



Beacon Arts Centre

Board Recruitment Information Pack

May 2017

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Dear Candidate

Beacon Arts Centre

Thank you for your interest in joining the board of Greenock Arts Guild Limited, trading as the Beacon Arts Centre.

It's an exciting time for us as we deliver a new Strategic Plan which focuses on ambitious creative work underpinned by a grant funding from Inverclyde Council and Regular Funding from Creative Scotland.

With the support of our stakeholders, we are shaping our programme over the coming years to enable the widest range of audiences to participate. From community centres and youth clubs to places where older people meet and from parks and health care settings to schools and nurseries, there really will be creative opportunities for everyone.

With long-standing members of the board now due to retire, we seek new board directors to lead us successfully through the next few years. Specifically we seek candidates with expertise in catering and hospitality, facility and estate management, press, PR, HR, fundraising, community, amateur and artistic programming.

I hope this information pack provides all the details you require, you can find it online at www.beaconartscentre.co.uk. However, please don't hesitate to get in touch if there's anything further you require.

I look forward to hearing from you

Best wishes



Allan Robertson
Chair

Who We Are

The Beacon opened in January 2013 and is one of the finest new arts venues in the country. It replaced the Greenock Arts Guild Theatre which served the community of Inverclyde for 65 years. The Beacon is now situated at Custom House Quay in the centre of Greenock in a spectacular location overlooking the Clyde estuary towards the hills of Argyll and Dunbartonshire.

The Beacon is a key waterfront regeneration project that has acted as a catalyst for Greenock Harbours and its creative programme and activity across the community are of major benefit to the cultural life of Inverclyde.

The venue has 2 performing spaces - an auditorium accommodating up to 500 and a flexible studio theatre accommodating up to 170. These are alongside 3 elegant rooms providing additional space for a wide range of activity from street dance classes to weddings. A bistro supports the varied programme offering breakfast, lunch, pre-theatre and bar service.

The Beacon is run by Greenock Arts Guild, a company limited by guarantee with charitable status. The board has recently updated its Articles of Association and the organisation's primary purpose is to *advance, promote, maintain and improve education, participation and enjoyment of the arts including, without limitation, the arts of drama, mime, dance, singing, music, film, painting and sculpture*

The company directors are also charity trustees and are required to undertake regular training on the role of a trustee.

The Beacon is supported by Inverclyde Council and is a regularly funded client of Creative Scotland. There was an annual turnover of around £1.2m in 2015/16 set within the context of a £11m capital asset in the building.

What We Do

The Beacon Arts Centre is much more than just a theatre. Employing over 40 staff it makes a serious contribution to the economic life of Inverclyde and plays an important role as a visitor and tourist attraction.

The creative ambition of the Beacon Arts Centre makes it a vital regional and national venue within the arts and cultural landscape of Scotland

Specifically, the Beacon stages a wide mix of theatre, from large scale musicals to creative dance performances and from intimate children's shows to an annual panto. Music events are year round including Scottish Opera, jazz, folk, pop, rock and youth music programmes.

This programme is supported by arts development work across the community that engages with a range of target groups including:

- early years, children, young people and families;
- schools, work training and placement opportunities;

- those suffering poor mental health and wellbeing; and
- later life groups

The arts development programme operates with partner agencies such as the Health and Social Care Partnership, West College Scotland and Inverclyde Council.

The Beacon is well used for events and conferences and is the production house for outdoor events and festivals.

The bistro services the Beacon's theatre and event going audiences and is a destination restaurant in its own right.

Over the strategic planning period of 2015/16 to 2019/20, areas for development have been identified including:

- build new, and, maintain existing creative partnerships with local communities, organisations and groups;
- grow the programme in areas such as music, festivals and creative learning to target specific age groups and postcode areas;
- roll out strategic marketing initiatives to expand audiences;
- build on the Beacon's customer service focus with revamped foyer and reception area
- build the venue's profile in the sector;
- review ticket prices and room charges to maximise local buy in;
- introduce an exhibition area and shop;
- upgrade theatre lighting to enhance service delivery and green theme; and
- embark on significant fundraising activity.

The Board

Our Board is selected to be a highly skilled group of people, drawn from local business individuals with key professional skills, long term users of the building through amateur performance groups and industry professionals with experience of membership of arts boards. They are:

- Allan Robertson JP (Chairman) – a former Provost and Councillor with Inverclyde Council. He previously worked in Community Liaison for Scottish Power.
- Gordon Armour – former Business Advisory Partner for Scott Moncrieff Accountancy and Professional Services.
- Andrew Gerrard – former Head of Property at Inverclyde Council, who has worked backstage in the amateur theatre sector for 30 years.
- Raymond Jack – Executive Director of Finance and Operations at Association of Chartered Certified Accountants (ACCA). He was formerly an Executive Director at Scottish Power and a member of the Board of Management at James Watt College. He is also active in local charities.

- Cllr Stephen McCabe – Leader of Inverclyde Council, representing the ward of Inverclyde East Cllr McCabe sits on a range of outside bodies including Bogleston Community Association and Riverside Homes
- Cllr Innes Nelson – representing the ward of Inverclyde North West Cllr Nelson sits on a range of outside bodies from the Clyde Muirshiel Park Authority Joint Committee to the James Campbell Buchanan Trust
- Carolyn Paterson - Senior Programmer & Arts Development Officer at Stirling Council, Carolyn was brought up in Inverclyde and used to attend and take part in events at the Arts Guild. She has a wealth of experience of funding, programming venues, arts projects and the Scottish arts scene
- Susan Robinson – Strategic Investment Officer for CVS Inverclyde, Sue has worked as a Fundraiser, Appeals Manager and Director of Fundraising. She is a Fellow of the Institute of Fundraising and a Director of GFT, Glasgow.
- Elizabeth Robertson - a local arts and theatre enthusiast, Elizabeth is well known locally through her support of a number of local theatre groups. Elizabeth works within Education Services at Inverclyde Council with a remit for health and wellbeing.
- Jim Snoddie - Facilities Manager at Riverclyde Homes, Jim has worked across a range of Operations and Building Management roles including the launch of Braehead Arena, at the time the largest building site in Scotland.
- Jane Spiers – Chief Executive of Aberdeen Performing Arts (APA), the company that runs 3 city centre venues. Prior to joining APA, Jane was the chief executive of Horsecross Arts launching Perth Concert Hall and running Perth Repertory Theatre.

New Members

We wish to invite up to 3 new Directors to join our Board to support the next stage of the development of the Beacon Arts Centre

We want to ensure the board comprises the right mix of expertise and in line with a skills' audit, we are now keen to recruit candidates with any of the following specific skills and professional backgrounds:

- catering and hospitality;
- facility management;
- Press and PR;
- HR;
- fundraising; and
- community, amateur and artistic programming / producing.

The Beacon Arts Centre recognises its responsibility to support equality, diversity and inclusion in the cultural sector and therefore welcome applications that strengthens the diversity of the board.

Trustee Job Description

Greenock Arts Guild is a company limited by guarantee with charitable status. It is responsible for the Beacon Arts Centre.

Personal Attributes of Board Members:

- an enthusiasm for the work of the Beacon Arts Centre and a commitment to be well informed about our work
- a commitment to carry out the duties of a board member
- the ability to work as a member of a team, and a willingness to state personal convictions and, equally to accept a majority decision whatever one's personal view
- a preparedness to offer personal and business skills and experience to support the work of staff when required
- a willingness to act as a champion for the organisation
- the ability to treat sensitive information confidentially

Nolan Principles of Standards in Public Life

We want to ensure that we practice the governance values that we promote, and that all directors commit to the standards in public life as recommended by the Nolan Committee

Selflessness – holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves or their family or friends

Integrity – holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties

Objectivity – in carrying out public business including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit

Accountability – holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office

Openness – holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest

Leadership – Holders of public office should promote and support these principles by leadership and example

How to Apply

To apply please send an up to date CV and covering letter relating your skills and experience to the criteria outlined in this application pack. Please also explain why you are interested in joining our board of directors.

Please send your application to the Chair, Allan Robertson via:

- **email** jackie@beaconartscentre.co.uk; or
- **post** Beacon Arts Centre, Custom House Quay, Greenock, PA 15 1HJ

Note that the deadline for applications is noon on **Monday 5 June 2017**.

We will review all applications and arrange informal interviews with shortlisted candidates around **w/c Monday 26 June 2017**. We intend to complete the selection process and appoint new directors by the end of July 2017.