

# Join Trajectory Theatre's Board of Trustees

Trajectory Theatre is looking to recruit new trustees to support the work of our exciting digital arts charity as we focus on our objectives to create, share and champion immersive digital art.

## Trajectory Theatre - Where Theatre Is Going

*"The need for organisations in the cross-reality space that prioritise the creation of meaningful digital works cannot be understated. Through my interactions with Trajectory's board and Artistic Director, I have been sufficiently convinced that they have the required comprehension of the artistic and technological elements to deliver this."*

Jane Gauntlett, artist

Trajectory Theatre is a Registered Charity (1187022), Companies House number is CE020056. Our charitable purpose is to advance public education and appreciation of the immersive digital arts, in particular Virtual Reality, Augmented Reality and Mixed Reality by:

1. the production, exhibition and presentation of new creative works;
2. the provision of training to the public including arts professionals in order to promote and sustain best standards in Virtual Reality, Augmented Reality and Mixed Reality art.

Trajectory Theatre was formed in 2015, creating our first VR work - *Phase 1* and touring it until mid-2017. In 2018 we created the first version of *Circus In A Bottle*. 2019 saw the start of our community work, hosting a number of events in London for people interested in making immersive technology content. Our work was part of VAULT Festival 2023 and we are currently working on a few exciting projects as well as looking to redefine our goals for 2024. We will disclose further details with the successful candidates. Making our plans a reality will require further funding and strategic development. More information about Trajectory Theatre can be found on our website - [www.trajectorytheatre.com](http://www.trajectorytheatre.com).

## Trustee recruitment

Our Board is currently comprised of five members (Jo Kerr - Chair, Mikaela Murekian (mat leave), Ian Patrick, Jessie Mangum, Elaine Wong), supporting our volunteer Artistic Director (Roderick D. Morgan). As a small charity, we don't have any paid staff, but our Artistic Director works unpaid for Trajectory c. 3 days per week to develop artistic work and run the operations of the charity. Roderick collaborates with a number of artists and technologists. Our Board Chair works unpaid c. 1 day per week to support the work of the charity.

Trajectory Theatre is currently looking to recruit new Trustees to join our Board. We would particularly like to recruit Trustees who have specialisms in the following areas: financial management, accountancy, risk management, governance, generating commercial income, Arts Council contracts and law. However, we would also love to hear from candidates in the immersive content space without these specialisms.

The Trustee role description is below. The expected time commitment for Trustees is six hours per month for: quarterly Board Meetings, sub-committee meetings, meeting preparation, events, showings, video calls and email correspondence.

## **Equality, diversity and inclusion**

Trajectory Theatre is committed to championing equality, diversity and inclusion. We are committed to recruiting a diverse Trustee Board and are therefore keen to hear from applicants from a variety of backgrounds and with different life experiences. In addition, we are fully committed to eliminating discrimination and promoting equality and diversity in all aspects of our work. We therefore expect all our trustees and volunteers to be willing and able to make a positive contribution to the promotion and implementation of our forthcoming Equality and Diversity policy.

## **Trustee responsibilities**

Being a Trustee of Trajectory Theatre is a serious responsibility. Trustees take an active role in the governance of the organisation and have a variety of duties and legal responsibilities.

The role requires you to:

- Take significant decisions about the future of Trajectory Theatre.
- Ensure everything is legal and safe.
- To act in the best interests of the charity at all times.
- Support the Artistic Director.
- Ensure the work of the charity is carried out.
- Ensure the Trustee board is skilled and kept up-to-date.
- Act in the best interests of the charity's beneficiaries.
- Act together as a group rather than as individuals.
- Set aside your 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.
- Receive assets from donors.
- Safeguard these assets.
- Apply assets for a charitable purpose according to the wishes of the donor.
- Not to benefit from the office as a Trustee – other than to the extent permitted by the constitution.
- Not to put yourself in a position where your interests conflict with those of the charity.

Full details of the trustees' responsibilities will be discussed through the application process.

## **Application process**

Please send your CV and a brief outline of your reasons for applying to Roderick on [roderick@trajectorytheatre.com](mailto:roderick@trajectorytheatre.com).

Our Board Chair and another Trustee will shortlist applicants and arrange interviews at your convenience.

If you have any questions about your application, please email Mariam at:  
[roderick@trajectorytheatre.com](mailto:roderick@trajectorytheatre.com).

# Full trustee responsibilities (not for website)

## Trustee responsibilities

Being a Trustee of Trajectory Theatre is a serious responsibility. Trustees take an active role in the governance of the organisation and have a variety of duties and legal responsibilities.

The role requires you to:

- Take significant decisions about the future of Trajectory Theatre.
- Ensure everything is legal and safe.
- To act in the best interests of the charity at all times.
- Support the Artistic Director.
- Ensure the work of the charity is carried out.
- Ensure the Trustee board is skilled and kept up-to-date.
- Act in the best interests of the charity's beneficiaries.
- Act together as a group rather than as individuals.
- Set aside your 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.
- Receive assets from donors.
- Safeguard these assets.
- Apply assets for a charitable purpose according to the wishes of the donor.
- Not to benefit from the office as a Trustee – other than to the extent permitted by the constitution.
- Not to put yourself in a position where your interests conflict with those of the charity.

## Keeping Up-To-Date

- You will need to keep up-to-date with regulation, charity law and, where appropriate, company law; and best practice recommendations.
- Adopting the Statement of Recommended Practice SORP for accounting by charities is a requirement.
- Directors are not expected to be experts on everything. If Board members are unsure about what to do, appropriate professional advice should be sought.

## Membership and Quorum

A quorum shall be three Trustees.

## Attendance at meetings

Trustees are expected to make every effort to attend quarterly Board meetings and sub-committee meetings on a regular basis.

## Effective functioning of the board

- Establishing the governance structure for Trajectory Theatre and agreeing terms of reference for and appointments to subcommittees 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.
- Making any other Board positions as may be determined.
- Ensuring that Trajectory 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 a mission statement.
- Agree and adopt a business planning process and planning cycle.
- 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 meetings.
- Receive regular reports and monitor progress.
- Receive reports and minutes of all sub-committee meetings.
- Receive reports on audience and participation data as requested by the 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 bankers.
- Recommend the appointment of auditors.

#### Personnel

- Recruitment and appointment of senior roles as agreed.
- Agreement of annual pay awards for all officers and staff.

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

## Reach Volunteering

### Summary:

**Trajectory Theatre is looking to recruit new trustees to support the work of our exciting digital arts charity in meeting our objectives to create, share and champion immersive digital art.**

We are looking for new trustees to help elevate our charity to one that has great impact in the immersive digital art space. Our activities so far show the real potential of the organisation to create and show original work whilst also fostering a tightly knit community of makers and technologists. We need your skills and support to be able to reach our full potential.

Being a Trustee of Trajectory Theatre is a serious responsibility. Trustees take an active role in the governance of the organisation and have a variety of duties and legal responsibilities.

The role requires you to:

- Take significant decisions about the future of Trajectory Theatre.
- Ensure everything is legal and safe.
- To act in the best interests of the charity at all times.
- Support the Artistic Director.
- Ensure the work of the charity is carried out.
- Ensure the Trustee board is skilled and kept up-to-date.
- Act in the best interests of the charity's beneficiaries.
- Act together as a group rather than as individuals.
- Set aside your 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.
- Receive assets from donors.
- Safeguard these assets.
- Apply assets for a charitable purpose according to the wishes of the donor.
- Not to benefit from the office as a Trustee – other than to the extent permitted by the constitution.
- Not to put yourself in a position where your interests conflict with those of the charity.

Full details of the trustees' responsibilities will be discussed through the application process.

# About the volunteer

Trajectory Theatre is currently looking to recruit new Trustees to join our Board. We would particularly like to recruit Trustees who have specialisms in one of the following areas:

- Financial management: As a charity we need someone to oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, reporting to the Board at meetings and ensuring effective financial measures, controls and procedures are in place.
- accountancy: Practical experience in at least one of the following: budget management, risk management, financial accounting
- governance: Experience of charity governance and working with or as part of a Board of Trustees
- generating commercial income: Experience of developing a strategy for income growth to lead to greater financial stability
- Legal: A trustee with experience in law would be able to provide knowledge and advice on legal issues

However, we would also love to hear from candidates with experience in Arts Council contracts, who work within fundraising day to day and will have up to date knowledge of opportunities.

The expected time commitment for Trustees is six hours per month for: quarterly Board Meetings, sub-committee meetings, meeting preparation, events, showings, video calls and email correspondence.

## **Equality, diversity and inclusion**

Trajectory Theatre is committed to championing equality, diversity and inclusion. We are committed to recruiting a diverse Trustee Board and are therefore keen to hear from applicants from a variety of backgrounds and with different life experiences. In addition, we are fully committed to eliminating discrimination and promoting equality and diversity in all aspects of our work. We therefore expect all our trustees and volunteers to be willing and able to make a positive contribution to the promotion and implementation of our forthcoming Equality and Diversity policy.

## **Selected skills**

Accountancy / Auditing  
Financial management  
Fundraising strategy  
Governance & Legal