



TRUSTEE INFORMATION PACK

Thank you for your interest in the Trustee role, we are so pleased that you are interested in playing a crucial part in leading the development of ARCADE. We are hoping to recruit someone with experience and knowledge of at least one of the following:

- Theatre, Arts or Film
- Work with families and / or young people
- Community development and / or social work
- Finance
- Fundraising
- Leadership / Management
- Company development
- Disability-led work

We particularly welcome applications from people who:

- Have a lived experience of disability; or
- Identify as working class; or
- Are from Black, Asian or minority ethnic backgrounds; or
- Live or work in the East Riding of Yorkshire

ABOUT ARCADE

ARCADE / Registered as ARCADE ARTS LTD

% Bridlington Spa

South Marine Drive

Bridlington

YO15 3JH

Company number: 12571419

Charity number: 1194711

hello-arcade.com

Leaders in co-creation and access in the Yorkshire Coast regions, ARCADE produces ambitious creative work of the highest quality, made in partnership with local communities. At the forefront of best practice, ARCADE makes innovative artworks in response to the needs of people experiencing deprivation, in areas of low cultural engagement.

Our work delivers real impact and change in the everyday lives of those we serve, and we are building a national reputation for artistic excellence, specialising in co-creation & access. Non-building based, our core activity takes place in Bridlington & Scarborough, which include some of the most deprived wards in England.

We joined Arts Council England's National Portfolio in April 2023 and the Arts Council's Creative People and Places Programme in 2026, so it's a really exciting time to join us.

Our mission

- Support people to work together with artists to make the amazing happen
- Give young people, children and their families the chance to be creative and feel confident
- Enable working class women & girls to reach their full potential
- To support and champion the local creative sector, be that freelance artists or organisations

Our Values

ACCESS: we aim to remove barriers to taking part and working with us

FAIRNESS: we work in a fair way

CREATIVITY: we put artists at the heart of what we do

COMMUNITY-LED: we make work with people, their ideas and what matters to them

DIVERSITY: we value difference

Our Core Team:

Rach Drew - Co-Artistic Director & CEO

Sophie Drury-Bradey - Co-Artistic Director & CEO

Christine Roston - Education Producer

Emily Leeson - Administrator & Producing Assistant

Vanessa Nolan - Finance Officer

Daisy Wynn - Intern

Marianne Lewsley-Stier - Associate Producer

Matthew Cooper - Film & Photography

THE BOARD

There are currently seven Trustees on the ARCADE board. You can [read more about them here](#).

ARCADE's board is overseen by the Chair, Jo Crowley, who provides leadership, support and guidance to the board and senior leadership team. The role of the Chair exists to ensure robust governance and to provide strategic support and guidance so that ARCADE can fulfil its obligations and ambitions.

The Chair is accountable to the Charities Commission and Companies House, and to the artists, communities and audiences that ARCADE serves.

ARCADE's Chair is responsible for:

- Overseeing trustee recruitment and support, ensuring they undertake their governance responsibilities effectively
- Ensuring excellent organisational and financial management is in place
- Being the direct line manager of the founding Co-Directors, leading the annual appraisal process
- Monitoring the work of the fundraising and partnerships sub-committee
- Advocating for ARCADE locally and (inter)nationally
- Supporting the development of ambitious and sustainable partnerships
- Strengthening and enabling the core team to achieve the organisation's goals

THE TRUSTEE ROLE

The Trustee role is suited for people passionate about the arts, education, access, social justice and the space in between.

As a Trustee, you will:

- Contribute to decision-making and play a key role in the conversations that shape our future
- Help us develop and promote our mission and values, as well as holding us accountable to them
- Act as an advocate for ARCADE, talking to others about the work we are doing together
- Bring your experience to help us deliver and plan, influence us and help us reflect on the strategic, financial, practical challenges and opportunities we face as a new company

- Help us to identify when and where we need to take action to be the most resilient, successful and forward-looking company we can be
- Attend the majority of Board meetings in any one year
- Put the Company's interests first and, if a conflict of interest were to arise, declare it
- Keep all company business confidential

We outline below the specific duties and responsibilities we expect the role of Trustee to include, and the kinds of experience, skills and qualities that we think are needed for the role.

Please don't be put off if you don't feel you meet every single aspect. If you feel unsure if this role is for you but are interested, we would welcome the opportunity to arrange a conversation with one of the Co-Directors or a current Trustee to discuss the role further and answer any questions you may have. Please contact info@hello-arcade.com if you would like to arrange a meeting.

TRUSTEE DUTIES & RESPONSIBILITIES:

SKILLS, EXPERIENCE & QUALITIES

- Passionate about theatre and live performance and its possibilities
- Experience of working in arts and culture, social change, community work, activism, law, business (or other relatable sectors and contexts)
- Experience of leadership
- Experience of effective financial oversight
- Experience overseeing fundraising activities
- Experience of advocacy and public speaking
- Experience of building positive partnerships

- Experience overseeing and managing risk
- Experience of effectively chairing meetings
- Strong belief in the power of live performance
- Strong commitment to equality and inclusion
- Ability to think strategically and creatively
- Ability to run meetings effectively and to time
- Excellent communication and advocacy skills
- Ability to influence and negotiate
- Ability to understand and analyse complex financial information
- Understanding of the challenges of leading an organisation
- Ability to develop a strong relationship with the Co-Director and Senior Team to maintain good balance between management and governance
- Knowledge of charity law and governance, or willingness to learn
- Ability to foster an inclusive and collaborative environment
- Diplomacy skills and ability to unpick and resolve complex and challenging situations
- Ability to commit the time required for the role

DESIRED SKILLS, EXPERIENCE & QUALITIES

- Past experience as a Trustee or Chair (or other transferable leadership experience)
- Experience of HR
- Experience of managing an Arts Council Creative People and Places project (CPP)
- Experience developing and monitoring charity or company policies
- Experience of leading change or organisational development

YOUR COMMITMENT

In order to participate fully in the life of ARCADE you will be expected to attend:

- Four meetings each year which normally take place online at a mutually agreed time.
- One Away Day per year, in person, usually in Scarborough.
- ARCADE's productions and other events, conferences, workshops and discussions.
- If your capacity allows it, we might ask you for a little more of your time on a specific project or area of work. We would always agree to this with you in advance and we will do our utmost to protect your time.

TERM

TRUSTEES are appointed for a term of three years with the possibility of reappointment for a further term. Membership may be terminated earlier by agreement.

REMUNERATION

Trustees are voluntary positions. ARCADE will reimburse for travel and access expenses reasonably incurred in connection with their duties as agreed.

HOW TO APPLY

Access & Inclusion

We are committed to inclusion and to supporting creative people, staff and trustee needs. If you require this call out in a different format, would like any support completing the application, or would require support to undertake the role - don't hesitate to let us know by contacting rach@hello-arcade.com.

Pre-Conversation

We would welcome the opportunity to arrange a conversation with the Co-Directors or a current Trustee to discuss the role further and answer any questions. Please contact rach@hello-arcade.com to arrange.

Making an Application

Please send a cover letter of no more than 2 sides of A4 or alternatively a video/audio file of no more than 10 minutes in length, outlining why you are interested and what you would bring to the role, along with your CV.

Please also download, complete and send our Equal Opportunities monitoring form.

Applications to be sent to info@hello-arcade.com with the subject marked – Trustee Role.

Interview Process

Following shortlisting you may be invited to interview (most likely via video call) with the Co-Directors and three current Trustees. A possible commencement date will be agreed on during the interview.

ARCADE'S CURRENT PROJECT SLATE

We have been very busy since we set up in 2020. You can view our past project pages [on our website](#) or on our [YouTube channel](#). The annual report from 2024/2025 is [here](#).

Projects include:

- **New Shores (September 2024 - Present)**
 - A locally rooted partnership, with KIT Theatre and Scarborough Museums & Galleries, of arts-based learning exploring 'identity' and 'difference'. New Shores is a two-year programme engaging with hundreds of children and teachers

through KIT Theatre's 'Adventures in Learning' approach.

- **Now Then! Tadcaster (July 2024 - April 2026)**
 - Now Then! is a new programme for Tadcaster, Selby and Sherburn, steered and developed by a partnership of community and cultural organisations. It creates joyful, memorable and authentic experiences which speak directly to the communities' needs and aspirations.
 - Since July 2024, ARCADE have worked with The Barn to set up regular youth theatre sessions with the brilliant Think-It Theatre, A Young Producers Scheme, a Youth Voice Podcast Project, a Creative Careers Day at Tadcaster Grammar School, a Street Art mural project, Summer Fields Festival, Freedom Festival On Tour, and the Tadcaster Young Men's Project.

- **SPRiTES (November 2026)**
 - A playful and beautiful immersive experience for families. SPRiTES is a new show in development featuring a performer and an enchanting new world to explore. Families will discover magic in Scarborough's spa waters this Christmas.

- **Pied Piper - A Hip-Hop Family Musical (Touring 2026)**
 - Battersea Arts Centre Beatbox Academy came to Bridlington with their brilliant musical Pied Piper; A raucous musical re-imagining of a medieval fairy-tale. Featuring a hugely talented cast of beatboxers, musicians and special guest performances from the local Bridlington community.

As well as the above, we also run a series of young people's groups and projects.

- **Creative Youth Project**

- We regularly work with the young people of the Pupil Referral Unit, Scarborough to deliver songwriting, music, and film sessions. In 2024 / 2025 the students worked with lead artists: Testament, Chiedu Oraka, DJ Methodz on lyric writing, music and music production, and DJ skills. They also worked with Kit Theatre as part of the New Shores project. [See the video here.](#)

- **ARCADE Youth Theatre**

- ARCADE Youth Theatre provides creative opportunities in Bridlington for young people aged 12-18 years old. The Youth Theatre meets at Bridlington Spa on Wednesday evenings, 6:30pm - 9pm. They work with successful professional creatives, both local and national, who help develop their performance and creative skills, and invest in their wellbeing.