

TRUSTEE RECRUITMENT INFORMATION

ABOUT QUARANTINE

Quarantine is one of the UK's leading contemporary performance companies. Formed in 1998 by artists Simon Banham, Richard Gregory and Renny O'Shea, in the past three years we've developed a core ensemble of artists & producers, who work with a shifting constellation of collaborators to make theatre, performance and other public events characterised by their intimacy, fragility and an instinct to pay close attention to everyday life.

"Quarantine is quite simply a marvel, a company that's right at the forefront of British theatre... immensely touching, totally human yet also intellectually rigorous in their examination of the nature of performance and the raising of questions about what makes theatre seem real and reality so strongly theatrical. "

- LYN GARDNER, THE GUARDIAN

Quarantine work with virtuosic performers and with people who have never done anything like this before – electricians, philosophers, families, soldiers, chefs, children, florists, opera singers and countless others. It's an ongoing exercise in mass portraiture. Our work takes unique and often surprising forms. We have hosted family parties, shared meals and cookery lessons, created karaoke booths, radio broadcasts and created a journey in the dark for one person at a time – as well as performances on stage for audiences in seats.

We are rooted in Manchester but make and tour our work locally, nationally and internationally. Recent partners have included MITsp festival, São Paulo; Hellerau, Dresden, Germany; HOME, Manchester; National Theatre Wales, Cardiff; BALTIC, Gateshead; BAC, Dance Umbrella & Tate Modern, London; Noorderzon Performing Arts Festival, Groningen, The Netherlands.

Quarantine is an Arts Council England (ACE) National Portfolio Organisation and receives regular core funding from Manchester City Council. We are a registered charity (1100469) and a company limited by guarantee (3662113). Board members are signed up as Directors of the Company and Trustees of the Charity.

Please see our website for details of our current activities: qtine.com

ABOUT THE ROLES

Board member (finance)

We're looking for an experienced finance professional (with a recognised accountancy qualification), ideally with a background in charity finance. Finance experience in an arts/cultural setting would also be helpful though not essential, but an interest in and understanding of art/theatre/performance is preferable.

We would ask you to take on the role of Chair of our finance sub-committee, which meets quarterly ahead of full quarterly Board meetings, and take the lead (alongside another finance expert on our Board), on behalf of the board, for all financial matters in liaison with the staff. Our Executive Director (FT) is responsible for financial management, supported by our Finance Manager (1 day/pw).

In addition to the role of oversight of the charity's finances, some small administrative duties may be required including but not limited to:

- Acting as a Bank signatory (occasional)
- Liaison for the Board with the accountants (no audit)

Board member (marketing/communications)

Arts experience is not essential but an interest in art/theatre/performance is key. We're looking for someone skilled in marketing and/or communications, who is able to support our staff in this area in a strategic way. Our Communications and Development Manager (FT) is responsible for this area, supported by other members of staff.

More about the role of Director/Trustee (Board member)

The role of a charity trustee is unpaid and voluntary but offers a lot in terms of personal and professional development. As well as playing a pivotal role in a world-leading performance company, you will have the opportunity to see our work, access training and will receive expenses for travel and other associated costs.

Our board meets four times a year (usually 6-8pm on a weekday in Manchester), plus at least one further strategy/planning day each year (usually a weekday afternoon or afternoon and evening). There are also sub-committee meetings and training opportunities, from time to time.

As a Board member we expect you to:

- Sign up as a Director of the company (limited by guarantee) and as a Trustee of the Charity
- Attend our performances and other live events from time to time; and potentially sit in on rehearsals or contribute to the creative development of our work in other ways
- Act as an advocate for Quarantine, including supporting advocacy and fundraising, making use of your networks on behalf of Quarantine (if appropriate/relevant)
- Ensure the effective, efficient administration and financial stability of Quarantine; ensuring the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the Board has put in place satisfactory systems of control in respect of legal, operational, financial and risk management
- Provide governance overview for Quarantine, ensuring delivery in line with our business plan and strategic objectives
- Support and guide specifically the Chief Executive and Executive Director in achieving the company's aims

HOW TO EXPRESS YOUR INTEREST IN ONE OF THESE ROLES

Quarantine is a disabled-led organisation and access and inclusion are at the heart of how we operate. We recognise that institutional racism, discrimination and inequality exists in our sector and we are dedicated to helping to address this. We particularly welcome expressions of interest from people with lived experience of racism or marginalisation, people with dependents and those who have had unconventional career paths.

We will support any access requirements you may have during this process, and if you join the Board, we will make adjustments to ensure you can contribute comfortably and effectively.

If you require any access support relating to the expression of interest process, or require further information, please contact Ali Dunican, Executive Director via ali@qtine.com

Main Terms:

Salary – none/voluntary

Term – there is no minimum or maximum term length; but the longest serving Trustees/Directors retire at each AGM, and can be re-appointed. Our hope is that new Trustees/Directors would serve a 3-4 year term in the first instance

Next quarterly meeting/s – February 2022 (exact date tbc). In the first instance, we might ask individuals to attend as observers (if available)

Location – we are based in Manchester but are currently working remotely. We expect to meet face to face as a Board in the future, but expect some meetings/interactions will continue to take place remotely. This means that although proximity to Manchester is preferable, we are open to people who are based outside of Manchester (nationally or internationally).

Next steps: expression of interest

To express your interest in one of the roles, please send a copy of your CV or equivalent and your responses to the prompts below, plus a completed **Equal Opportunities Monitoring form** to ali@qtine.com by **13 December 2021**

Responses to the prompts below can be written (no more than 1 side of A4) or provided in audio or video form (no more than 3 minutes), and should address:

- Why you are interested in joining Quarantine's Board
- Referencing what knowledge, experience, qualities and skills you could bring to this role
- What you hope to get out of being part of Quarantine's Board

We will get back in touch with everyone by 17 December 2021 and to potentially arrange an initial conversation with our CEO and Chair of our Board.

If you did join our Board, we have a Board Induction Process that we would follow to help introduce you to our organisation and the role.

Thanks for your interest in Quarantine.