

KIT THEATRE – COMPANY INFORMATION PACK



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KIT's mission is to make playful, immersive theatre for (and with) young people which improves their relationship to learning, triggers creative (r)evolution in their schools and develops their empathy, resilience and critical thinking.

Company Context

KIT was founded in 2015 and is a Community Interest Company. At the heart of our practice are Adventures in Learning, interactive stories which erupt in classrooms and combine immersive theatre and game mechanics to make impact.

Since 2015 KIT has delivered Adventures in Learning in 27 schools across London, Essex, Birmingham and Manchester. We are due to work with schools, museums and libraries in Scarborough in 2021. KIT is committed to delivering work to young people in the UK where need is greatest. We know that for many young people, school represents their best opportunity for creative and cultural experiences, and so we focus our recruitment on state schools with a high proportion of disadvantaged pupils.

KIT's full business plan, theory of change and strategy are available to prospective Board members on request.

Advisory Board Context

KIT Theatre is a Community Interest Company (CIC). The Articles of Association (3/7/12) require one Director. Full control is held with the single Director (Thomas William James Bowtell). There are no requirements as a CIC to do more than this.

KIT currently has three Advisory Board members (David Cahill Roots, Katrina Nilsson, Callum Lee), alongside the Director (Tom Bowtell) and Producer (Anna Myers) who acts as de facto company secretary.

As there is no formal Board of Directors, this advisory group fulfils some of the roles of a Board, providing a necessary level of governance for KIT's key funders.

Quarterly meetings are held and the agenda includes the items typically covered under a meeting of trustees or similar (e.g. finance, fundraising...).

The Advisory Board has identified a pressing need to increase membership to a maximum of six, expanding the expertise available to the executive. These members will be recruited with a view to KIT transitioning to a non-executive Board in the near future (1-2 years).

KIT THEATRE – ADVISORY BOARD TERMS OF REFERENCE

These terms of reference include: Job Description; Duties; Term & Commitment; and Person Specification for Advisory Board members.

JOB DESCRIPTION

KIT's vision is to support the emergence of a generation of resilient, questioning young people; inspired to learn through adventure.

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To support the executive in achieving this, Advisory Board members are expected to:

- Maintain the focus of KIT on its charitable objectives;
- Be collectively responsible for the success of KIT, for setting the strategic aims of KIT, and ensuring that necessary resources are in place to meet its objectives and monitoring performance;
- Advocate for KIT with stakeholders and funders;
- Define the values and standards of KIT, including the mission statement and programming policy;
- Once the board has agreed on strategy and policies, it will defer responsibility for execution to the executive and will assume a monitoring and supporting role;

- Scrutinise the performance of management in meeting agreed goals and objectives and ensure that KIT's controls and systems of reporting are robust;
- Review the business plan once a year; the programme proposed by the director; the appointment of senior staff selected by the director (this responsibility may be exercised by the chair on behalf of the board).

KIT's approach to casting and artist development aims to counter a lack of diversity within the immersive theatre sector. Its work meets a cross-section of young people in non-selective state schools. As well as representing the diversity of these young people, its casting actively challenges traditional stereotypes. It is vital all Board members champion this approach and can support inclusive practice within the company.

To best support KIT's development the following areas of expertise have been identified as requiring representation across the Board:

- **Financial planning expertise** – support with company accounts and forecasting (KIT's 19/20 annual turnover was £170k);
- **Fundraising expertise** - especially in relation to philanthropy and/or corporate funding;
- **Business development expertise** - especially in relation to scaling delivery and processes;
- **Specialist sector knowledge** - especially education museums, libraries and heritage.

These needs will guide KIT's Advisory Board recruitment.

DUTIES

The members of KIT Theatre's Advisory Board are not company directors. However in anticipation of transitioning to take on a formal role, the Advisory Board's duties are modelled on those of CIC Company Directors.

As with any other company, the directors of a CIC occupy an important position of trust, and company law imposes on them a range of duties.

The directors are responsible for ensuring that the CIC meets its statutory and other obligations.

The Companies Act 2006 codifies the general duties which directors owe to the company. A CIC director has the following duties under the Companies Act 2006:

1. To act within the company's powers

2. To act in the way he or she considers, in good faith, would be most likely to achieve the community purpose of the company, and in doing so have regard (amongst other matters) to:
 - the likely consequence of any decision in the long term
 - the interests of the company's employees
 - the need to foster business relationships with customers, suppliers and others
 - the impact of the company's operations on the community and the environment
 - the desirability of the company maintaining a reputation for high standards of business conduct
 - the need to act fairly as between the members of the company
3. To exercise independent judgement
4. To exercise reasonable care, skill and diligence
5. To avoid conflicts of interest
6. Not to accept benefits from third parties
7. To declare an interest in proposed transactions or arrangements and in existing transactions and arrangements where appropriate.

TERM & COMMITMENT

Advisory Board members currently commit to four meetings a year, usually held in Battersea, South West London. The group welcomes members participating remotely.

KIT is a small organisation and Board members are currently called upon to provide ad-hoc support, especially in relation to fundraising and business plan development. As the Board develops, members may be invited to join smaller working committees to focus on particular aspects of the Board's business. These are likely to involve an additional 4 days per year.

In addition, members are encouraged to attend KIT events and performances throughout the year, including activity taking place within the school day.

Membership of the advisory board is unpaid, but reasonable travel and subsistence expenses will be reimbursed.

A member's term of appointment will be for up to four years. On the expiry of the appointment, the successful candidate is eligible for reappointment. The combined length of an appointment cannot exceed eight years.

PERSON SPECIFICATION

- Commitment to KIT Theatre, it's vision and mission.
- Passion for performing arts and a belief in their role in the development of young people.
- Skills relating to the roles specified on page 2.
- Strategic vision.
- An ability to think creatively.
- Credibility and strong networks within a sector, industry or community.
- An ability to be open about personal convictions and to be tolerant of the views of others.
- A willingness to devote the necessary time and effort to the duties of the Board.
- An understanding and acceptance of the duties and responsibilities of Board membership.
- No previous Board experience is necessary.

KIT presents work for everyone and we welcome applications from everyone. We particularly welcome applications from people who are ethnically diverse and/or those who are D/deaf or disabled as they are currently under-represented on our Board.

If you're excited by the work and the young people we reach - but not sure whether your skills and experience are appropriate please get in touch.

SUPPORT

When becoming an Advisory Board member you can expect a warm welcome and an induction session to the company. KIT's Director and Producer will commit time to give you insight into the running of the organisation and the area of expertise you will be focussing on. Furthermore, an existing Advisory Board member will be available to support you through the first two meetings. Our meetings are friendly but business-like and we value hosting a space with a range of experiences and opinions.

APPLICATION PROCESS

Please send us your CV, a cover letter and KIT's Equal Opportunities form (found here: <https://www.kittheatre.org/work-with-kit>) to KIT's Administrator: monique@kittheatre.org by **Tuesday 5th January 2021**.

We will respond to all applications by 11th January. If you are invited for a conversation with us, this will take place between 13th-22nd January. We hope that one or two candidates will be able to join the next board meeting on 26th January 2021.

If you would rather apply by sending a CV and short video under 5 minutes, this would be welcomed.

Please contact us if you require this information in a different format.