

Role description

Role:	Non-Executive Director / Trustee
Responsible to:	The Chair of the Board
Responsible for:	Artistic Director / Executive Director (Joint CEOs)
Key relationships:	Trustees, Senior Management Team

Purpose of the Role

To help drive the long-term sustainability of the Citizens Theatre by strengthening its earned and contributed income, alongside providing strong governance and strategic oversight, and ensuring it delivers its artistic mission and public value.

Key Responsibilities

Governance and Strategy

- Contribute to setting and monitoring organisational strategy to deliver a sustainable business model
- Support strategies that grown ticket income, secondary spend (bar, events), venue hire and philanthropic income.
- Ensure strong governance and regulatory compliance, in line with the company's Memorandum and Articles of Association
- Monitor financial health & risk
- Act as a custodian of the organisation's mission and values

Income Generation

All Board members are expected to:

- Actively support income generation
- Contribute networks, insight or expertise
- Champion fundraising and audience growth

Advocacy and Ambassadorship

- Act as an ambassador for the Citizens Theatre
- Build relationships that support the organisation's profile and impact

Specialist Contribution

We are particularly seeking individuals with experience in at least one of the following priority areas:

- Ethical Philanthropy and fundraising
- Hospitality, trading and sustainable commercial business development
- Marketing, audience and data-driven decision making
- Financial Management

Person specification

Essential

- Commitment to the mission of the Citizens Theatre
- Strategic thinking and sound judgement
- Ability to work collaboratively at Board level
- Willingness to contribute actively beyond Board meetings
- Understanding of governance responsibilities (or willingness to learn)

Desirable (aligned to current gaps)

- Proven track record of growing income or audiences
- Experience at senior leadership level
- Strong networks relevant to the Citizens Theatre

Time Commitment

Approximately 4–6 Board meetings per year

Committee participation

Occasional events and strategic sessions

Remuneration

Voluntary (reasonable expenses reimbursed)

Term of office

4 years, renewable with a maximum of 2 terms

How to apply

Please apply with a CV and cover letter (up to 2 pages) detailing why you are interested in applying for the Citizens Theatre Board to Marissa Trott, Theatre Administrator at marissa.trott@citz.co.uk by **Wednesday 15 July, 10am**.

Please let us know of any access requirements. If we can make this application process easier for you please get in touch with Marissa. The Citizens Theatre is committed to making trusteeships accessible and will reimburse personal access costs as required (e.g. support worker, caring costs). If this applies to you, please confirm these costs with Marissa ahead of submitting your application.

If you would like an informal conversation with the Chair, Vice Chair or Executive Director prior to application, please get in touch at the email above to arrange a time.

Following shortlisting, potential Board candidates will be invited to an interview on either **Monday 10 or Wednesday 12 August 2026**. If you won't be available to meet on those dates, please let us know in your cover letter.

Candidates who are offered a Trustee role will be invited to observe a Board meeting in September prior to making a commitment.