



## **JOB ADVERT**

**POSITION:** Chair of the Oxfordshire Theatre Makers Steering Committee

**FEE:** Voluntary

**HOURS:** Approximately 8 hours per month on average

Comprising:

- 2 hours attendance and chairing monthly (evening) meeting
- 3 hours attendance at events (e.g. evening socials / theatre trips etc)
- 3 hours admin (at a time suited to personal availability)

Can be up to 16 hours per month during busier periods - e.g. during key projects such as the OTM emanate showcase, which requires meetings with partners, liaising with producer on the phone & attendance at more events.

## **KEY TASKS**

### **Committee meetings:**

- Set agenda for monthly committee meetings and circulate
- Chair the meetings
- Sign off secretary's minutes and circulate after the meeting
- Sign off minutes from the previous meeting and file a digital copy on dropbox

### **Steering group members:**

- Keep an eye on sub-committees (marketing, membership, events & fundraising) - that they are working well and are on task.
- Periodically consulting with board members on their roles and help them assess their performance

### **Financial:**

- Co-sign and agree all cheques
- Authorise BACS payments online
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the steering group

- Contributing to fundraising sub-committee funding applications for special projects such as emanate - e.g. ACE, Oxford University Community Fund, Oxford City Council etc.

### **Leadership, governance and oversight:**

- To be an ambassador for OTM and what it stands for
- Ensure that the organisation pursues its objectives as defined in its governing document, company law and other relevant legislation/regulations
- Manage relationships and communicate with funders, partners, and other stakeholders
- Facilitate the steering group in stimulating excellent, well-rounded and carefully considered strategic decision-making

### **Qualities and Skills Required:**

- Good leadership and management skills
- Good communication and interpersonal skills
- Excellent administration skills and an organised approach
- Impartiality, fairness and the ability to listen to others and facilitate decision making during meetings
- Ability to ensure decisions are taken and followed-up
- Good time-keeping
- Tact and diplomacy
- Understanding of the roles/responsibilities of a steering committee
- Ideally experience of organisational and people management

### **Key Benefits:**

- Development of management skills
- Development of fundraising experience and the building of relationships with funders including with Arts Council England
- The building of personal connections within the theatre community - including direct links with venue managers & producers
- Access to the support network of the steering committee to drive activity forward for the betterment of all of Oxfordshire's theatre artists' practice
- Building experience of producing and managing events alongside the events subcommittee and emanate producer
- Building experience of public speaking at events
- Having a management position to add to one's c.v.

### **HOW TO APPLY**

Email [oxfordshiretheatremakers@gmail.com](mailto:oxfordshiretheatremakers@gmail.com) with a covering letter outlining your suitability for the role in line with our criteria above, along with a c.v.

Deadline to apply 20th December 2018.

Email [lizzy@underconstructiontheatre.com](mailto:lizzy@underconstructiontheatre.com) if you have any questions before submitting your application