

INTRODUCTION:

The Tunbridge Wells Puppetry Festival is a family-friendly festival of world-class puppetry and theatre for the people of Tunbridge Wells and the South East. Our aim is to introduce puppetry theatre and animation to the local audience, with a focus on bringing the community together through shared enjoyment of live performance.

We are looking to bolster the Board of Trustees for the Tunbridge Wells Puppetry Festival by bringing on up to 8 general and specialist volunteer Board Members in Summer 2022.

Taking place every two years since 2015, the festival is now seeking a competent person to bring their Financial interest, attention-to-detail and supportive nature to bear as a Volunteer Trustee Board Member.

PURPOSE OF THE ROLE:

The chosen candidate will lead on oversight of the festival Finances, which are not extensive but require competent oversight. The main responsibility is to deliver a summary of, and evidence to support the financial transactions delivered through the year to our Accountants to enable them to compile the Annual Accounts and Tax Return. This will be supported by the Administrative Director, and Artistic Director, who are responsible for the day-to-day running of the Budget, Forecast and Finances .

We are also looking to update the Financial Oversight processes, which would involve ensuring the Board has the opportunity to review monthly transactions alongside the agreed Budget.

It is not necessary for the candidate to hold a Financial or Accounting qualification, but a demonstrable interest in financial matters and a willingness to learn more are essential.

ROLE TITLE: BOARD OF TRUSTEES - VOLUNTARY MEMBER (FINANCE) / (TREASURER)

Responsible to: The Board of Trustees.

Responsible for: Financial Reporting and Management.

Hours: 1-2 hours a week. Hours flexible to suit.

Remuneration: This is a volunteer position with no remuneration. Travel expenses can be discussed.

Location: Work will be done in your own home. The Board meets as appropriate: in Tunbridge Wells or via Zoom. The festival takes place in spaces and venues in the centre of Tunbridge Wells.

RESPONSIBILITIES

- **Reporting:** Prepare an annual submission of the Community Interest Company Annual Accounts to submit to the Accountants to review and prepare, for submission to Companies House, and Tax Return to HMRC, once approved by the Board. This will be a combination of an export from the Bank Account of all transactions that year, and evidence of transactions (invoices etc) available from the Administrative Director and Artistic Directors. The main task is to index the evidence to the summary.
- **Financial Management:** Implement an oversight function of Financial Management to the Board, to monitor the following activities that are undertaken by the Artistic and Administrative Directors:
 - ANNUALLY: Setting budgets and income and expenditure targets; reporting (see above).
 - MONTHLY/QUARTERLY: Managing cash flow, paying invoices, bank account reconciliation.
- **General Board responsibilities:** As a Member of the Board of Trustees, it is also necessary to take part in Board Meetings (3/4 per year), engaging and decision-making as appropriate.

EXPERIENCES

Essential: A demonstrable interest in financial matters and a willingness to learn more are essential.

Desirable: Experience in Financial Management.

APPLY Please send an expression of interest and what you could offer, a CV and references from at least 2 referees from a workplace either voluntary or professional to twpuppetryfest@outlook.com by 13 June 2022.

APPENDIX:

The Festival's History

The Tunbridge Wells Puppetry Festival was set up in 2014 with the first festival in 2015 which was opened by Joey from the National Theatre's award winning show, War Horse. The festival played to over 2,000 people in the outdoor shows on the Pantiles and the majority of ticketed shows, especially those for children, played to full houses.

The second festival took place in 2017 and this time hosted an exhibition, workshops, and masterclass by the London production of The Lion King. This attracted considerable press and television coverage.

In 2019, with considerable support from our main funders KCC and ACE, as well as local businesses and sponsors, we brought 4 international puppet theatre companies to Tunbridge Wells. With 55 performances of 22 different shows, 7 workshops and 1 exhibition, the festival sold 1,000 tickets and had over 3,000 audiences for the outdoor shows. All but one of our indoor ticketed shows were sold out and there were queues at Trinity's box office for returns.

In 2021, we were able to expand on this well-established event, bringing more puppetry to the people! We were unable to bring any international puppetry to the festival due to COVID, but we were able to take advantage of all the wonderful UK based talent and still programme 20 different shows and over 40 performances. Our centrepiece of the festival, Museum of the Moon by Luke Jerram had a huge impact on the town attracting around 20,000 people over the weekend, alongside ticketed shows, workshops and a competition.

Tunbridge Wells has many successful and exciting arts venues and organisations e.g. The Assembly Hall Theatre, Trinity Theatre, The Forum, Applause Rural Touring and Strangeface Theatre company as well as many talented individuals.

The TWPF CIC is a not-for-profit Community Interest Company, with the single aim of delivering high quality puppetry to the residents, students and visitors of Tunbridge Wells. Previous festivals have secured enough funding which has enabled ticket prices to be kept low to ensure as broad a range of audience as possible, can benefit.

The Team

TWPF has been in existence for over *eight* years, and it, and the festival it delivers has grown in stature during this time. This has been as a result of the knowledge, experience and energy of the Directors and the Board, and this will continue to be required to ensure the delivery of future festivals.

The Director will mainly work with the Artistic Director, Administrative Director and the Board. There are also over 60 volunteers currently affiliated with the company who provide front of house support for the outdoor events.

The festival has no permanent paid staff but works with volunteers in both the preparation of funding applications and delivery of the festival.

The TWPF Board are also volunteers, and have been selected so as to be able to provide strategic support on different aspects of the festival.