

Crowded Room have recently completed a period of organisational development funded by Arts Council England and are now about to embark on our application to the Charity Commission to become a registered charity.

We are therefore seeking a minimum of three people who will form our Board of Trustees, including a Chair of the Board and a Treasurer.

ABOUT CROWDED ROOM

Founded in 2014 by Co-Artistic Directors Mark Knightley and Harriet Madeley as a theatre company that explores and promotes social change. Crowded Room is based in London and our work has been performed across the UK.

We create theatre from real stories that challenge consensus and expand our sense of what people are capable of. Our name came from a vision for a diverse and democratic space where meaningful communication can occur and sparks of change can ignite.

Our projects feature people whose experiences are both ordinary and remarkable. We work closely with them to make it: sometimes we build scripts from their words, sometimes we create together. Their voices are always at the centre of it. We bring people together for a communal experience: to be challenged, to explore complicated things, to walk in new, strange shoes.

In our six year history we have created six Arts Council England funded productions and commissions from a variety of prestigious public, health, justice and arts institutions. We've reached over 14,000 live audience & 450,000 radio listeners.

SOME OF OUR PROJECTS

We are currently co-creating a new play and documentary film *La Lucha / The Fightback* with 9 Latin-American cleaners and the radical trade union the IWGB. It has been commissioned by Battersea Arts Centre & Co-Creating Change and was selected for the Co-Creating Change Network Accelerator Programme.

Our verbatim jukebox musical *The Colours* followed experiences of patients at a seaside hospice. It ran for 3 weeks at Soho Theatre in July 2019 and received a ★★★★★ review in *The Stage* who called it "an immensely warm, humorous, poignant piece".

Interactive verbatim play *Echoes* was commissioned by Public Health England and explores experiences of living with HIV whilst in the criminal justice system. It was performed at HMP Grendon, HMP Styal and HMP Brixton and broadcast on National Prison Radio.

Our headphone theatre piece *One Night* explored precarious employment and was developed last year with Collusion and Shoreditch Town Hall.

In 2018, we were commissioned by art and technology experts Collusion to create immersive installation *2030*. It used global interviews to explore hopes and fears around future AI. The project was shortlisted for the Barbican's Oxford Samuel Beckett Theatre Trust Award.

Our recorded delivery play *The Listening Room* featured perpetrators of violent crimes meeting their victims. In 2019 it was performed in theatres, prisons and schools across the UK over 10 weeks. It received a Chris Donovan Trust Award, an Offie nomination and multiple ★★★★★ reviews: "Delivers all the perfections great theatre aims for" - *The Spectator*. *The Listening Room* opened Clinks' event at the National Theatre in December 2017, where it was described by Darren Henley as "an example of artistic excellence". A radio adaptation of the play was commissioned by BBC Radio 4 and was nominated for an ARIA Award.

One of our earliest productions, forum comedy *The Heart of Adrian Lovett* ran for three weeks at Theatre Deli where it received a ★★★★★ review in *The Stage*.

CROWDED ROOM'S CURRENT OBJECTIVES

Our key objectives for the next two years are to:

- register as a charity with the Charity Commission
- secure core funding to support the Artistic Directors / Chief Executives to run the company one day per week
- develop our business model so that it reflects our social change and co-creation priorities
- develop and trial a template model of our co-created project *La Lucha*, that can be replicated with migrant workers across the UK. Continue our learnings from the Co-Creating Change Accelerator Programme to refine and gather evidence for our social value proposition
- complete and release our documentary film about co-created project *La Lucha*.
- tour *The Colours* in 2021 alongside a community engagement programme. We are set to tour to The Lowry and Theatre Clwyd and will be finalising our other tour dates this Autumn
- develop our educational and community work to create programmes alongside *Echoes* and *La Lucha* that use recorded delivery and can be run in educational, activist, union and criminal justice settings. We aim for these to provide additional income for Crowded Room

HOW TO APPLY

To express interest in joining our Board of Trustees, please submit your CV alongside a supporting statement that outlines your motivation for applying and how you meet the criteria in the role description overleaf.

Supporting statements may be submitted in written format (no more than two sides of A4), or via an audio or video file (no longer than 10 minutes). Please clearly indicate if you are interested in either of the Treasurer or Chair roles.

Expressions of interest and any inquiries should be submitted to Producer Hannah Tookey via hannah@crowdedroom.org.uk.

Closing date: Friday 30th October 2020. Applications will be assessed on a rolling basis as they are received so please apply as soon as you are ready. Interviews will be arranged over Zoom throughout October and into November.

We will respond to all applicants regardless of the outcome of your application.

EQUALITY AND DIVERSITY STATEMENT

Crowded Room is fully committed to promoting equality and diversity in our team and board, across each of our projects and in all of the work that we undertake. We therefore expect all Trustees, core and freelance staff to be willing and able to support Crowded Room's Equality and Diversity policy.

We actively encourage applications from those who feel that they are underrepresented in the arts, be that due to ethnicity, gender, age, disability or sexuality.

To support this, we would be grateful if you would complete our online [equal opportunities monitoring form](#). This form is voluntary but the information is very useful to our funders and us. All information will be kept confidential, not sent to the recruitment panel and will have no part in the shortlisting process.

TRUSTEE ROLE

Crowded Room's Board of Trustees will provide governance and oversight to ensure that as we transition to a charity, our organisation's activities and outcomes are in line with our vision and charitable objectives. The Trustees will also be responsible for ensuring the legal and statutory requirements of a UK charity in compliance with companies and charity law and the Charity Commission guidelines.

Trustee responsibilities

- To determine the overall direction and ensure the effective management of Crowded Room through strong governance, risk management and strategic planning.
- To ensure that the organisation functions within the legal and financial requirements of a registered charity, including any relevant rules relating to financial reporting, charitable governance, health and safety and GDPR.
- To ensure that the policy and practices of Crowded Room are in keeping with its governing document and are carried out by management.
- To ensure that Crowded Room uses its resources exclusively in the pursuit of its charitable objectives.
- To assess and approve the strategic direction of the organisation, including its vision, aims and strategies.
- To assist in promoting and advocating for Crowded Room and its work.
- To contribute to appraisal, recruitment and disciplinary panels as requested.
- To attend a minimum of three out of four board meetings per year.
- To maintain confidentiality and declare any conflicts of interest whilst carrying out the duties of a Trustee.

TERMS

Term: Trustees will be engaged for an initial three year term, after which they will be eligible for re-appointment.

Remuneration: the role of the Trustee is voluntary and unpaid.

Expenses: Trustees may be reimbursed for necessary travel expenses associated with their role or which are otherwise incurred whilst undertaking activities for Crowded Room.

Commitment: Trustees are expected to attend quarterly board meetings plus one annual strategy day, as well as to contribute towards other committees or activities as required.

Person Specification

We are looking for people who are our committed to our mission and the work that we do. If you feel that you can commit to supporting Crowded Room and championing our work then we'd love to hear from you. You do not need prior experience of being a board member, but you will ideally have most of the following qualities:

- the ability and willingness to contribute your time and effort to being part of the board
- an understanding of and commitment to the mission of Crowded Room
- the ability to think strategically and to make constructive criticisms of our objectives, plans, management and financial reports and any potential risks
- a confident approach to, and experience of, a leadership role
- an ability to work effectively as part of a board whilst also bringing your own independent perspective
- an interest in and passion for the arts as a means to create social change

Role Specific Requirements

Chair of the Board

The Chair will be responsible for leading the Trustees. They will chair all board meetings and the annual strategy day. They will lead on the further recruitment of Trustees to ensure that Crowded Room has a diverse board that can effectively support the organisation and that also represents the people that we co-create and work with.

Board Treasurer

The Treasurer will have oversight of Crowded Room's financial affairs. They will be the lead Trustee responsible for ensuring that Crowded Room has sound financial management. They will liaise with the Chief Executive and appointed third party accountants to ensure that all of Crowded Room's accounts are compliant with the Charities SORP. This role will require the ability to understand financial accounting and reporting procedures, strategic financial planning skills and the ability to communicate financial information.