



Longborough

— FESTIVAL OPERA —

“ON A MODEST BUDGET, AND GALLOPING
OVER LOGISTICAL HEDGES AND DITCHES
WITH GLEE, Longborough achieves
terrific musical results”

- Observer

Trustee Job Description

Context

Every summer Longborough Festival Opera runs a two-month opera season, based at the home of Martin and Lizzie Graham. The 500-seat theatre is set in the grounds of their home overlooking the Evenlode valley. The season includes three full-scale productions plus a respected Young Artist programme.

Longborough has developed its audience over the past 20 years, growing from small productions with an audience of 400 to critically-acclaimed performances with over 8,500 tickets issued.

Job Purpose

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. They are responsible for ensuring the financial health and longevity of the charity.

It is desirable that our trustees collectively have a crucial mix of skills, knowledge and experience.

These skills include:

- financial management and accounting
- governance and legislation
- fundraising and development
- education and community outreach
- arts management
- marketing & public relations

We are specifically looking for committed, enthusiastic individuals with expertise related to **fundraising and development** or **arts management**. We are looking for at least two new trustees to join our board.

All trustee are appointed for a term of three years, up to a maximum of three terms.

Principal Responsibilities

- The Board of Trustees ensures that the charitable objectives, as defined in the Articles and Memorandum, are met through the activities of Longborough Festival Opera
- The Board of Trustees ensures that Longborough complies with the requirements of the Charity Commission, Companies Act, and all other relevant legislation and regulatory requirements
- The Board of Trustees is the forum in which overarching policies and significant and/or strategic decisions are debated and ratified
- The Board of Trustees is responsible for the management and protection of the charity's financial and non-financial resources, reserves, revenue income and expenditure, and any other assets
- The Board of Trustees is responsible for ensuring that the charity is cost-effective and that financial resources are expended according to the charity's charitable objectives
- The Board of Trustees ensures the effective and efficient administration of the charity and its resources, including appointment and management of senior staff
- The Board of Trustees represents the charity to external parties and acts in its best interests at all times
- Attendance at four Trustee meetings a year is required, normally held in London or Longborough

Trustee Duties

A trustee must act in accordance with Longborough's constitution and to exercise their powers for the purposes conferred, including considering:

- The likely consequences of any decision in the long term
- The interest of the Longborough's employees
- The desirability of Longborough to maintain a reputation for high standard of conduct, including relationships with suppliers, audience members, and others
- The impact of the charity's operations on the community

A trustee must act in a way that promotes the success of Longborough for the benefit of the charity.

A trustee is legally obliged not to disclose confidential information to any third party without the agreement of the board.

A trustee must exercise reasonable care, skill and diligence in their role.

A trustee must not accept benefits from third parties and must avoid conflicts of interest.

Person Specification

We are looking for candidates who are **enthusiastic about what we do, have a great love for opera, and want to make a tangible difference**. While previous experience of Longborough is desirable, it is not essential.

We are recruiting for two new trustees to join us, each with a different set of skills and experience to bring to our current Board:

Fundraising and Development: To help us achieve our artistic ambitions, we need help in attracting support and donors. We are looking for someone who has proven experience in fundraising, specifically individual giving, who can help us take our work to the next level.

Arts Management: We are looking for someone, ideally in the arts world, who can ensure both best practice and current thinking is incorporated into our working practices so that Longborough Festival Opera is achieving ever greater artistic heights.

We want our board to be **inclusive and representative of our audience and our artists**, both currently and who we want to attract to in the future. We actively welcome and encourage include all people irrespective of age, gender or gender identity, ethnicity, sexual orientation, disability, medical or other need.

Additional Information

Location

Longborough Festival Opera's administrative office is based in Longborough, Moreton-in-Marsh, Gloucestershire, GL56 0QF.

How to apply

If this opportunity is of interest, please email why you are interested in this opportunity and a background career summary to jen@lfo.org.uk by **Friday 2 February 2018**.

Please include details of two referees.

Contact Details

For an informal discussion, please contact:

Jennifer Smith, General Manager

E: jen@lfo.org.uk

T: 01451 830 292

Note: This Job Description reflects the current situation.

It does not preclude change or development that might be required in the future.