



**Trustee Recruitment Pack
October 2024**

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Welcome Note

Thank you for your interest in joining Eastgate Theatre & Arts Centre as a trustee. This is an exciting time for Eastgate as we continue to grow our impact within the community and expand our artistic and cultural offering.

Eastgate is more than just a theatre – it's a creative hub where people of all ages and backgrounds come together to engage with the arts, share ideas, and be inspired. We take great pride in offering a diverse and inclusive programme that spans theatre, music, dance, film, visual arts, and much more. Whether it's a major performance or a small community workshop, our aim is always to make the arts accessible, relevant, and meaningful for everyone.

As a Board, we have the privilege of supporting a talented team who are deeply committed to fostering creativity and engaging with our community. We believe that the strength of Eastgate lies not only in the dedication of our staff but also in the partnerships we build, including with our trustees. We are looking for new trustees who can bring fresh perspectives, expertise, and energy to help guide us through this next chapter.

By joining our Board, you will play a key role in shaping the future of Eastgate Theatre & Arts Centre. From providing strategic oversight to supporting the team and acting as an advocate for our work, your contribution as a trustee will have a direct and lasting impact on the organisation.

If you share our passion for the arts, community engagement, and making a difference, we would love to hear from you. Becoming a trustee at Eastgate is an incredibly rewarding experience, and we encourage you to explore this opportunity to help us achieve our mission.

Thank you again for your interest, and we look forward to the possibility of welcoming you to the Eastgate family.

Fran Swift
Chair of the Board

Fraser Morrison
Executive & Creative Director

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About Us

Eastgate Theatre & Arts Centre is a dynamic cultural hub located in the heart of Peebles, dedicated to delivering a rich and diverse programme of artistic and cultural activities. Since opening our doors in 2004, we have become a vital part of the community, providing a platform for local, national, and international artists to showcase their work across various disciplines including theatre, music, dance, film, visual arts, and more.

With our flexible and well-equipped spaces, Eastgate Theatre offers a welcoming environment for performers, audiences, and participants alike. Our varied programme caters to all ages and interests, from theatrical productions and intimate music performances to interactive workshops and community-led events. We pride ourselves on offering something for everyone, with a particular focus on engaging the local community and encouraging active participation in the arts.

As well as presenting live performances, we play a key role in nurturing talent and creativity through a range of educational and outreach programmes. Our gallery space regularly exhibits work by emerging and established artists, while our cinema brings world-class films to audiences in a unique setting.

At Eastgate Theatre, we believe in the transformative power of the arts to inspire, entertain, and bring people together. Whether you're attending a performance, participating in a workshop, or simply enjoying a coffee in our café, you'll find Eastgate is a place where creativity and community thrive.

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What We Do

At Eastgate Theatre & Arts Centre, we are passionate about delivering a wide range of artistic and cultural experiences for our audiences, artists, and the wider community. Our programme spans multiple art forms and provides opportunities for everyone to engage with the arts, whether as a spectator, participant, or creator.

Performing Arts

We host a year-round programme of live performances, including theatre, music, dance, comedy, and spoken word. From professional productions to community-based performances, our stage welcomes artists from all walks of life. We collaborate with leading companies, up-and-coming performers, and local organisations to present a diverse and vibrant line-up.

Film

Our cinema brings the magic of the big screen to Peebles with a carefully curated selection of films, from Hollywood blockbusters to independent gems and international cinema. Our film programme caters to all tastes and includes special screenings, film festivals, and events where we invite filmmakers for discussions and Q&As.

Workshops & Classes

We offer a variety of workshops and classes designed to nurture creativity and develop skills. As a community-focused venue, we are committed to creating inclusive spaces where everyone feels welcome. Our inclusive participatory programmes encourage active engagement in the arts and foster a sense of community through shared creative experiences.

Partnerships & Collaborations

We believe in the power of working together. Through partnerships with local and national organisations, we expand our programme and create opportunities for collaboration. These partnerships allow us to bring exciting new work and experiences to the Scottish Borders while supporting the development of emerging artists and fostering connections across the arts and cultural sector.

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Mission

Eastgate Theatre & Arts Centre provides vibrant, accessible, and diverse artistic experiences for all ages that inspire creativity and foster community connections. We empower individuals to engage actively in the arts through performances, engagement programmes, and collaborations, enriching the cultural life of the Scottish Borders and making the arts a vital part of our community.

Vision

Eastgate Theatre & Arts Centre will be a place that **Inspires** individuals and communities, **Engages** people in the arts in the broadest sense, and drives meaningful **Change** — changing minds, broadening perspectives, and transforming outcomes.

We aspire to be a creative hub for the whole of the Scottish Borders and beyond, setting the standard for inclusive, innovative, and participatory artistic experiences, and becoming a centre for cultural enrichment and social impact for generations to come.

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Values

Engagement

We are dedicated to actively connecting with individuals and communities across the Scottish Borders and beyond, using the arts as a tool to bring people together, foster understanding, and create meaningful connections.

Excellence

We are committed to achieving the highest standards in all our artistic work, striving to provide enriching and inspiring experiences that elevate creativity in our community.

Inclusivity

We value diversity in all its forms and are committed to creating an inclusive environment where everyone feels welcome and has the opportunity to participate and express themselves through the arts.

Creativity

We champion new ideas and creative approaches, embracing innovation in our programming, operations, and partnerships to keep the arts vibrant and relevant.

Collaboration

We believe in the power of partnership, working collaboratively with artists, audiences, and other organisations to enhance our impact and deliver dynamic, shared artistic experiences.

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The Opportunity

As a Board Trustee, you will be responsible, individually and collectively, for all activity within the organisation, ensuring that Eastgate Theatre has a clear vision, mission and strategic direction and remains focused on delivering that for the people of the Scottish Borders.

Always acting in the best interests of Eastgate Theatre, directly contributing to the constructive debate on the future direction, strategy and planning of the charity, your collective responsibilities will include:

- Regularly reviewing the performance and outcomes of Eastgate Theatre's key activities against objectives and ensuring plans are developed for improvement where necessary.
- Ensuring the long-term sustainability of Eastgate Theatre including ongoing scrutiny and agreement of the organisation's financial strategy and robust review of business cases/proposals for future investment.
- Directly contributing to constructive debate on the strategic development of Eastgate Theatre, ensuring effective implementation of Board decisions by the General Manager and Theatre Leadership team.
- Holding the General Manager to account, offering constructive criticism and challenge as appropriate, for the effective management and delivery of the charity's aims and objectives.
- Ensuring that Eastgate Theatre uses its resources exclusively in pursuance of its strategic objectives.
- Safeguarding the reputation, and values of Eastgate Theatre, by ensuring the organisation and all staff do not undertake activities that put these, or its members at risk.

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- Ensure that Eastgate Theatre complies with its governance policy, and all relevant legislation and regulations, including relevant charity law, company law and any other relevant legislation or regulations.
- Active promotion and championing of the work, impact and values of Eastgate Theatre.
- Identify and promptly communicate conflicts of interest, acting with integrity and avoiding personal conflict of interest or misuse of charity funds or assets.
- Participate in any induction, training, self-development and evaluation identified as an individual and as part of the Board including annual board performance appraisal and self-assessment.

The role is voluntary, but we will cover reasonable out-of-pocket and travel expenses.

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Role Profile & Commitment

Our Trustees will uphold and represent our vision in a personal and professional capacity and will come from a range of backgrounds and relevant experience.

All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee.

More details here: <https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

We would anticipate the time commitment to be 1 day a month and would involve:

- 6 Meetings of the Trustee Board annually (including at least one away day)
- Meetings of the Board Committees or sub-groups
 - Finance, Audit & Risk
 - Fundraising & Development
 - Programming, Engagement & Communications
 - Building & Facilities Management
 - People & Culture (HR)
- Working Groups which progress Eastgate Theatre's Strategic Objectives
- Ad-hoc functions/events undertaking an ambassadorial role

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Candidate Profile

No previous board experience is necessary as full support and training will be provided.

We are looking for diversity of thought, experience and background to ensure that we complement the existing skills of our board members. We will consider applications from people with a wide range of skills/backgrounds. During this round of recruitment, we particularly welcome applications from candidates bringing experience in:

- Marketing
- Legal
- HR
- Fundraising
- Building Management

All board members should bring the following essential skills and values to the role:

Skills

- Excellent communication skills and an ability to persuade and influence to promote the interests of Eastgate Theatre
- Good listening skills and an openness to other views and feedback on own contribution
- Able to constructively challenge fellow trustees and the leadership team whilst also working collectively and in the best interest of Eastgate Theatre.
- Able to think differently, come up with new ideas and challenge existing thinking

Values & Ways of Working

- Commitment to the Eastgate Theatre's mission and values
- Commitment to bringing high standards of ethics and transparency to Eastgate Theatre's governance

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Application Process

Interested candidates are asked to email a personal statement to : **eastgateboard1@gmail.com** by **Friday 1st November** that includes details of:

- Why you want to be on the Board
- What you think you can bring to the role, including relevant background and experience

Shortlisted candidates will be invited to an informal interview with General Manager, Fraser Morrison, and Chair of the Board, Fran Swift, ahead of the AGM.

As Eastgate Theatre operates as a company limited by guarantee with charitable status, we have a membership base of approximately 250 individuals. Any new Trustee appointments must be presented for election by the membership at our Annual General Meeting on Sunday 17th November.

If you have any questions or would like to chat further regarding the role, or entering an application, please email: **eastgateboard1@gmail.com** or **fraser.morrison@eastgatearts.com**

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