

# TYNE THEATRE & OPERA HOUSE

## Non Executive Director Recruitment Pack



# Welcome from our Chief Executive

Dear Applicant,

Thank you for your interest in the voluntary position of non Executive Director for Tyne Theatre and Opera House Ltd.

The Tyne Theatre & Opera House is a Grade I listed theatre, built in 1867 by industrialist and politician Joseph Cowen, who envisioned 'a Theatre for the People' in the West End of Newcastle. 157 years later, this remains at the heart of our ethos. We're proud to be a warm and welcoming venue, with a varied programme of events offering something for everyone.

The building is owned and preserved by the Tyne Theatre & Opera House Preservation Trust and run by the subsidiary company, Tyne Theatre and Opera House Ltd. which is wholly owned by the Trust. We are an independent not-for-profit venue and a registered charity, with all profits going back into the maintenance and preservation of the building for the benefit of future generations.

The Board of Directors supports the Executive Management Team in focusing on strategy to achieve our charitable aims and are an integral part of our governance structure. Tyne Theatre and Opera House is (predominantly) a receiving house and self-funded. We are also proud to be home to Tyne Theatre Productions, Tyne Youth Company and Tyne Theatre Voices.

We are recognised for the quality of our shows and for our typically warm 'Geordie' welcome. The theatre is well regarded both locally and within the industry.

We hope you feel excited by this opportunity and feel encouraged to apply. Please do consider carefully your ability to devote sufficient time and effort to the role and responsibilities of a Director.

We look forward to reading your application.



Very best wishes,  
Jonathan Higgins



# Role description

## Job title:

Director of Tyne Theatre & Opera House Ltd.

## Reporting to:

Chief Executive and the Board of Directors of Tyne Theatre and Opera House Ltd.

## Responsible for:

Directors are responsible for the governance of the company under its governing documents. Management and administration are delegated to the Chief Executive and staff. Our Directors play a pivotal role in setting the strategic direction of the theatre as well as holding management to account; acting in the theatre's best interest and with reasonable care and skill; complying with the governing documents and the law; managing our resources responsibly, and ensuring the company acts responsibly.

**Grade:** Volunteer

**Liaising with:** Executive Team, Board members, staff

## Job purpose:

Contribute and support the aims and objectives of Tyne Theatre and Opera House Ltd and their ancillary activities. Directors are responsible under the governing documents of the company.

## Benefits:

The position is voluntary but reasonable expenses will be reimbursed and there will be opportunities to attend events and performances which may well be in the evenings or at weekends. Directors also have access to our seats for a donation scheme, which enables access to events at a reduced rate.



# Duties and responsibilities

## **As a Director you will:**

Use any specific skills, knowledge and experience to help the Board of Directors reach sound decisions. This will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience.

Chair and/or attend bodies given delegated authority by the Board, such as committees.

Participate in Director appraisal processes, including giving and receiving feedback.

Adhere to the principles and processes set out in the Directors' Guidance and the Code of Conduct.

## **Accountability:**

Tyne Theatre and Opera House Ltd is a company registered in England, Wales and Scotland, and a company limited by guarantee in England and Wales. As such, the Board of Directors has full legal responsibility under the Charities Act 2011 and the Companies Act 2006 and is also accountable to a variety of other stakeholders including the Information Commissioner and Fundraising Regulator.

## **LIMITED COMPANY BOARD MEETING DATES AND TIME COMMITMENTS**

### **Board dates 2026: 16 July and 15 October at 11am.**

The Board meets four times a year at the theatre in Newcastle and the time commitment is likely to average 1-2 days a month, including reading papers, preparation, and attendance at meetings. Board meetings are generally held on Thursdays and last for around 1 hour.

In addition to the Company Board, appointments may be made to one of our subsidiary Boards/Committees.

# Training, development and person specification

Whether you're an experienced Director or new to the role, we'll make sure you understand your responsibilities and are confident you're doing the right thing for our charity.

We work proactively with our Directors and Trustees to support them in their role

## KEY RELATIONSHIPS

- Chief Executive and Executive Management team
- Company Secretary
- Other Directors of the operating company

We want to broaden our Board's skills base, knowledge and networks. We are seeking people who can help us think long term and strategically as well as motivate, support and challenge us as we move ahead. To complement the skills and experience of our existing Board, we are particularly interested in candidates who have a background or expertise in some of the following areas:

- fundraising
- data and IT
- sustainability
- HR
- capital project delivery

## YOU WILL HAVE:

- A passion for theatre.
- A commitment to equality, diversity, and inclusion.
- Integrity and good judgement.
- A collaborative approach to working, proactivity, a willingness to offer constructive challenge and support collective decisions.
- Good listening skills and an openness to other views and feedback on own contribution.
- Ability to analyse and evaluate management information and other evidence.
- Excellent communication skills, and an ability to persuade and influence to promote the interests of the charity.
- Experience in monitoring and assessing financial controls to ensure the theatre is operating within appropriate levels of risk.
- Assessing and monitoring the business plans for future building developments.
- Knowledge and experience relating to company law and governance.

# How to apply

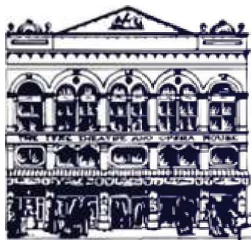
Prior to submitting your application, please arrange an initial informal chat with our CEO. Please email: [riikka.heiskanen@ttoh.uk](mailto:riikka.heiskanen@ttoh.uk)

Applications should be made by submitting your CV and cover letter outlining your suitability for the role.

Interviews to be conducted during May and June 2026.

Closing date for applications is 1 June 2026.

We are committed to a diverse and inclusive board, and we actively encourage applications from groups underrepresented in sector leadership, particularly people with disabilities and from the global majority. We also encourage applications from all age groups.



TYNE  
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