

**DIRECTORS' RECRUITMENT PACK**  
SEPTEMBER 2022



**ELIOT  
SMITH  
DANCE**

Dancer Yamit Salazar  
Eliot Smith Dance (2022)  
Photographer Chris Davis

# Hello

Thank you for your interest in becoming a Director of Eliot Smith Company Limited trading as Eliot Smith Dance (ESD).

This small contemporary dance company has rapidly grown in reach and size since we were established in 2011 and incorporated in 2015. Following ESD's 10th anniversary in 2021, the Company recruited two new Directors in July 2022 and we are now seeking to appoint a further two new Directors, including the role of Chair and Secretary to the Board to work alongside our founder and creative director, Eliot Smith, to help lead ESD through the next stages of ESD's ambitious development.

We are looking for potential Directors who can bring knowledge and experience in Governance and Finance with a broad range of viewpoints and experiences; some might have already have worked with Boards (either as a Director, Trustee or as an Executive), and some may be joining a Board for the first time. The potential directors do not necessarily need to be from a dance or arts background.

At ESD we believe in diversity in the widest sense and we want the new Directors to reflect that. We are therefore encourage applications from potential Directors across the spectrum of age, disability, gender, socio-economic background, location, and cultural heritage.

If you are not sure about whether this is the right opportunity for you, we would encourage you to get in touch. Please read through this pack to find out more about us, the roles that we have available, and how to apply. We are all looking forward to hearing from you. Please note that the deadline for sending us your application is midday, Friday 28 October 2022.

## **Board of Directors**



## About Eliot Smith Dance

*"In the era of Black Lives Matter, and the tragic loss of many BAME NHS workers, it is apt to reclaim Seacole's legacy." ★★★★★ iNews on Seacole + Nightingale*

**Eliot Smith Dance (ESD) is one of the North East's leading dance companies, creating unforgettable contemporary dance experiences that inspire.**

ESD is led by its founder and creative director, Eliot Smith.

We commission, develop, produce and present new work by Eliot Smith and guest choreographers in partnerships with collaborators - aiming to create works that are dynamic, diverse, and relevant. ESD prides itself on bringing new audiences to contemporary dance with its accessible dance programmes alongside its Education and Beyond programme in both urban and rural settings.

We believe dance can support people in helping them to understand themselves and each other, and to inspire lives.

We are a proud Newcastle upon Tyne based company with a regional profile; we tour our work across North East England and other parts of the UK, and have performed by invitation in Paris, Rome, and New York.

ESD works has produced numerous nominations for awards: Awarded Dance City's 'Associate Artist'; The Bowes Museum 'Artist in Residence'; Finalist at The Journal Culture Awards 'Performing Artist of the Year'; Finalist at One Dance UK 'Dance Personality of The Year'; Shortlisted at One Dance UK 'People's Choice Award'.

In light of the pandemic in early 2020, ESD created a new virtual space, VIRTUAL ESD, tailored to allow people to continue engaging in and benefiting from dance and culture.

ESD returned to live performances and engagements in July 2021 and celebrated their 10th anniversary.

*"The enterprising company... including Smith's own intriguing take on ancient mythology" ★★★ THE GUARDIAN*



## Finance

Eliot Smith Company Ltd is a private company, limited by guarantee without share capital. The Company trading name is Eliot Smith Dance (ESD) and is a not-for-profit company.

Arts Council England (ACE) is ESD's principal funder and the Company reports to ACE through mandatory National Lottery Project Grants interim and final project reports. The Company receives other funds from trusts, foundations, local authority, public donations, Friends of ESD subscriptions, and earned income, including box office income.

Our latest **accounts** for the financial year ending 28 February 2021, demonstrate a stable financial management which has enabled the Company to come through the industry's challenges due to the Covid pandemic. Our accounts are maintained on Sage software, with regular management accounts available during the year.

The new Board are expected to rebuild and re-evaluate our Company profile and income, and strengthen our presence and our relationships with audiences and communities at a local, regional, and national level, as well as sowing the seeds for future work on an international platform.

We hope to consolidate existing relationships and begin to build new strategic partnerships that will help grow the Company reach and impact in the community.



Dancers Jennifer Handley, Imogen Mansfield, Gemma Paganelli, and Laurian Nabet Eliot Smith's PITMAN at Woodhorn Museum (2016)  
Photo courtesy of Woodhorn Museum

## Our Board

**The Directors at ESD are the unsung heroes of the Company. They ensure that we are operating with integrity, honesty, and excellent governance.**

As a Director for ESD we expect you to work alongside other board members to shape our vision and mission, track our progress on achieving our strategic goals and ensure that we are compliant with all legal and regulatory requirements. We expect Directors will be our sounding board and critical friend, bringing your skills and experience into conversations to help us shape our programme and company for the better.

ESD is currently based in Newcastle upon Tyne working across the North East. Board meetings have previously taken place in Newcastle City Centre, and also online.

We expect all Directors to have an understanding of the company's strong commitment to the North East, however, you can be based anywhere in the UK as we are likely to continue to meet online as well as in person.

This is a voluntary, unpaid role, although we will reimburse any expenses you incur in your duties as a member of the Board.

*"LIFE - Dance was very well choreographed. Dancers amazing - competent, skilled, enthusiastic. Theatrically brilliant."*

Audience Response, November 2021

## What we're looking for

You don't need to have an arts background or a university degree to be a Director, or to have reached any particular stage in your career. We are looking for Directors who are passionate about ESD and who can bring knowledge and experience in:

- Finance
- Legal and Governance

We are also open to hear from applicants in one or more of these areas:

- Understanding of Equality, Diversity, Cultural experience
- Marketing (audience development/engagement)
- Creative industries
- Professional theatre experience
- Fundraising in trusts and foundations context
- Place making
- Community building
- Strategic planning
- Professional networks in Newcastle and North East
- Experience in the arts/dance sector

*"I felt the artistic representation was incredibly creative and thought-provoking."*

Audience Response, November 2021



## Directors Information

### Responsibilities

As a Director we expect you will read the written reports sent out before each Board meeting, and come to the meetings prepared to ask questions, discuss, and act as a critical friend to the team to ensure that the Company is being run well.

Directors will work closely with the founder and creative director taking a strategic overview of the company planning and programme and ensuring that the company operates to the highest professional standards.

You will be invited to attend Company events and performances, and be an active ambassador for the company.

We expect Directors to be committed to the values and mission of ESD and the desire and ability to bring your skills and experience to support these aims.

The current outgoing Board will work with you to make sure that there is a detailed induction, to make sure that you have everything you need to play a fully effective role on the Board.

If you do not have Directors experience, you might find it useful to have a look at the Company's House guidance [here](#) on how to be a good Director.

If you'd like an informal phone chat about this role, please contact us via [info@eliotsmithdance.com](mailto:info@eliotsmithdance.com)

### Time commitment

There are three formal Meetings of the Board each year in-person or/ and online, as well as a Committee Meeting the evening of the first Tuesday of every month online.

Directors often bring additional value and expertise to the Company outside the context of the formal meetings. From time to time, there will also be key events to attend, such as fundraisers and performances.

Board members are elected for a period of three years, which can be extended for a further three years and more by mutual agreement.

Being a Director is not just about what you can bring to the Company and community, but also what you can gain from the experience. It's an opportunity to gain experience and insight into different sectors and ways of working, to grow personally and professionally, and to be part of a dynamic and committed leadership team. You will also have the opportunity to see some great dance!

As well as looking for new Directors to join our Board, we are also looking for a Chair.

The Chair of the Board role profile can be found on the next page.

The Secretary to the Board role profile can be found clicking [here](#).



## Role Profile: Chair

**We're looking for a dynamic, collaborative and generous leader to be our next Chair.**

We expect the new Chair to have leadership experience in a professional organisation and a demonstrable understanding of the key role of good governance in a successful organisation. We imagine that you will already have worked with Directors or/and Trustees, but you don't need to have previous experience as a Chair (although if you do, that would be great too).

We expect the new Chair to have the ability to be a compelling and credible ambassador for the organisation locally, regionally and nationally.

Ideally the new Chair will be North East based, and be able to demonstrate commitment to and understanding of the region.

**In addition to the responsibilities shared by all Directors, the Chair has a particular leadership role, which may be summarised as follows:**

Inspiring and leading the Board: ensuring that Directors have accurate information, chairing meetings and ensuring that open, respectful dialogue leads to clear decision making.

Working with the Creative Director, Accountant and Secretary to the Board to ensure the financial stability and resilience of the company.

Supporting the new Directors of mutual respect and wellbeing. Acting as their critical friend and providing guidance and regular appraisals.

Ensuring strong governance and full compliance with the governing document and Companies House requirements.

Leading on external relations on behalf of the Board; acting as ambassador and spokesperson as appropriate.

**Time commitment:**

In addition to the time given by all Directors, we expect the Chair will need to do appropriate background reading and preparation work for the formal meetings, as well as having regular meetings with the Creative Director. The Chair is an active and visible advocate for the Company, attending ESD events, as well as key external events and meeting with potential funders.

We will be happy to discuss this in more detail so that we have shared and agreed expectations of your time commitment.



## Next steps

### Next steps:

If you'd like an informal phone chat about the Director role, please contact us to arrange a time, via: [info@eliotsmithdance.com](mailto:info@eliotsmithdance.com)

### Application Process:

To start the conversation, we are asking you to send us an expression of interest. You can send us a letter of no more than two pages with a CV; you are also welcome to send a video or audio of no more than 5 minutes (preferred format MP4).

Please make sure you tell us:

- Why you would like to join the Board.
- What you think you would bring to the company and how your skills could support the refreshed Board and small team in achieving its vision.
- A bit about yourself; the work you do and your previous experience.

If you are interested in the role of Chair, please also ensure that you let us know how you would meet the requirements described in these particular role profiles.

You need to send your expression of interest to [info@eliotsmithdance.com](mailto:info@eliotsmithdance.com) by midday on 28 October 2022, along with a completed Equal Opportunities Monitoring Form which can be found by clicking [here](#).

Please mark your email as confidential and include 'Directors Application' in the subject line.

We are planning to interview from 31 October - 04 November and 07 - 11 November 2022; when you contact us, please let us know if you are not free on these dates.

We want everyone who believes they can contribute to the ESD Board to feel welcome to apply. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you might be suitable. If you require the pack or any further information in a different format, or have questions before you apply, please get in touch with [info@eliotsmithdance.com](mailto:info@eliotsmithdance.com)

Dancer Adam Davies  
Eliot Smith's TROY (2021)  
Photographer Darren Irwin



# ELIOT SMITH DANCE

[www.eliotsmithdance.com](http://www.eliotsmithdance.com)

Eliot Smith Dance is a trading name of Eliot Smith Company Limited.  
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