

# **INTO OPERA TRUSTEE AND CHAIR RECRUITMENT PACK**

**MAY 2020**

**into  
opera**  
A creative revolution

## INTO OPERA AN INTRODUCTION

Into Opera was established as a Charitable Incorporated Organisation (registration number 1183225) in 2019. The journey for Into Opera journey had, however, begun two years earlier in 2017 inspired by the vision of founder Genevieve Raghu who now runs the charity as its Chief Executive and Artistic Director.

Into Opera has become a progressive arts and educational charity. The core purpose being to get more people 'into' opera. We tackle and remove the perceived and actual barriers that might prevent potential audiences or participants from accessing opera. Into Opera produces professional opera productions, commissions new operas and English-language translations, develops bespoke educational projects, and provides creative CPD opportunities for teachers. Some people do not have the opportunity, means or inclination to access opera. So, we create unique opera experiences, designed to offer imaginative and empowering first encounters of opera for new audiences and participants.

In 2018, Into Opera staged the world premiere of *A King's Ransom* a new children's opera by classical composer Patrick Hawes. In 2019, we launched the Norfolk Into Opera Festival, which is set to become a biannual event in Norfolk. In 2020, we secured a £200,000 grant to provide a two-year residency to support three primary schools in Norfolk, commencing in 2021. This residency aims to help schools to break negative cycles in the lives of young people and we will be providing support by fostering greater creativity in the classroom and offering children access to high quality cultural experiences which fuel their creativity and ambition. This project is being developed in collaboration with Durham University and the University of East Anglia.

If you would like to find out more about Into Opera and to see some examples of our major projects to date and the impact of that work, please take a look at this short video: <http://www.into-opera.org.uk/videos>.



More information about Into Opera can also be found on our website:

[www.into-opera.org.uk](http://www.into-opera.org.uk).

Into Opera operates in England and Wales, and is based in Norfolk.

## OUR CHARITABLE OBJECTS

Into Opera seeks to advance education in, and to promote and increase the enjoyment and appreciation of, opera and the arts (including music, drama, dance, design, film and the written word) for public benefit. In doing so, we aim to improve the accessibility of opera as an art form, nationally and internationally, seeking to get more people 'into' opera as audience members and/or participants.



## OUR BOARD OF TRUSTEES

We encourage people from a wide variety of backgrounds to apply to join our board of trustees and to influence and develop our working practice. We are always looking to the future, and board members have the opportunity to contribute to what that future may look like for Into Opera.

Into Opera has been operating as a charity for just over a year and our board is, therefore, in its early stages of development. Present board members bring with them experience in primary education, organisational and people management, strategy development, charity governance, finance, and the theatre and opera industry.

We are currently seeking two new Trustees to join our board. In addition to this, we are also excited to announce that we are looking to recruit a Chair of the Board of Trustees. If you would like to support Into Opera and help our charity, we would love to hear from you. We are particularly (but not exclusively) interested in hearing from individuals with experience in the following areas:

- **Opera:** we are looking for someone with a passion for the development and growth of the opera sector with substantial experience themselves of working in the opera industry. This might be someone with experience of working as a CEO, Artistic Director, Agent/Artist Manager, Casting Director, Conductor or some other form of senior leadership capacity.
- **Making connections and introductions to corporate companies and/or high-net-worth individuals:** we are looking for a trustee who can support and help to lead the charity's efforts in securing high-value corporate and individual donations.
- **Media and/or Public Relations:** we are looking for a trustee who can support and advise Into Opera on how to promote and increase awareness of our projects and events both within Norfolk and nationally. This includes our new opera festival, touring productions and making the outcomes of our educational work in schools widely available where this may be of benefit to others (eg: schools, universities, political bodies such as the Department for Education and via newspapers / educational journals).
- **Business Development:** we are looking for a trustee to help maintain the charity's financial viability and to collaborate with our CEO to help develop a new business plan in the light of Covid-19. We are seeking a trustee who could support us with refreshing our approach to income generation, suggest strategies adopted by non-arts organisations which may prove beneficial for us to explore, increase our resilience and to help us plan ahead effectively.
- **Fundraising:** we are looking for a trustee with proven success in raising money from trusts and foundations, individual major donors and corporate sponsorship. We are currently looking into developing a friends / patron / membership scheme, so experience in this area too would be welcomed. We hope this trustee would help our CEO to review and develop our current fundraising strategy.



## ESSENTIAL ATTRIBUTES WE ARE LOOKING FOR IN TRUSTEES

- Clear interest in developing a growing commitment to the charity, its vision and values.
- An ability to think creatively and to bring insight and independent judgement to discussions, which positively support decision making, the development of policies and strategies for the charity.
- Strong interpersonal skills with the ability to work effectively as a member of a team.
- A willingness to devote the necessary time and effort as required.



## RESPONSIBILITIES OF OUR BOARD OF TRUSTEES

Acting as a Trustee is a voluntary, unpaid position. The role also carries some legal responsibilities. You can read more about these on the government's website at [www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved).

Trustees of Into Opera are expected to:

- Act in the best interests of the charity, beneficiaries and potential future beneficiaries. This should be demonstrated by individually contributing to discussions and in decision-making in a way that is responsible, reasonable, honest, demonstrating care and striving for best practice in governance.
- Work together as a board to ensure the legality, efficiency, financial probity, and cost effectiveness of Into Opera's operations. Trustees should ensure the charity complies with all statutory reporting requirements, and that the work of the charity continues to reflect and adhere to the charity's constitution, policies and risk register.

- Take an active interest in the charity's work including the ideas, concepts and social causes inspiring activity, and the values and ambitions of Into Opera projects.
- Work closely with the CEO/Artistic Director and fellow trustees to identify and develop key relationships that will be beneficial to the charity, especially in relation to the generation of revenues or increasing the charity's profile and potential partnerships.
- Contribute to setting the strategic direction of the charity.
- Act as an ambassador for Into Opera, safeguarding its good name and values, and promoting this to the widest possible audience. Trustees are expected to use their personal and professional networks to inform and promote the work of the charity and, where possible, to identify ways that the charity might increase its reach, audience and income.
- Use individual skills and experience to support the charity, helping the organisation to grow, develop and achieve its goals.
- Attend and actively participate in trustee meetings, in person or virtually, and ensure adequate preparation has been undertaken prior to these meetings.
- Attend and provide support to the CEO/Artistic Director at as many Into Opera public events as possible (as required and when practical).
- Ensure the effective and efficient administration of the charity and its resources in partnership with the other trustees.
- Maintain confidentiality about all sensitive/confidential information received as a trustee and in line with the responsibilities all trustees have to the charity.
- Actively contribute to Board recruitment, development and review.
- Join sub-groups, advisory groups, recruitment panels etc. for the charity as required.



- Help to identify and foster new audiences for our work in the short, medium and long term.

## CHAIR OF THE BOARD OF TRUSTEES

In addition to board members, we are also in the process of recruiting a Chair to lead the board. In addition to the responsibilities above, the Chair of the Board of Trustees will be expected to:

- Provide leadership for the Board of Trustees and chair all board meetings.
- Work closely with the CEO / Artistic Director on shaping the strategic direction of the charity and to set and review performance objectives.
- Manage relationships and work with key stakeholders, board members and staff.
- Act as a spokesperson for Into Opera (as appropriate) in the press, media and at public events.
- Ensure the board has the required skills to operate effectively and govern Into Opera to the highest possible standard.
- Advocate for the Charity, its work and staff.



## COMMITMENT AND LENGTH OF OFFICE

The initial appointment for Trustees will be for three years. Whilst it is required to stand down after this three-year term, you may at this point choose to apply for re-election for a further three years. It is also possible to retire within a three year term if necessary.

Trustees must be willing to devote enough time to attend to the organisation's business (approx. two days per month), including the following:

- Board meetings in person or virtually (the Board currently meets six times each year)

- Other Board events such as an annual away day or training events
- Important Into Opera public events such as launches, key performances and fundraising events
- Other key meetings and events as required

In the light of current circumstances all board meetings will take place online for the foreseeable future. However, the charity is based in Norfolk in the East of England and when in-person board meetings are required these are likely to take place in Norwich or London. Virtual attendance will, however, always be made viable and we welcome applications from candidates anywhere in the world. We are keen to remove geography as a barrier in securing the right trustees for the Charity.

## HOW TO APPLY

If you are interested in being considered for the role of a **Trustee** or **Chair** for **Into Opera**, please send a CV, along with a short letter, outlining your motivation for applying and how you might be able to contribute to the development of the charity. Please also complete our Equal Opportunities Monitoring Form. Applications should be sent to Genevieve Raghu: [genevieve.raghu@into-opera.org.uk](mailto:genevieve.raghu@into-opera.org.uk).

When sending your email to us please use the following subject heading: **Board of Trustees Into Opera**.

If you would like to arrange an informal discussion before submitting an application, please get in touch by email in the first instance so that we can arrange the best way to have this conversation.

If you would prefer to send a video or audio application, due to your access needs, please send this along to [genevieve.raghu@into-opera.org.uk](mailto:genevieve.raghu@into-opera.org.uk).

We are considering applications on a rolling basis between now and **1st December 2020**. We urge interested applicants to get in touch at their earliest convenience.