

PUPPET PLACE

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Puppet Place Trust Ltd Trustee Recruitment Pack 2023

Join our Board of Trustees... We're looking for new people to help us shape the future of Puppet Place, and are appointing new Trustees to our Board.

Who are we?

Puppet Place is a hub for all things animated on stage and film in the UK. We share our passion for puppetry and animation with the wider public, and offer support to artists working with these forms. Our building in Bristol's Harbourside is home to a community of practitioners who produce brilliant work in puppetry, animation and associated practices. We support the creative sector through residencies, networking, and training, whilst offering a range of public events, workshops and activities in Bristol and beyond, including the internationally recognised Bristol Festival of Puppetry.



Why do we have trustees and what do they do?

As a charity Puppet Place is governed by a Board of Trustees. Our Trustees volunteer their time to ensure that the charitable objectives are met, good governance is maintained and to drive our mission forward. Our current trustees are seeking additional trustees to join the team. We are seeking people with ideas, energy and a new perspective. At Puppet

Place, we strive for transparency and for shared decision-making with our resident artists, associate artists and the wider community. This requires the ability to think strategically and to work collaboratively.

What's in it for you?

Being a trustee is an incredible way to develop new skills and experience around governance, leadership and decision making. As well as helping to broaden contacts and make a socially responsible contribution to the arts.

It's also an extremely exciting and challenging time to join Puppet Place. We need people keen to help shape our future; to realise the enormous potential held within the organisation. We want to develop the organisation's resilience beyond a subsistence model. We want to build on our social capital to develop our business plan. This is the chance to play a fundamental role in taking an organisation to the next steps.

Charity Trustee Responsibilities

Charity trustees are responsible for the Governance and Strategic direction of a Charity. This includes:

- Ensuring that the Charity complies with legal and regulatory requirements
- Developing and agreeing a long term strategy for the Charity
- Agreeing operational plans and budgets
- Evaluating results, assessing outcomes and impact of the Charity
- Setting and safeguarding the visions, values and reputation of the organisation
- Overseeing the work of the organisation
- Regular reviewing of the major risk to the charity and ensuring those risks are managed
- Informing others about the organisation and its work
- Listening to the views of the charity's stakeholders.
- Handling complaints constructively, impartially and effectively
- Finding and recruiting new Board members to meet the organisations changing needs in relation to skills, experience and diversity

I'm interested...but I'm not sure a Board role is right for me...

We would also love to hear from you if you'd like to use your specialism to help with specific projects rather than joining or before joining the Board.

What kind of experience are you looking for?

We are looking for people who can help Puppet Place Board, our Finance & Operations Manager and our Community build their knowledge and skills in any of the following areas:

- Social investment
- Charity law
- Business management expertise
- Building management, particularly co-working spaces
- Fundraising, Charity giving and sponsorship
- Financial expertise
- HR expertise
- Being a freelance creative practitioner
- Marketing and branding
- Education & public engagement
- Leadership experience

We'd like you to have:

- Previous trustee or board member experience
- An understanding of the vision and values of Puppet Place.
- A willingness to devote the necessary time and effort to their duties as a trustee
- Excellent communication skills
- Tact and diplomacy
- An ability to work effectively as a member of a team

We are eager to increase and enhance the skills and diversity of our Trustee Board and would welcome applications from people across our communities.

How much time will it take?

- Attendance at six meetings a year (generally last a maximum of two hours, with one hour of flexible time preparing and actions following the meeting). Meetings are scheduled for weekday afternoons or evenings.
- Attendance at a board development day.
- Emails and phone calls in your own time. The Finance & Operations Manager and Chair will call on you for occasional advice, and the board currently keeps in touch by email and WhatsApp.

I'm interested. How can I find out more or put myself forward?

Please complete and submit our online [Application Form](#) and [Equal Opportunities Form](#) by 17:00 on Tuesday 28 February 2023 (deadline recently extended).

The Application Form asks for your contact details, what you would bring to the role of Trustee and what you hope to learn or enjoy from being on our Board, a synopsis of your career to date and how you meet the skills and experience we're looking for.

If you would like an informal conversation to find out more, we can put you in touch with one of our trustees. We also accept video or audio file applications. Please contact our Finance & Operations Manager, Sally Reay on info@puppetplace.org for assistance.

Application Deadline (extended to): 17:00 on Tuesday 28 February 2023.

Puppet Place Definition of Puppetry

We define puppetry as follows: Bringing Life to the Inanimate.

Puppetry is an artform that strides across boundaries and gets under your skin. It is a powerful tool for self-expression and reconciliation and a vibrant performing artform. Its origins are ancient, often enshrined in religious ritual, yet its tendrils reach into the latest robotics and AI research. We recognise these myriad forms in our work and artist support. This means we include stop-frame animation, filmed puppetry, object manipulation as well as bunraku-style, string and rod marionette, shadow puppetry, ventriloquism, glove puppetry, automata and robotics within the puppetry family.