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"Serving on the Z-arts board has been a real privilege not least to have the opportunity to work alongside a wonderfully dedicated staff team, who are all at the top of their game."

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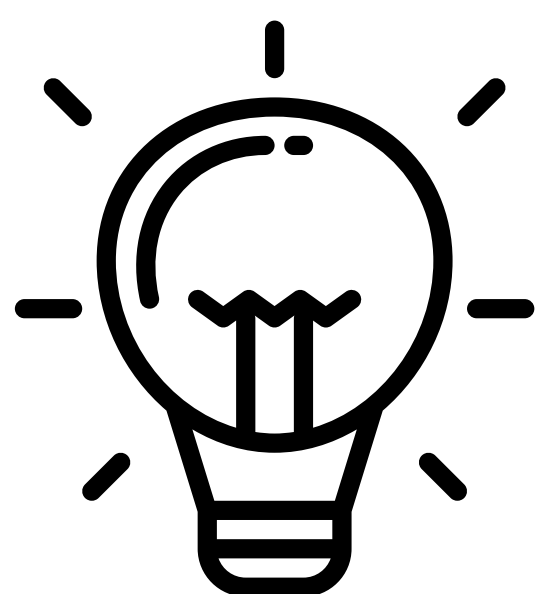


Z-arts Trustee Recruitment Pack

What is Z-arts?



- **Z-arts supports creativity in children, young people and families**
- **In Our Arts Centre in Hulme, in schools, in communities and across networks**
- **Developing Children, Young People, Teachers, Artists and Family-togetherness**



Our mission is to inspire and enable generations of young people from across Manchester and beyond to utilize their creativity to maximise their potential.

Based in Hulme, we are committed to supporting our local communities as well as reaching out across Greater Manchester and the North West. We operate from a large Edwardian building which includes a 230-seat theatre, gallery, recording studio, music room, dance studio, café and numerous other rehearsal / meeting rooms.





**MANCHESTER
CITY COUNCIL**



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

We receive strategic funding from Manchester City Council, to lead on best practice for engaging children and young people in arts and culture.

We are an **Arts Council England National Portfolio Organisation**, leading and delivering the **Big Imaginations** regional network of children's theatre, programming and commissioning relevant, diverse theatre for the modern family.



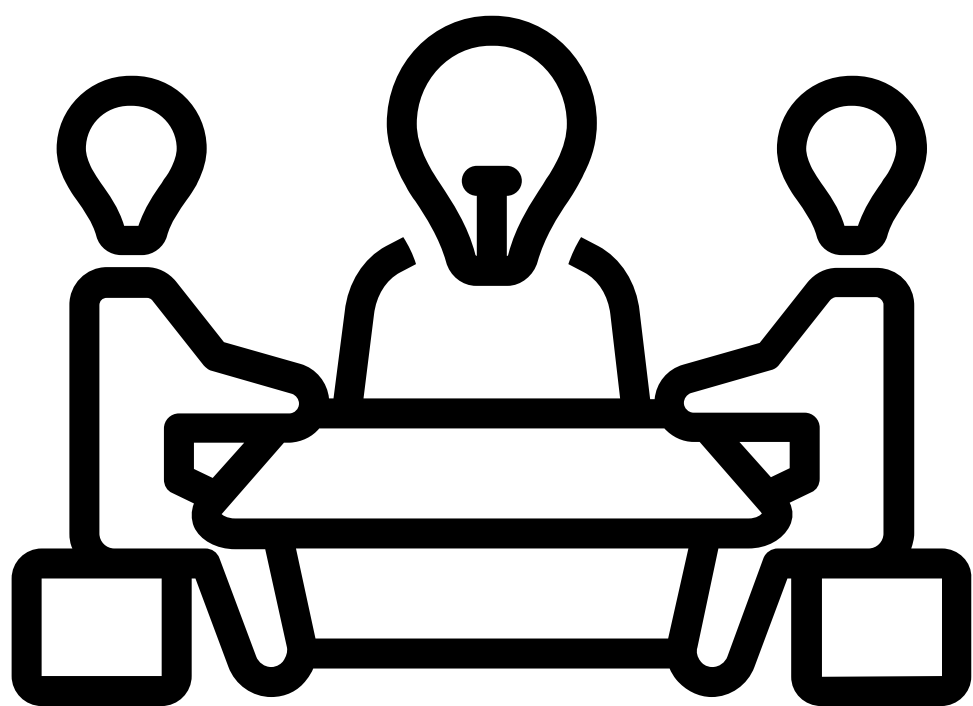
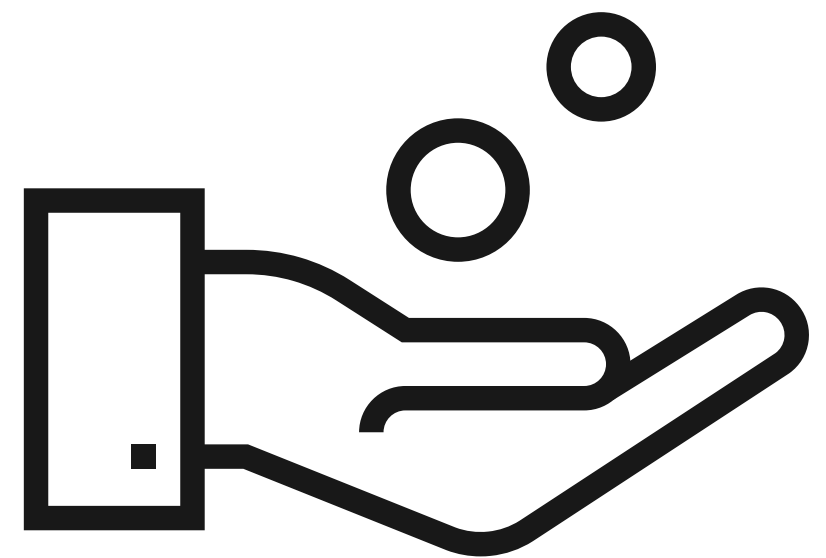
We lead **MADE (the Manchester Cultural Education Partnership)**, working with schools and other cultural organisations such as Manchester International Festival, HOME, Manchester Museum and Manchester Art Gallery, to enact our vision to make Manchester a beacon for creative education, where the arts add magic to life experiences and learning for everyone.



We are updating all our programmes in response to the Covid-19 pandemic, working towards safer ways of returning to our Pre-Covid-19 levels of engagement:

- Our **Bright Sparks** programme, which offers children and young people free creative workshops across all artforms, was full every day of the week.
- Over 100,000 visitors a year
- Over 20,000 children taking part in our regular activities every year.

We have a turnover of over £1.1million, which is roughly split three-ways between core funding from Manchester City Council; ACE; project funding and earned income (hire of spaces, creative commissions and box office).



We are governed by a dedicated team of trustees, who oversee organisational growth and provide strategic guidance.

Who are we looking for?



We are looking for new trustees who can offer support and help us make connections, particularly in new areas we are looking to develop, including:

- Creative education
- Children's theatre, literature and literacy
- Developing artists (theatre makers and arts facilitators) making work for children and young people

We are particularly interested in hearing from people who will connect with our ethos and community and are particularly interested to receive applications from any of the following:

- People from an arts background
- People from an education background
- Young adults (18 – 30)
- People who are Black, Asian or other people of colour
- People with physical or learning disabilities
- People from a working-class background
- People who are local to us in Hulme or connected with comparable communities
- People with an interest in families and creativity.

Welcome and Inclusion



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“It’s been wonderful to work with the leadership of Z-Arts, helping to light up the creativity of young new artists and support their families in keeping the light burning through their young lives and into future careers” Linda Green, trustee

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Z-arts takes pride in being a welcoming organisation, with a focus on removing barriers to people being able to reach their creative aspirations. This runs through every aspect of our work. We want to support trustees to be able to engage fully, so we are keen to work with you to provide information in a way that enables you to confidently share your own experiences and ideas.



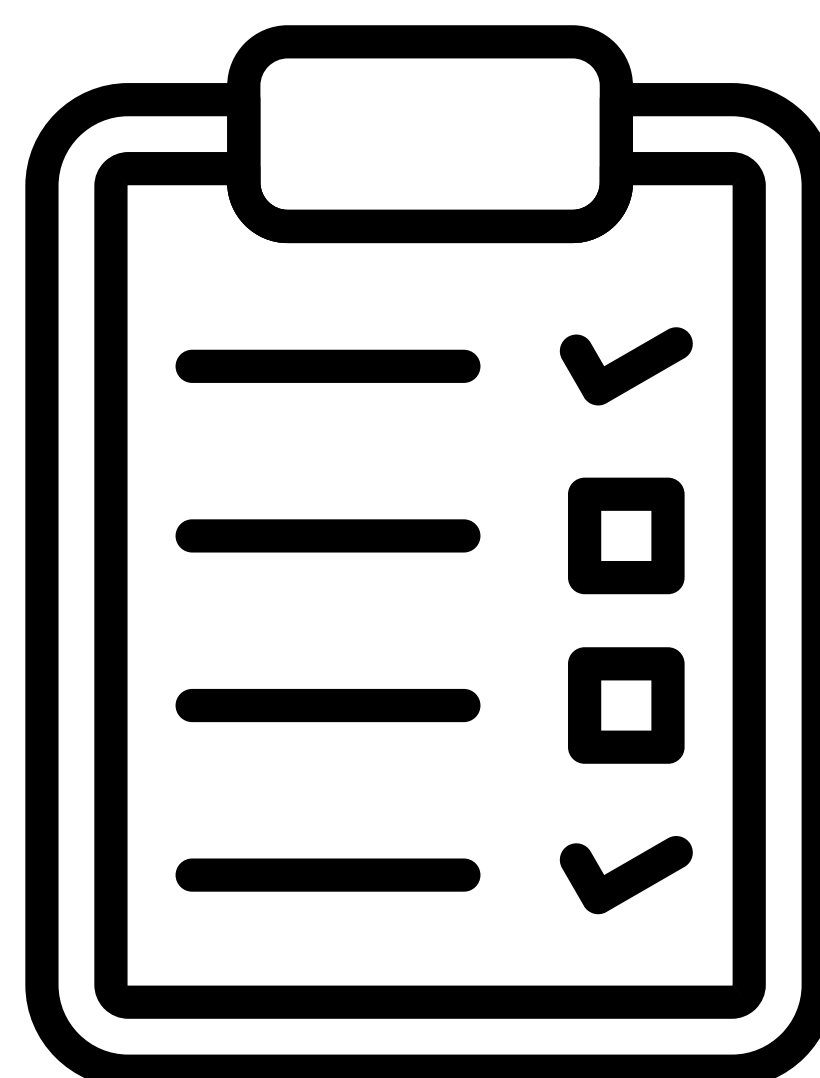
**You do not need to have previous experience as a trustee.
We provide mentoring and induction to all new trustees.**

Trustee Duties



The successful applicant would be expected to donate a minimum of 60 hours per year to trustee duties, including preparing for and attending meetings and events.

- To ensure the organisation provides good governance at all times.
- To attend quarterly board meetings (pre-Covid-19 these were on Wednesday evenings from 5.30 – 8pm, including a workshop with staff; currently taking place on Zoom)
- To attend one or two annual strategic planning days.
- To attend events regularly at Z-arts, including special VIP events and other regular activities, to promote better understanding of the core offer of the organisation.
- To act as ambassadors for the organisation, both internally at Z-arts and in everyday life.
- To support fundraising and development campaigns by introducing friends and colleagues to the organisation; assisting in any social media campaigns and attending seminars or training where necessary.



Chair Person Spec.



- To support the organisation's vision and strategy
- To have a supportive, robust and critical relationship with the CEO
- Be well-connected in their field of expertise and be prepared to use those contacts to advocate for Z-arts
- To be an advocate for Z-arts, to help increase the organisation's profile and reputation
- Someone who has connections locally and/or nationally (not essential to be based in Manchester, but needs to have a connection to the city and be able to attend events)
- To chair meetings, manage the board and the relationships between trustees and staff
- To lead on due diligence
- Someone who has the ability to help delve into the pros and cons of new models and drive new thinking, looking at business models and growth in these growth areas:
 - Arts, theatre and diversity
 - Creative Education
 - Children's literature

Treasurer

Person Spec.



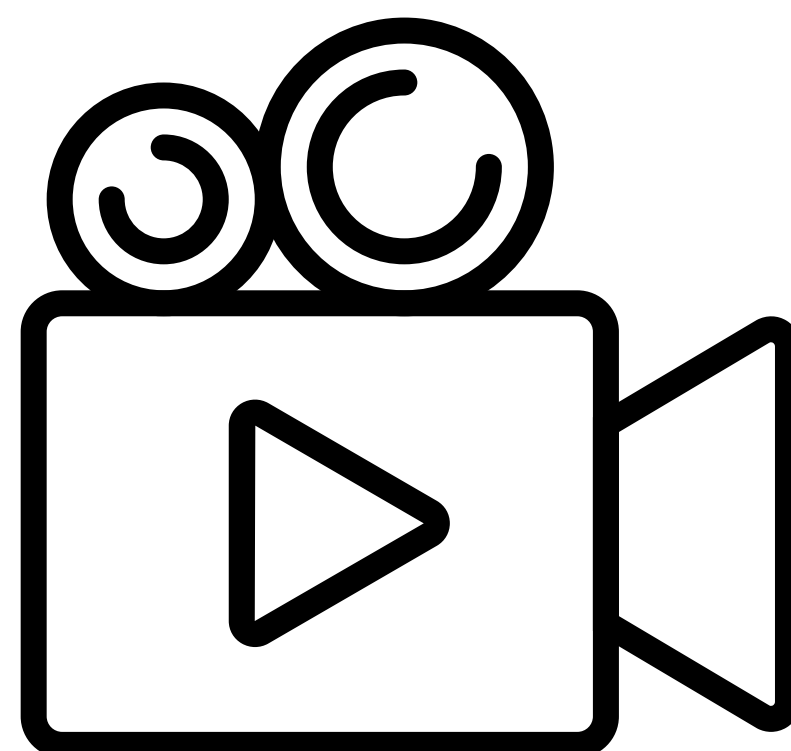
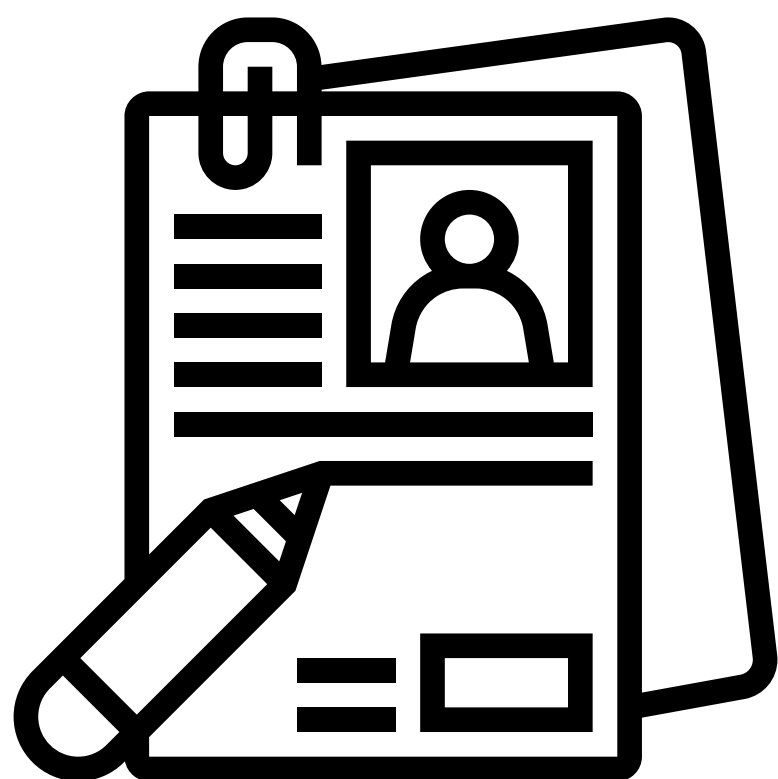
- To lead on trustee scrutiny of the organisation's financial records, regulations and practices, including reviewing quarterly management accounts, monitoring bank payments and ensuring financial regulations are maintained.
- To Chair the quarterly finance sub-committee meetings and report to all trustees on any matters arising.
- To represent the trustees of Z-arts on financial matters when required.
- To review annual budgets and propose authorisation to the full board.
- To advise on financial implications of strategic plans.
- To ensure the organisation provides good governance at all times.
- To act as a signatory on Z-arts bank accounts.
- To work with the CEO and Head of Finance on appointment of auditors, auditor relations and lead on the trustee report for the annual accounts.
- To hold responsibility for the audit to be signed off within timeframe and ensure that annual reports are submitted to Companies House and the Charities Commission.

How to apply



If you are interested in applying, please send us a brief expression of interest (EOI) stating:

- 1) why you are interested in becoming a Z-arts trustee
- 2) which role/s you are interested in (chair, treasurer, general trustee)
- 3) what skills you think you would bring to the role.



You can do this in writing via email or by sending a video link to
chair@z-arts.org

Alternatively, if you would like to discuss this opportunity first, please
email our Chief Executive and Artistic Director liz@z-arts.org to
arrange an informal chat.

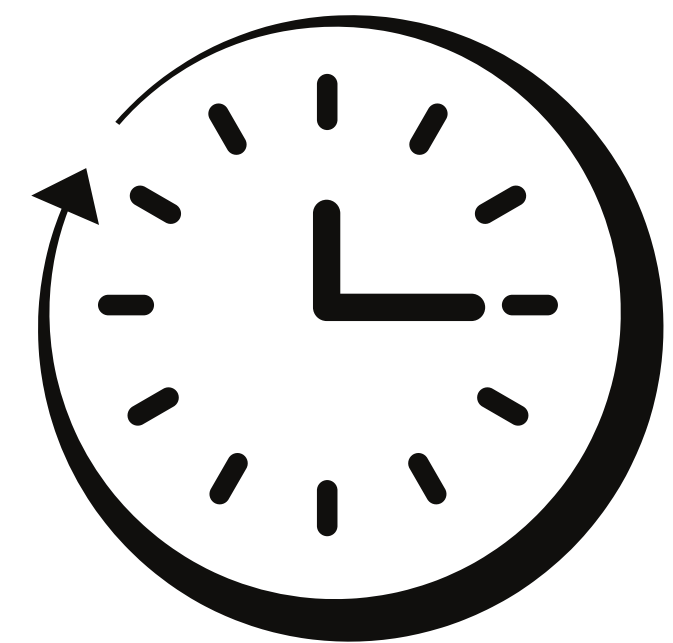


Process and timescale



Expressions of Interest are open for discussion, consultation and submission now until 3rd December 2021.

Trustees will review these on 8th December, when they will agree next steps.



All EOI's will be responded to by mid-December.



"Being a trustee for Z-arts has allowed me to be part of an arts organisation that welcomes all families and the local community of Hulme; to engage with what they have to offer! Whether that is a pop-up festival in the park, a show or the many classes in drama, dance, art and music. I have found it invaluable in understanding the wonderful progressive work that Z-arts are doing and how I can best support this fantastic institution, through my role as a Teacher at Chorlton High School."



We look forward to hearing from you!