled
film screenings



5 Audio Described,
5 Caption Subtitled
& **5** BSL-interpreted
theatre performances



 **50,538**
visits to our exhibitions

 **232,200**
tickets sold



 **16,578**
theatre tickets for £10 or less (35% of all theatre tickets)

 **18,166**
£5 student/job seeker tickets issued

 **2,734**
children's tickets sold



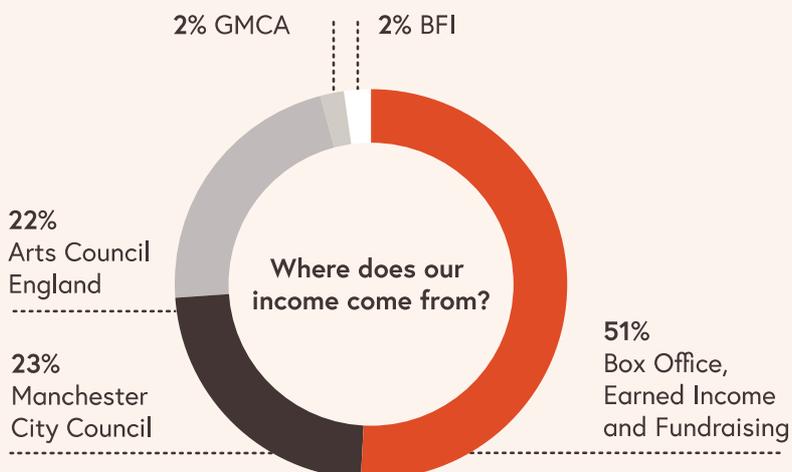
Between 1 Jan & 31 Dec 2016, HOME was the second most visited attraction in Greater Manchester

Source: Marketing Manchester Intelligence Factsheet: Tourism – its value to the local economy.

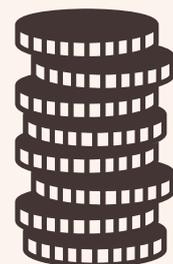
 **1,666,740**
visits to the HOME website (+44%)

 **44,649**
Twitter followers (37,121 in 2016/7)

 **318,205**
views for HOME trailers, behind the scenes films, and online Q&As

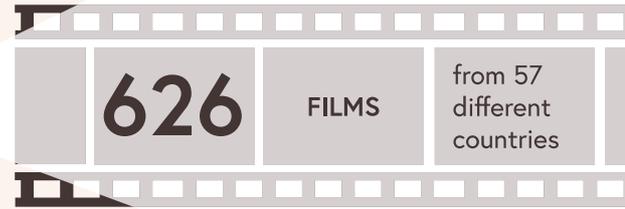


£6m
total income

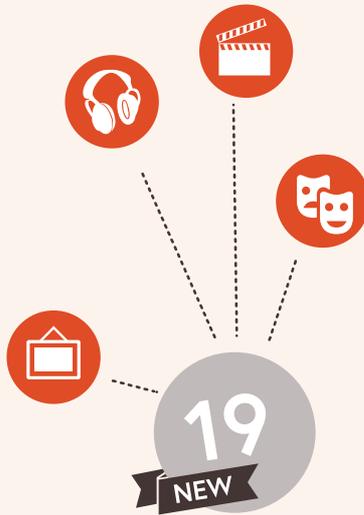




453 artists and performers from over **30** countries commissioned



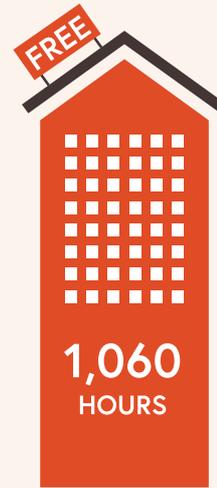
179 film events, intros, Q&As and panels with writers, directors, producers and actors



commissions across theatre, visual art, music and film (includes 2 books)



152 jobs created for technicians and creatives, **345** work experience attendances, **1** apprentice and **2** paid interns



worth of free rehearsal space provided to **137** theatre creatives, worth **£53,000** at commercial hire rates



local creatives showcased



33 Manchester School of Theatre performances featuring **144** students, presented in HOME's Theatre 2 space





Governance and Structure

Greater Manchester Arts Centre Ltd (trading as HOME) is legally constituted as both a company limited by guarantee (Company No. 01681278) and a registered charity (Charity Reg. No. 514719). Board members are therefore Directors of the Company and Trustees of the Charity.

The Board is the leadership body for the charity that ensures that strategic and operational decisions are in line with the mission and objectives of the organisation and are operated within the laws and regulations that govern.

The Board currently includes 9 members with 2 of those nominated by local authorities.

Artistic programme, operational decisions and staff management are delegated to the Director and CEO Dave Moutrey and his Executive Team. The Executive Team alongside artistic programming and business management teams are responsible for the day-to-day operation of the organisation including its performance output, business operations and financial management.

Term of Office

The term of office is three years, trustees can stand for re-election to the Board for an additional one term. In exceptional circumstances this can be extended further.

We would expect attendance at all four Board meetings and one strategy day per year. We would expect the same level of attendance at sub-committee meetings.

We would also expect that Trustees attend and engage in our programme and events at HOME. Trustees are invited to all major theatre press nights and gallery openings.

Application Procedure

Please submit a CV and covering letter (of no more than 2 sides of A4) explaining why you are interested in becoming a trustee of HOME and how you meet the criteria in the person specification of this voluntary role.

Please send this to Company Secretary Jon Gilchrist at jon.gilchrist@HOMEmcr.org.

At HOME we welcome applications from everyone.

HOME strives to present a vibrant, diverse programme that is reflective of the city that we live in. We believe that this can only truly be achieved if the workforce and trustees of HOME encompasses a broad range of beliefs and vantage points. We particularly welcome applications from female and deaf or disabled candidates, as they are currently under-represented on our Board. If you wish to discuss reasonable adjustments for this role, please indicate this in your application and we will be in touch with you.

HOME (Greater Manchester Arts Centre Limited) collects personal information when you join us as an employee, apply for a job or work with us as a freelancer. We will use this information to manage the recruitment process, conform with employment or payroll legislation, report to funders on our workforce or to comply with other laws. HOME will not share your information with third parties for marketing purposes. For more information explaining how we use your information please see our privacy policy for Employees, Freelancers and Artists at <https://homemcr.org/about/policies/privacy/>.

JOB DESCRIPTION for TRUSTEE

Job title: Trustee

Purpose: Trustees are responsible for the overall governance and strategic direction of GMAC, developing the organisation's aims, objectives and goals in accordance with the Memorandum and Articles of Association and other legal and regulatory guidelines.

Main Responsibilities

The statutory duties of the Trustees is to:

- 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 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 in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the organisation.
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation
- protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- appoint the Chief Executive Officer (Director) and monitor his/her performance
- ensure that the charity's assets are safeguarded and used in ways which provide the best possible combination of service to the public and financial return.
- ensure the payment of all taxes due to the Inland Revenue
- ensure that the company is properly insured.
- ensure proper accounts are kept and money owed is collected and that audited accounts are submitted annually to Companies House.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Assisting in the recruitment of key senior personnel
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

Trustees should note that if the Company is not run within the limits of its financial resources, it is possible that they could be held liable for the company's debts and be disqualified from being a Company Director, if they are not seen to have acted prudently. It is therefore essential that Trustees and Directors are informed of the Company's financial position so they can maintain oversight and monitor and the Company's ongoing financial situation. Copies of the charities accounts can be found on the Charities Commission website.

The Board of Trustees meet on a quarterly basis. There is currently one standing sub-committee of the Board, the Finance Sub-Committee.

Trustees may be invited to join a sub-committee, contribute to working groups or bring individual expertise to specific time limited projects.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>One or more of the following:</p> <ul style="list-style-type: none">• Fundraising• Human Resources• Information Technology/New Media• Marketing• Community Engagement• Film Industry / Film Sector• Theatre Industry• Chartered Accountant <p>Experience of acting as a confident advocate for an organisation or project</p> <p>Experience of successful partnership working with various stakeholders</p>	<p>Experience as a trustee or senior employee of a charity or not for profit company</p>
Knowledge/Interests	<p>Demonstrable interest in and commitment to one or more of the following: contemporary visual arts, film & theatre, digital media, engagement and education</p>	<p>Understanding of the legal responsibilities & liabilities of a charity trustee.</p>

PERSON SPECIFICATION

	Essential	Desirable
Practical & Intellectual Skills	<p>Have good, independent judgement so as not to compromise the proper management of the organisation and/or adversely affect the reputation of the Company.</p> <p>Ability to actively support the fundraising plans of the organisation through access to personal networks, businesses & supportive individuals</p> <p>Be able to think creatively</p> <p>Confident and effective decision maker</p> <p>Be able to work effectively as a member of a team</p>	<p>Able to work through issues to resolve conflicts</p>
Disposition & Attitudes	<p>Be open minded when seeking solutions</p> <p>Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.</p> <p>Have a strategic vision and be able to contribute to the continuance of the organisation and its future success</p> <p>Have a good understanding of the concept of confidentiality</p> <p>Preparedness to offer personal and professional skills and experience to support the work of the staff when required.</p>	

PERSON SPECIFICATION

	Essential	Desirable
Personal Circumstances	Willingness to devote the necessary time to the duties of a trustee. Understanding of & commitment to Equality & Diversity	

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CLOSING DATE

5PM ON MON 24 JUN

FUNDED BY



FOUNDING SUPPORTERS



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No: 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.