

Theatre Cinema Community

WELCOME TO THE DUKES

**TRUSTEE & CHAIR
RECRUITMENT PACK**



@thedukeslancaster



@TheDukesTheatre



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WELCOME

Thank you for taking an interest in joining the Board of Trustees at the Dukes as either Trustee or Chair. The Dukes is one of Lancaster's most valued cultural organisations, with a programme of live performance, cinema and creative engagement.

The Trustee will bring a mix of professional skills and backgrounds, from within and outside the cultural sector. Many are local to Lancaster and can therefore represent the community that the Dukes serves. Some come from further afield and provide a regional Lancashire or national perspective, and sometimes a specialist background. Our trustees are non- executive volunteers who meet regularly to set the organisation's vision; make decisions about our plans, budgets and policies; and evaluate how the Dukes is meeting its objectives. Trustees make decisions collectively through our meetings structure (see below) as well as individual and small group input. It is expected that trustees will attend at least 75% of meetings either in person or on line, make an active contribution and support the range of work which we put on.

Meeting Structure:

Meetings take place both at the Dukes and via teams. They are usually at 6.00pm

- Board (all trustees) - quarterly
- FAC (finance) - quarterly a week before board meetings
- People - bi-annually

We are open to receiving all applications and in particular, we welcome applications that can add any of the following perspectives to our board:

- A professional background in film or cinema
- An understanding of community engagement and participation
- Experience of promoting and improving equality, diversity and inclusion
- A strong track record in business, finance or accountancy
- Legal experience / expertise (especially, contract and HR)
- Experience of fund raising and bid writing

We think it is essential that the Board reflects the diversity of our population and encompasses a wide range of perspectives, opinions and experiences. We especially welcome applications from global majority communities, people who identify as having a disability, and people under the age of 35.

We are confident that you will also get a lot out of becoming a trustee. It can be a rewarding opportunity to learn and expand your network whilst supporting a cultural charity to be successful. We are open to receiving applications from people who have never held a trusteeship position before and wish to develop these skills with us, as well as welcoming those who have experience of being a trustee. We can offer support where necessary, as well as a thorough induction and a “buddy system” with our current trustees.

I am happy to be contacted by email below if you have any queries or would like to arrange an informal discussion with me or another trustee before applying.

Thank you again for your interest and I hope you will consider joining us.

Yours Faithfully



Roddy Gauld
The Board of Trustees Chair
chair@dukeslancaster.org



Chris Lawson
CEO
chris@dukeslancaster.org

WELCOME

A note on becoming Chair from current Chair, Roddy Gauld...

Being the Chair is a rewarding role that plays an integral part in the success of The Dukes. Having been Chair for three years, I can tell that I have learned enormously from the experience and had the greatest satisfaction in supporting the organisation's development.

The exact role of Chair changes from person to person, and from situation to situation. It's never without its challenges. In my time I've been involved in recruiting the Chief Executive, modernising some of the governance structures, and strengthening the relationship with our local authority so that we have ongoing grant support and a new lease for our buildings. The next Chair will have a new and equally diverse set of tasks ahead.

Fundamentally, the Chair is a facilitator of many people – trustees, staff and stakeholders – and works closely with the Chief Executive to build the conditions for successful decision making and meaningful accountability for progress. In my view, the Chair needs a unique set of attributes: they need to be both a servant and a leader to the board, with excellent interpersonal skills, self-awareness, empathy for others, and a firm commitment to work in The Dukes' best interests.

A background in charity governance (either as a trustee or as paid senior leader) and some astute business decision making skills would be enormously helpful. It's not necessary to have previous theatre experience, but it is necessary to learn about the charity, its pressures and its opportunities.

As Chair, you'd work closely with the Chief Executive in what needs to be a successful partnership. Your advice might be sought on a range of issues, but without crossing the line in operational decision making. The time commitment is probably a few days a month, including preparation for meetings and phone calls about those unexpected situations that come up in the life of any charity.

There's no doubt that chairing an organisation such as The Dukes is a responsible voluntary role that requires time and commitment, but it is also a huge privilege.



Roddy Gauld
The Board of Trustees Chair
chair@dukeslancaster.org

JOB DESCRIPTION & PERSON SPECIFICATION

Purpose:

The Board of Trustees is responsible for safeguarding the Dukes, and governing the charity so that it achieves its mission and objectives.

Key duties of being a Trustee:

Duties and responsibilities are collective and every trustee is expected to contribute with their relevant expertise and abilities:

- Provide leadership and direction by setting the mission and vision, policy and goals of the organisation, approving plans to achieve these, and evaluating performance and outcomes.
- Appoint the Director and work closely with them and the staff team to shape the vision and resources of the Dukes.
- Ensure the Dukes long-term financial health including approving budgets and accounts, monitoring the finances, and protecting the charity's funds, property and assets.
- Safeguard the name, values and reputation of the Dukes, including adherence with the law and the governing document, and the setting of policies and standards.
- Be alert to the opportunities and risks facing the Dukes and work with trustees and staff to respond to these. This may include supporting fundraising and partnerships as required.
- The trustees adhere to the Nolan principles of public life:

Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership – Holders of public office should promote and support these principles by leadership and example.

JOB DESCRIPTION & PERSON SPECIFICATION

Attributes of being a Trustee:

- Maintain good relations and communications with other trustees, act openly, collaboratively and professionally, and always in best interests of the Dukes.
- Be willing to undertake appraisals, training and personal development in relation to trusteeship.
- Give time to thoroughly prepare for meetings, attend regularly, contribute to the board; and where agreed with the Chair, work with the staff team.
- Show enthusiasm for the work of the Dukes and be an advocate for the organisation.
- Maintain a good working knowledge of the range of the Dukes activities and attend performances, screenings and events to stay informed.
- Be willing to offer personal and professional skills and advice in board meetings and to support the work of the staff when required.
- Take responsibility for board decisions, be accountable and hold others to account when necessary.
- Discretion and the ability to treat sensitive information confidentially.



“The Dukes provides Lancaster with a cultural heart. I am always inspired, challenged and entertained and I’m grateful that Lancaster has such a great place where I can enjoy the arts.”

- Audience Member



Theatre Cinema Community

ABOUT US



The Dukes was founded in 1971 as the only producing theatre in Lancashire. The Dukes is committed to bringing high quality live performance and cinema, creative engagement, and amazing audience experience to Lancashire.

The Dukes Playhouse Trust, which is a registered charity, manages the Dukes, is a company limited by guarantee and is core funded by Arts Council of England and Lancaster City Council. This accounts for approximately 30% of our income (2024-25). Earned income generated through box office, room hire, and fees and projects are supported by grants and an expansive programme of individual giving and corporate sponsorship.

The Dukes is a member of the board of Lancaster BID, and our CEO is the co-chair of the Lancaster Arts Partners. The Dukes has relationships with a number of national funders including National Lottery Community Fund.

The Dukes has two core performance spaces, The Rake and The Round. The Rake is a traditional end on theatre and cinema space seating 313 whilst The Round is a unique purpose built in the round theatre space with 234 seats. The spaces are used for both live performance and cinema. Additionally, the Dukes has developed the old creative learning building into MoorSpace, a venue focused on creative engagement and hosting small-scale contemporary theatre focused on emerging and solo artists.

The Dukes is Lancashire's only producing theatre with a 'homegrown' Christmas performance and play in the park at Williamson Park. We also work in co production/in association to create work with artists. As a presenting theatre and independent cinema, the programme includes drama, dance, family theatre, comedy, and a range of film from across the world.

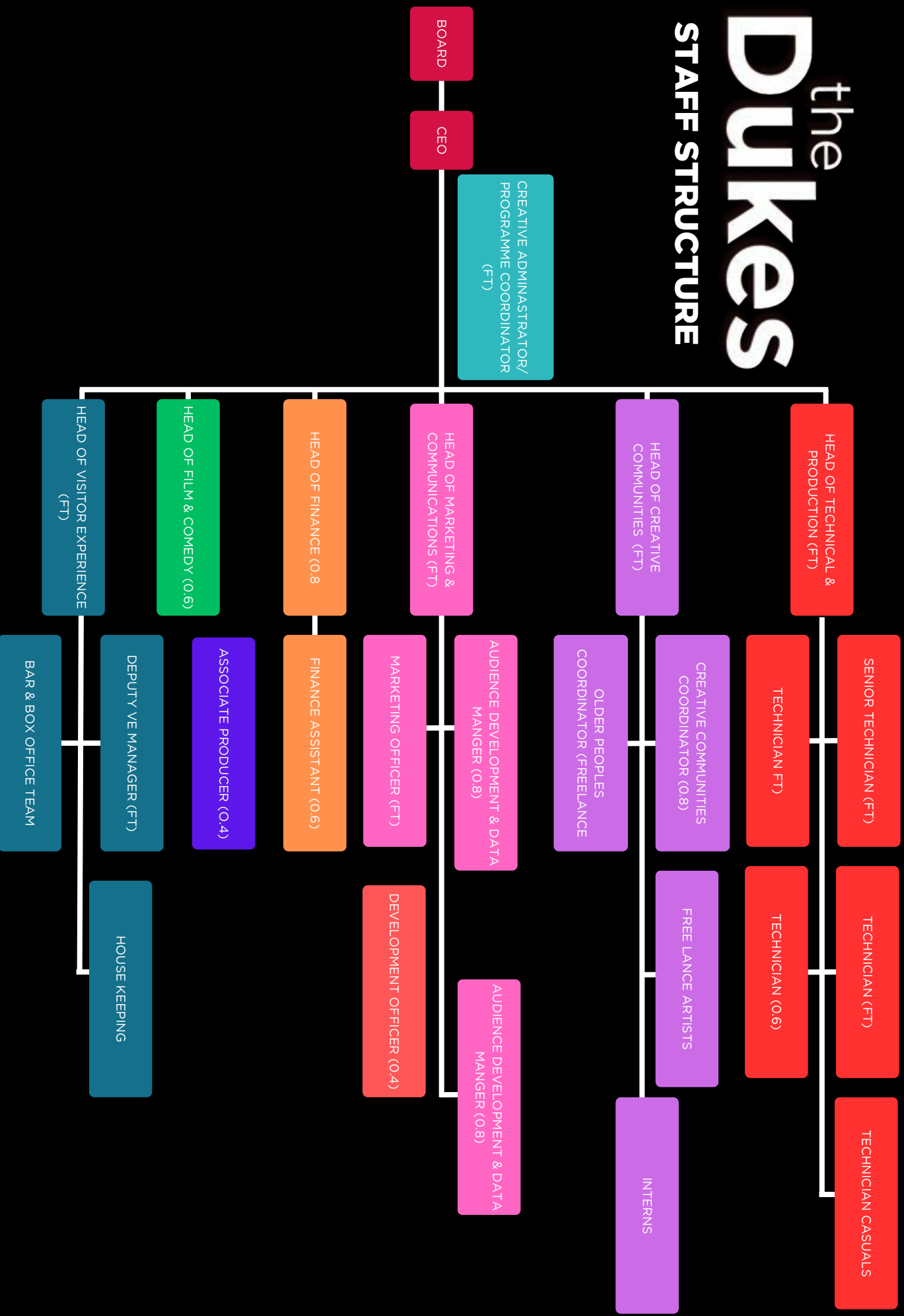
The Dukes works to support talent development, collaborating with local artists to support creative work made in and for Lancaster as well as artists from across the region. We provide R&D space and support and work with artists to facilitate the creation of new work.

Our engagement work is presented in six strands: early years, young people, older people, hard to reach, talent development and schools. We offer distinct and inclusive participatory opportunities for all ages within the community as well as other partner charities and organisations. Recognising that there are barriers preventing all ages from engaging with the arts we aspire to ensure our programme is accessible to all.



the Dukes

STAFF STRUCTURE



“Non-stop barrage of over-the-top silliness, audience interaction and fun for all ages.”

Beyond Radion Review of Alice in Wonderland



Theatre Cinema Community



OUR MISSION

Our focus is on ensuring people feel that they belong at The Dukes, a space where they can create, engage with and be inspired by live performance, film and participatory activities.

OUR VISION

- Enhance lives through arts & culture
- Be a cultural hub for the region, a place to create, engage, inspire.
- Be the creative heart of Lancashire

OUR VALUES

Our values express the way we will work to ensure the delivery of our vision. These qualities define who we are, embodied by our staff and shared with our artists and audiences.

CONNECTIVITY

We seek to develop and promote genuine connection with our communities, we reflect who they are. We are stronger for working with others.

CREATIVITY

We believe in the creative potential of everyone, we nurture and champion imaginative thinking.

INTEGRITY

We are professional, honest and respectful at all times.

CONNECTIVITY

We hear and value opinions, these inform our decision making. We will never stop learning.



HOW TO APPLY

Please note we are currently recruiting for the position of Trustees and Chair

The deadline for applications is midday on 5th May 2025, and interviews will take place week commencing 129th May 2025. Please apply by submitting a personal statement (no more than 2 sides of A4) or a video message of up 4 minutes long to ask@dukeslancaster.org with the subject Trustee Recruitment. Please use your personal statement to tell us about yourself, what you believe you can bring to the Dukes, and what you would like to get from the experience of being a trustee. Please also complete the enclosed skills audit and monitoring form.

Please clearly state whether your application is for Trustee or Chair

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Theatre
Cinema
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the
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Theatre Cinema Gallery Bar

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