

Told by an Idiot

creating the unexpected for 25 years

TOLD BY AN IDIOT

CHAIR RECRUITMENT

After 6 years of strong leadership our Chair of the Board, Andrew Comben, Chief Executive of Brighton Dome and Brighton Arts Festival, is stepping down.

To continue in his footsteps, Told by an Idiot is seeking an exceptional, well-networked individual to become Chair of the Board.

The successful candidate will lead the trustees and work with the senior management team to shape Told by an Idiot's future at an exciting time as we begin our 2018-2022 Business Plan.

As an accomplished leader in their field, the successful candidate will have a demonstrable interest in performing arts, a commitment to diversity and have both subsidised and commercial awareness.

They will be a strategic thinker, strong communicator, with access to a broad, diverse network across the private and public sector, and will be an outstanding advocate for the organisation.

They will be authentic, passionate, and enthusiastic about the work of Told by an Idiot, underpinned by a strong commitment to pursuing the company's strategic goals, delivering the Mission, and upholding the Company Values.



TOLD BY AN IDIOT

Told by an Idiot is an Arts Council England National Portfolio Organisation. Now in our 25th year, we have been creating the unexpected on stage, and off stage, since 1993.

Mission Statement:

Told by an Idiot explores the human condition through theatre that is bigger than life. We acknowledge the artifice of performance and make no attempt to put reality on stage, but we inhabit the space between laughter and pain which exists in the real world. Our work is rooted in the live event and thrives on a sense of spontaneity and risk, celebrating the unpredictability of performance. Through playful collaborative writing, anarchic physicality and a comedic sensibility we create genuinely spontaneous experiences for audiences.

Through our work on stage and through our Taught by an Idiot participation work we foster a sense of openness, curiosity and the desire to play. We consistently experiment with what art can be and who can be involved, and in doing so our work blurs the lines between artist, participant and audience. Our commitment to accessibility informs the entwined relationship between our productions and our participation work. We take creative risks, we tell universal stories and we include everyone.

St Martin's House, 59 St Martin's Lane, London WC2N 4JS

t: 020 7407 4123

e: info@toldbyanidiot.org w: www.toldbyanidiot.org

Told by an Idiot Ltd registered in England & Wales no. 3786895
Registered charity no. 1086571 VAT no. 798 6868 28



Our Company Values are, to:

- **Revel in the live experience**
- **Innovate and provoke**
- **Find laughter in unlikely places**
- **Include everyone**

'No one else is making theatre as creatively and ambitiously as Told by an Idiot. They are a unique phenomenon – intelligent, ingenious and genuinely popular.' - Simon Armitage (Poet Laureate)

See more information, including our current Trustees, on our website, www.toldbyanidiot.org

THE ROLE OF THE CHAIR

The Chair, working closely with the Executive Producer and Artistic Director, will:

- Provide inclusive leadership for Told by an Idiot and its Board of Trustees for the effective governance of the Charity. This will entail setting the Board's agenda with the Executive Producer, facilitating a proper and effective relationship between Trustees, and between the Board and any sub-committee(s) and keeping the Board focused on strategic matters
- Ensure that transparent information is provided to Trustees, giving them enough time to consider critical issues and setting realistic deadlines for informed decision-making by the Board
- Make sure that the Board is regularly refreshed and appropriately balanced, enabling individual Trustees to identify the ways in which their particular set of skills and experiences could be of benefit to Told by an Idiot
- Support new trustees by providing an induction process
- Foster the development of the Board as a whole, making sure trustees keep abreast of the latest guidance on good practice and any changes affecting their legal status, roles and responsibilities as trustees
- Monitor the effectiveness of individual Trustees and the Board as a whole, facilitating an annual review of the Board's effectiveness and conduct an annual performance review of the Executive Producer and Artistic Director
- Act as a spokesperson and ambassador for Told by an Idiot in a variety of contexts such as performances, functions, meetings, the press and broadcast media, alongside or in the absence of the Executive Producer and Artistic Director
- Fulfil the statutory duties of the Chair of a charitable organisation
- Keep an eye on the big picture, enabling the Board to identify and manage risks and embrace opportunities and safeguarding the overall reputation and financial health of Told by an Idiot

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This role description is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.



We are looking for someone with the following attributes:

KNOWLEDGE AND UNDERSTANDING OF:

- The work, history and ambitions of Told by an Idiot
- The role of the arts in society including the current issues affecting the sector
- The governance of charitable arts organizations
- The political context in which Told by an Idiot operates

SKILLS INCLUDING:

- Strong interpersonal skills including listening, motivating and challenging others, developing relationships, team-building, team-working and team leadership
- Managerial skills including line management, performance review, chairing meetings, leadership and crisis management
- Networking and advocacy skills and the ability to act as an ambassador for Told by an Idiot
- Financial management skills
- Strategic intelligence and the capacity to command respect within and beyond Told by an Idiot

EXPERIENCE

- Senior strategic leadership within an organisation (arts or other)
- Financial oversight at a senior level
- Business development / fundraising
- Engagement with the arts

If you meet one or more of the attributes above then we would love to hear from you.

TERMS OF APPOINTMENT

The appointment will be made initially for 3 years, as with all board members, and every member is then eligible for 1 further term of 3 years before retirement.

Please note this is a volunteer role. No remuneration will be made for the role but travel and out-of-pocket expenses can be reimbursed where required and agreed.

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Any appointment to the Board is as both a director of a limited company and a trustee of a charity. The Board's role and responsibilities are governed by Company and Charity Law as it applies in England and Wales.

TIME COMMITMENT

Quarterly board meetings and a yearly Board Away Day and any extra meetings where required. Board meetings are every 3 months and take place at (or near) Told by an Idiot, St Martin's House, 59 St Martin's Lane, London WC2N 4JS – Leicester Square / Covent Garden). They are usually early evening and mid-week.

You will also be required to attend company performances and advocacy events and be available for telephone and email support for senior staff when required.

GOVERNANCE INFORMATION

Told by an Idiot is both a limited company and a registered charity and, as such, is governed by the charitable objects set out within its Memorandum and Articles of Association. The directors of the company, who also act as trustees of the charity, therefore have legal, financial and fiduciary duties under company law and compliance with charity legislation.

The day-to-day management of the company is delegated to the Executive Producer and Artistic Director (as joint Chief Executives). However, the ultimate responsibility for the company's operation lies with the Board of Directors, so all members are strongly encouraged to gain a good working knowledge of the key operational and strategic challenges and opportunities facing the management team and to keep abreast of any major internal and external issues that might affect the company, supporting the striving for excellence and high quality in all in which the company is involved.

APPLICATION PROCESS

We welcome expressions of interest from anyone but in particular are looking to hear from individuals from a range of arts / industries (not just theatre).

All expressions of interest will be considered by the Recruitment Sub-Committee. The decision to appoint a new Chair will be taken by the full Board of Trustees advised by the Recruitment Sub-Committee.

Told by an Idiot is an Equal Opportunities Employer. We value diversity and would welcome applications from all sectors of the community. We are able to offer support and resources to aid access requirements. Please state access requirements on your application.

Please ensure that your submission addresses the person specification in detail and discusses the ways in which you believe you fulfil the criteria. You must declare if you have been disqualified from acting as a trustee previously.

Expressions of interest in the form of a CV and covering letter should be emailed to Executive Producer, Jenni Grainger: jennigrainger@toldbyanidiot.org. You can contact Jenni Grainger or any other relevant person to discuss the position should you have any queries. Please call the office on 0207 407 4123. We expect to hold interviews in late September / early October 2018.

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Deadline for expressions of interest: Friday 14th September 2018.

Shortlisted candidates will be invited for an interview with the Recruitment Sub-Committee which will include Executive Producer, Artistic Director, and a current board member (with possible Arts Council Representation also in attendance).

Board Meeting Dates confirmed for 2018:

19th September 2018
12th December 2018

If you would like this information in an alternative format, please contact Jen Holton, Assistant Producer:
jenholton@toldbyanidiot.org / 0207 407 4123.

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EQUAL OPPORTUNITIES MONITORING FORM

Told by an Idiot is committed to the promotion of equal opportunities and the elimination of discrimination experienced by people on the grounds of gender, race, disability, sexual orientation, age, religious belief, history of illness, needs of dependants and/or parenthood.

The information collected will be treated in the strictest confidence and will only be used for the purpose of furthering Told by an Idiot's equal opportunities policy.

GENDER

- Male
- Female
- Non binary
- Prefer not to say

AGE

- | | | | |
|-------|--------------------------|-------------------|--------------------------|
| 0-19 | <input type="checkbox"/> | 20-34 | <input type="checkbox"/> |
| 35-49 | <input type="checkbox"/> | 50-64 | <input type="checkbox"/> |
| 65+ | <input type="checkbox"/> | prefer not to say | <input type="checkbox"/> |

SEXUAL ORIENTATION

- | | | | |
|-------------|--------------------------|-------------------|--------------------------|
| Bisexual | <input type="checkbox"/> | Heterosexual | <input type="checkbox"/> |
| Gay/Lesbian | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| | | Other | <input type="checkbox"/> |

DISABILITY

- Non disabled
- Visual impairment
- Hearing impairment/Deaf
- Physical disabilities
- Cognitive or learning disabilities
- Mental health condition
- Invisible disabilities
- Other long term/chronic disabilities
- Other
- Prefer not to say

ETHNIC ORIGIN

White

- English/ Welsh/ Scottish/ Northern Irish/ British
- Irish
- Gypsy or Irish Traveller
- Any other White Background

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Dual Heritage

Asian and white

Black African and white

Black Caribbean and white

Any other mixed/multiple ethnic background

Asian or Asian British

Bangladeshi

Indian

Pakistani

Chinese

Any other Asian background

Black or Black British:

African

Caribbean

Any other Black/African/Caribbean background

Arab

Any other ethnic group

Prefer not to say

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