



## Board Recruitment Pack



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## Introduction

Hubbub is in an exciting phase of organisational development, facilitated in part by Arts Council England's Elevate funding, an endorsement of the company's success to date and future facing ambition.



The company exists to provide positive, dynamic and developmental theatre based opportunities for people with learning disabilities. Over the next three years, key strands of our work focus on community engagement, high quality vocational actor training and touring theatre productions which will raise profile and deliver our unique offer regionally and beyond.

Following relatively recent Grants for the Arts success, Hubbub Theatre Company started LaunchPad, in November 2017, a ten month, Foundation Level Actor Training programme for adults with Moderate Learning Disabilities. Following the success of LaunchPad's first year and collaboration with key regional and national theatre companies, **Gecko**, **Told by an Idiot** and **Can't Sit Still** the programme has been extended and continues in 2019 and beyond.

"Companies like Hubbub are really valuable to the arts at the moment"  
**Stephen Munn | Director, Déda Derby**

"Great to see such an ambitious and truly inclusive company - an empowering collaborative ensemble"  
**Bethany Sheldon – Joint Artistic Director | Maison Foo Theatre Company**



## Background

In 2011, Artistic Director Jen Sumner led a Research and Development process to assess the need and desire for an inclusive theatre company working in Derby. The result was resoundingly positive, and a plan was made.

In 2012, Jen was approached to make a one-off piece of work, *Village Green Antics*, to be part

of the Paralympic closing ceremony in Derby. Jen had a clear vision; to create theatre integrating learning disabled and non-learning disabled actors of the highest possible quality. This platform became the launch pad for Hubbub Theatre Company and put the company on the map in the city and across the region.

Following this initial success, the company continued to develop with studio space at Déda in Derby, who has supported Hubbub since the initial R&D process. Continued support from the Arts Council England, Derby Theatre, Derby City Council and other funders and supporters has enabled the company to grow in scope and activity, as well as dreaming and realising plans for the future.

In a relatively short space of time, Hubbub Theatre Company has increased its visibility and credibility, working with learning disabled performers within an integrated devised physical theatre model. There are several key elements to Hubbub Theatre's work;

- at the core is the professional theatre company which produces, and tours small scale physical theatre shows, street theatre and outreach;
- surrounding this, and feeding into the company is the professional actor training course;
- additionally, there is the *Get Involved* programme of participation and learning which engages learning disabled adults and young people to develop a range of personal and social skills through drama.



Hubbub serves both the physical theatre/arts sector and the health and social care sector. On the one hand aspiring to the scale and production quality of some key national touring companies and, on the other, requiring a local focus for those learning disabled adults within reasonable geographical reach. Hubbub recognises its

valued position in terms of reaching an audience that may not otherwise not access such high quality theatre provision and its developing expertise in creating theatre with learning disabled performers; an asset to be shared with other organisations. A key aim is to see more learning disabled performers engaged by mainstream theatre venues and producers.

Hubbub continues to engage increasing numbers of artists and participants in the community year on year and at the professional theatre end of the work Hubbub produced *Kessoku - Tales of Togetherness* which toured highly successfully in the East Midlands in 2014 with a pop up remix of the show in 2016. The work is original, physical and visual, embracing puppetry, mask and circus with an emphasis on human stories and the narratives which bring us together.

Last year the company was awarded the Derby Festé annual commission to create an integrated street theatre show. *The (not so) Quiet Revolution of Kindness* premiered at the international festival in September 2019 to phenomenal success. The show was inspired by the Random Acts of Kindness (RAK) and Pay It Forward movements and promoted kindness, compassion and love. In a society where many of us feel disempowered and unable to make change on a large scale, these small acts of accumulative kindness can offer a sense of making a difference which can uplift, inspire and change on an individual and collective level. Our integrated ensemble began the revolution at Derby Cathedral and then marched to the Market Place performing shows on the Waterfall Stage that combined movement, non-verbal physical theatre, acro-balance and circus - accompanied by original, live music.



A thrilling work programme is scheduled for the next three years embracing events, community engagement, vocational actor training, new production development and touring. Hubbub Theatre Company has close working partnerships with Déda, Derby Theatre, Derby City Council and Attenborough Arts, as well as ongoing support from other regional venues including Burton Brewhouse and Lincoln Drill Hall and continued support from Gecko and Told by an Idiot.

The vision remains the same; creating exceptional high quality integrated theatre; with a vibrant, high quality community offer at the foundation. The company is aiming to be in a position to apply for Arts Council National Portfolio Organisation status in 2020.



## Our Vision

We aim to make people happier, healthier, friendlier, more connected, more inspired, more creative and more alive...To feel more and to feel better.

'We want to help people with learning disabilities overcome the obstacles and barriers that prevent them from accessing theatre and achieving their goals. We want to change the way that artists and people with learning disabilities are seen and understood so that we can make a better, kinder world... We want to challenge, inspire and create without building walls of words and hierarchies of cognition, and all of those barriers to genuine communication... We are people in a space exploring light, sound, story, music and a universal experience, sharing a bit of what it means to be alive and connected to others... We work in all and any languages and none... We speak human.'

## Our Mission

We are inspired by the energy and imagination of different kinds of people coming together in the Hubbub of creativity, to explore fantastic stories, imagined worlds and extraordinary characters.

## Our Values

Our values are commitment, integrity, collaboration, creativity and kindness.

We believe that every human being has a place in the world and that every human being is equal. We want to encourage theatre, the people who make it and the people who watch it, to value the imagination and skills of artists with learning disabilities.

We love action, connection and movement; words aren't a big part of what we do. Our rehearsal process embodies empathy and kindness and communication is, as far as possible, without words.



## Terms of Reference for the Hubbub Theatre Company Board

Hubbub Theatre company is a registered charity: no. 1164103.

Board Members of Hubbub Theatre fulfil the role of trustees of a registered charity,

The duties and legal responsibilities of Trustees of a charity include:

- To act in the best interests of the charity at all times.
- Not to benefit from the office as a trustee - other than to the extent permitted by the constitution.
- Not to put themselves in a position where their interests conflict with those of the charity.
- The law is quite clear on the point: Irrespective of the way in which a trustee comes to be appointed, while acting as a charity trustee, his or her first duty is to the charity. All other loyalties must be put to one side.

If this is not possible, Hubbub Theatre will engage its protocol on conflicts of interest.

If this is simply not possible, or if the conflicts are so frequent as to limit a trustee's usefulness as a trustee, then they must stand down from their post.

### The Role of Trustees

What do trustees do? At its simplest, the role of a charity trustee is to:

- Receive assets from donors.
- Safeguard them.
- Apply them for a charitable purpose according to the wishes of the donor.

### A Serious Responsibility

In practice, trusteeship is a serious responsibility requiring trustees to take an active role in the governance of the organisation.

### Trustees:

- Take the big decisions about the future
- Ensure everything is legal and safe
- Support the head of staff

- Ensure the work of the charity is carried out
- Ensure the trustee board is up-to-date and skilled

Fulfilling the Role, trustees are obliged to:

- Act in the best interests of the charity's beneficiaries
- Act together as a group rather than as individuals
- Set aside their personal interests
- Take legal responsibility for the organisation
- Exercise the duty of care that a prudent person of business would in looking after the affairs of someone for whom they had responsibility

## Recruitment and Induction

Hubbub Theatre has a programme of recruitment and induction training for new Board members and access to appropriate board development is open to the Board as a whole as well as to individual members, as appropriate.

All Board Members are expected to:

### Attend Meetings

Trustees are expected to make every effort to attend Board meetings on a regular basis and formally notify the Board, should they be unable to attend.

## Responsibilities

Notwithstanding the general provisions of the articles of association, the Board has specific responsibilities as follows:

### Effective Functioning of the Board

- Establishing the governance structure for Hubbub Theatre Company and agreeing terms of reference for, and appointments to, sub-committees and nominees to other bodies as necessary and appropriate
- Determining the procedure for the appointment of Chair, and any other officers as agreed, and agreeing term of appointment and period of review.
- Creating any other Board positions as may be determined
- Ensuring that Hubbub Theatre effects transparent and open appointment procedures for Board members
- Approving the appointment of new board members
- Raising and agreeing items for discussion at meetings, including policies to be reviewed



## Strategic Planning

- Agree and adopt mission statement
- Agree and adopt business planning process and planning cycle
- Agree Artistic Policy
- Agree Strategic Plan and Operational policies
- Agree periodic Business plans
- Ensure and adopt artistic aims
- Review scope and compliance of any funding agreements and / or Service level agreements with funders and service purchasers
- Approve the annual programme framework and budget

## Policy

- Determine policies subject to Board approval and establish policy review programme
- Ensure compliance with prevailing legislation
- Agree annual risk assessment and required actions

## Monitoring and Evaluation

- Receive and approve minutes of all board meeting
- Receive and read regular reports and monitor progress
- Receive and read reports and minutes of all sub-committee meetings.
- Receive and read reports on audience and participation data as requested by Board and other matters relevant to decision making

## External Relationships

- Agree board position and representation as required

## Financial

- Approve annual budgets
- Approve any change in agreed expenditure/activity that would materially affect financial forecast
- Approve major capital projects
- Approve applications for leases and loans
- Receive regular finance reports
- Approve appointment of accountants
- Recommend to the AGM the appointment of auditors

## Personnel

- Recruitment and appointment of Hubbub's trustees and other senior roles as agreed
- Agreement of annual pay awards and hours of work for all staff

Where appropriate and / or necessary, the board should obtain external legal or independent professional advice, and such advisors may attend meetings as necessary.



## Current Trustees | as of February 2019

- **Chair - Clare Limb** | Head of Dance Development and Learning, Déda Key areas; Organisational development, overall effective and responsible conduct of the company, partnership building.
- **Janine Cherrington** | Head of Service, Transition 2 College for young learning disabled adults in Derby Key areas; learning disability, education, safeguarding, health and social care links.
- **Andrew Cochrane** | Chairman and Senior Partner, Flint Bishop Solicitors Key areas; HR management and personnel, finance, legal, relationship building.
- **Jenni Granger** – | Executive Director, Told by an Idiot Key areas; strategic development, budgets, and organisational development.

## Hubbub Staff Team

The Artistic Director has led the development of the staff team, and since Hubbub gained Elevate funding she has been able to take a more certain approach to engaging staff. From April 2017, the Artistic Director moved from a freelance position, to a part time PAYE member of staff, with associated employee benefits.

Over the course of the company's lifetime, it has proved a challenge to find the right fit and approach for the organisational and financial development side of the business and there have been a few iterations of the role. The departure of the Director of Business Development in 2018 has meant an opportunity to reassess the needs of the company and the Artistic Director and the Board have taken a pragmatic approach of engaging freelance support to cover the tasks needed and to seek funding for a Senior Producer role to fill the gap later in 2019.

A Finance Manager has recently been recruited to lead on financial administration, book keeping and invoicing, this role is currently supported by a freelance office administrator. The Artistic Director continues to lead the company's development in terms of developing artistic partnerships, collaborations and artistic vision. An external fundraiser has been engaged to support with funding applications to trusts and foundations, and freelance creative staff support on managing projects and events.

In January 2018, we employed a Marketing and Audience Development Co-ordinator, for a six-month period on a PAYE basis, the position was extended and now continues on a freelance basis. The regular programme of *Get Involved* and *Actor Training*, is delivered by a core team of freelance facilitators with some volunteer support.

The Artistic Director has been supported in the development of the company, by our Associate Producer, Vanessa Brookes. Vanessa was Artistic Director of Dark Horse and has mentored Jen and brought her vast experience in learning disabled theatre to Hubbub, helping to establish its place in the national sector.

## Our Staff | as of February 2019

Artistic Director | Jen Sumner

Associate Producer | Vanessa Brookes

Marketing and Audience Development Co-ordinator | Justine Watkins-Fife

Finance Manager | Julie Renwick

Office Administrator and Creative Drama Practitioner | Louise White

Creative Dance Practitioner | Maddy Hudson

Creative Enabler (access support) | Emily Concannon

Fundraiser | Rachael Haywood

Get Involved Volunteers | Charlin Chua, Cerise Tean





## How to Apply

To register an expression of interest to become a trustee for Hubbub Theatre Company, please submit your CV, covering letter detailing your reasons for application and monitoring forms as follows.

- Applications via email to: [info@hubbubtheatre.org](mailto:info@hubbubtheatre.org)
- Or post to: The Board of Trustees, c/o Jen Sumner, Hubbub Theatre Company, Kings Chambers, 34 Queen Street, Derby, DE1 3DS

## Deadline

All applications must be received no later than midnight on **Monday 29 April 2019**.

## Short-listing

Shortlisted candidates will be invited to **interview w/c Monday 06 May**. Date to be confirmed.

Should you require a large print version of this pack or have other access needs, please contact: [info@hubbubtheatre.org](mailto:info@hubbubtheatre.org).

