

January 2024

Welcome

### Chair Recruitment Pack

**(Please note that Trustee roles are voluntary and therefore unpaid, however reasonable out of pocket expenses can be covered)**

Thank you for taking the time to find out more about joining the Hijinx Board of Trustees as Chair. We're excited to share more with you!

In this pack you will find some background information about Hijinx, full details on the role and how to apply.

As an organisation we are committed to what we do and have a phenomenal sense of community. As a team we care deeply about the wider Hijinx family, and have a warm, rich, and supportive culture, which we hope allows people to live their best, most authentic lives. We work hard, play hard and laugh a lot!

Our trustees are central to our success, providing the skills and experience to nurture, support and give the strategic oversight for us to thrive.

If you need more information or support before you apply, or to discuss any reasonable adjustments or access considerations to allow you to participate fully in the interview process, please contact us at [sarah.horner@hijinx.org.uk](mailto:sarah.horner@hijinx.org.uk)

Thank you for your time – we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Sarah Horner  
Chief Executive

## Our Vision

A world where the arts and society are fully inclusive for learning disabled and/or Autistic people.

## Our Mission

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for learning disabled and/or Autistic people.

## About Hijinx

Hijinx create exhilarating and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Alongside, we have a growing film programme and a dynamic community and outreach offer (PAWB). Through Hijinx Actors we promote our actors to the wider arts and creative industries, as well as offering employment directly in our award-winning communications training.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

## We create change by living and breathing our organisational aims to...

- Increase representation of Learning Disabled and/or Autistic people on stage and screen
- Provide, champion, and facilitate professional employment for learning disabled and/or Autistic creative professionals.
- Build confidence, happiness, and independence.
- Transform the sector to work more inclusively.
- Increase access to performance arts for audiences and communities in Wales.

## About Being a Trustee (Chair)

Joining the Board of Trustees at Hijinx Theatre presents an exciting opportunity to contribute to a dynamic and inclusive arts community. We seek individuals ready to offer fresh perspectives and insights, drawn from both lived and professional experiences.

For the role of Chair, while we think it's likely that you will have experience of being a Trustee, we are also keen to hear from those who feel they could take on the role and contribute positively to our strategy and the long-term success of the organisation.

We are keen to hear from candidates who have previously been underrepresented at Hijinx and in the arts industry due to barriers linked to ethnicity, class, disability, gender, geography, sexuality, age and religion. We are particularly interested in individuals who bring specific skill sets that align with our needs.

- Strategic Planning
- Disability & Discrimination
- Welsh Language
- Capital Projects
- Fundraising
- Community Engagement
- Marketing & PR
- Charity & Third Sector

## OUR BOARD

Our current Board of Trustees at Hijinx comprises individuals from diverse backgrounds, each bringing their unique experiences and expertise. Their collective skills span areas such as theatre production, community engagement, governance, and finance, all united by a passion for inclusive and impactful arts.

Our Trustees play a vital role in shaping the direction and ethos of Hijinx Theatre, ensuring we stay true to our mission of inclusivity and excellence in the arts.

## TRUSTEE EXPERIENCES

*"I love being a Hijinx Trustee. It is a privilege to be able to support this fantastic organisation, helping where I can, and constantly being surprised by the team's brilliance. Being a trustee is such a wonderful opportunity. I have been lucky to learn much from team Hijinx."*

*"Being a trustee for Hijinx has helped increase my confidence and improve my communication and analysis skills. I have also enjoyed the opportunity of applying my knowledge as a solicitor to develop practical solutions and make commercial decisions."*

## CURRENT TRUSTEES

- James Downes (chair), 2016
- Richard Miles-Thorne, 2016
- Tom Curteis, 2020
- Nia Morgan, 2020
- Edward Talfan, 2020
- Selma Dimitrijevic, 2020
- Menna Chmielewski, 2021
- Richard Marsh (treasurer), 2023
- Allison Powell, 2023

## WHAT DO WE LOOK FOR IN A CHAIR

We're on the lookout for a new Chair at Hijinx who genuinely resonates with our core values and mission.

We believe the ideal person would be:

- A real advocate for Hijinx, skilled in engaging effectively with key stakeholders while remaining approachable and tactful.
- A leader who excels in uniting our team, particularly through challenges, making the most of our Board's collective strengths.
- Forward-looking, but aware of the current uncertainties in the arts sector.
- A problem-solver who thoughtfully addresses complex issues, asking critical questions in a respectful and efficient way.
- Proven experience in senior management, especially in guiding our Chief Executive according to Trustees' expectations.
- Independent in judgment, capable of making and upholding well-considered decisions.
- Committed to high ethical standards, aligning with Nolan's principles: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Understand and champion the Charity Governance Code.

- Devoted to Hijinx's values, ready to invest the necessary time, effort, and occasional travel.
- Keen to undertake and support ongoing training and development for self and board in key compliance areas.

In essence, we're searching for someone who's more than just a title-holder – someone who's passionate about making a tangible impact at Hijinx.

In addition, to the experience and characteristics above, we look for the following attributes in all of our Trustees:

- Sound decision-making abilities.
- Creative and strategic thinking skills.
- Teamwork and collaborative strengths.
- Strong interpersonal communication capabilities.
- A deep commitment to fairness, diversity, and inclusion.
- Trustworthiness and the ability to earn respect.
- Knowledge and respect for a Trustee's legal obligations.

## RESPONSIBILITIES OF CHAIR & TRUSTEES

In the role of Chair, your responsibilities include:

- Efficiently managing and running Board meetings.
- Leading the Board in providing a clear and considered strategic direction to the executive team, including setting objectives and goals, and assessing performance against these benchmarks.
- Representing Hijinx as a spokesperson.
- Line management of the Chief Executive, offering support and advice on management and strategic matters.
- Serving as the Board's primary contact for the Chief Executive, ensuring regular communication outside of meetings.
- Playing a key role in the recruitment process of the Chief Executive, as needed, and participating in the selection of new Trustees

As Chair, alongside the Trustees, you're responsible for:

- Keeping the charity solvent and well-run, ensuring it achieves its charitable goals for public benefit.
- Ensuring Hijinx follows its governing documents and all relevant laws, upholding strong integrity and ethics.
- Using your skills and knowledge to guide the Board's decision-making, including reviewing Board materials and offering expert advice in areas of your expertise.

Your role as Chair at Hijinx will include:

- Trustees typically serve one-year rolling terms, with reappointments at our AGM. We encourage Trustees to aim for a minimum three-year commitment, to ensure continuity and depth in their contributions, enhancing their influence on the theatre's direction and achievements.
- Participating in four two-hour Board Meetings each year, collaborating with the Chief Executive to set agendas.
- Attending any necessary committee meetings, an annual planning day, and required Board training.
- Traditionally, the Chair is a member of the board's Finance and People Committees, which meet quarterly.
- The Chair may also join another committee (Fundraising, Artistic, Strategic Equalities), typically involving four meetings annually.
- Being present at events, including premieres and performances, to immerse in Hijinx Theatre's activities.
- Providing your specialist expertise when necessary.
- Actively promoting and supporting the mission, values, and strategic objectives of Hijinx.

On average, the Chair's commitment is expected to be about one day per month.

## HOW TO APPLY

If you think you are a good fit for the role and would like to apply, please send us:

- A current CV telling us about you – and why you feel you are the right person for the role, ensuring you highlight any relevant experience, skills and qualifications. Please send this as a Word document.
- A covering letter of no more than two sides – telling us why you are the right candidate and how you would approach the responsibilities of the role. Please send as Word document.
- A completed Diversity Monitoring Form – to be completed online [here](#) please confirm in the covering letter that you have completed this form.

Applications should be sent to [sarah.horner@hijinx.org.uk](mailto:sarah.horner@hijinx.org.uk) by the closing date.

**Applications will close at midnight on 10/3/24.**

## DIVERSITY & EQUALITY

If you have any accessibility requirements, require any other reasonable adjustments, or require the role information in a different format, please contact us on [sarah.horner@hijinx.org.uk](mailto:sarah.horner@hijinx.org.uk)

## RECRUITMENT PROCESS

- Following the closing date we will follow the following process:
- Submissions will be reviewed by a panel Trustees and the Chief Executive.
- Shortlisted candidates will be invited to a short informal conversation with members of the board.
- Candidates would be invited to observe a board meeting (March or May).
- Interested candidates would then be invited to a more formal interview with members of the board.
- New trustees voted onto the board at the next available meeting

## MORE ABOUT HIJINX

Hijinx is an ecosystem, with a broad range of activities carefully designed and curated to work to make real our vision of a world where the arts and society are fully inclusive for Learning Disabled and/or Autistic people.

Through our training, productions, employment, professional representation, and support, we have created a route for learning disabled and/or autistic people to become professional performers. Since the introductions of Hijinx Academics in 2012, we have seen this route grow, responding and adapting to the needs of our artists, and the changes in the sector.

Our creative output is centred around our artists, bringing them together with a diverse range of freelance creative professionals, to create work that is bold and authentic.

To achieve our vision we operate across five distinct strands, which we call houses:

- Academy
- Jobs – Casting & Communication Training
- Pawb
- Theatre – Inc. Unity Festival
- Film

Each house has their own dedicated staff who are supported by our core staff team.

### ACADEMY

Hijinx Academies are the foundation of the company, providing the only performance training course in Wales for Learning Disabled and/or autistic people to become professional performers.

### JOBS: CASTING

Hijinx Actors is the UK's largest casting site dedicated to learning disabled and/or autistic actors. We promote over 60 actors from around Wales. We support our artists through each stage of the process, from auditioning to ensuring creative enablers are in place should our artists need them to fulfil their role.

### JOBS: COMMUNICATION TRAINING

Our busy and award-winning communications training portfolio provides jobs for Hijinx artists and freelance creatives across Wales and beyond. We work in the room and online to help companies communicate and show their commitment to inclusivity and diversity.

Through our training we:

- Increase the number of paid professional acting jobs for Hijinx Actors



- Improve the way the public communicate with vulnerable people and to increase representation of learning disabled and autistic people
- Generate income for Hijinx

## PAWB

People and communities are at the heart of Pawb. Through our community work we aim for every person with a learning disability and/or autism in Wales to be valued and respected as a creator/maker/actor.

We do this through:

- Drama Foundations
- Young People's Theatre
- Community Theatre
- Community Music
- Pathways
- International Outreach

## THEATRE

We create exhilarating, subversive theatre from large to small scale for indoor, outdoor and digital spaces. Our theatre has a local, national, and international reach. Artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories.

Our Artistic Vision & Process, combined with our refreshed programming framework (see next page) ensures that Hijinx devise, produce and tour a consistent rhythm of bold, challenging and authentic work.

## THEATRE - UNITY FESTIVAL

Created in 2008 Unity Festival is one of Europe's largest inclusive and disability arts festivals and the only one of its kind in Wales.

## FILM

We take the same approach to film as we do with theatre: our actors are at the centre, their voices integral to create a viewing experience that's completely different. We are agents for change within the TV and Film industry, striving for increased opportunities for our artists.

Since 2019 we have embarked on annual short film productions, even during lockdown, and are now working with several experienced producing partners to make our first feature film.

## THEATRE PROJECTS

Over the next 5 years we have an exciting programme of our own touring theatre productions and collaborations with both Welsh and international producers, and plans for our first ever feature film.

- Sherman Cymru (2023) Housemates - for the main house, based on the story of Ely Hospital.
- Theatr Iolo (2026) A new show for young audiences
- Theatr Clwyd (2027) A new show developed alongside our Academy in North Wales

## INTERNATIONAL

Meet Fred (2024) in collaboration with Wooran Foundation to produce a South Korean version of our hit show.

Compagnie L'Oiseau Mouche (2024) A Welsh/French collaboration to create a new piece of puppet theatre, to tour France and UK.

Danza Mobile (2025/26) Welsh/Spanish collaboration

Collaboration to create new street performance for Escena Mobile Festival, Seville.

## LANDMARK EVENT

Our 5 year Artistic Plan will build to a landmark, site specific production in collaboration with National Theatre Wales (2028). This production will feature all 60+ of our artists from throughout Wales.

## FEATURE FILM

Added to this we will produce our first feature film. Currently slated for 2024/25, Being Normal will be directed by Dylan Wyn Richards with producing partners Triongl and Raindog currently on board.

## OUR STRATEGIC GOALS & OBJECTIVES

This plan is focused on the period to 2027 and has been developed by the Hijinx team through a robust strategic development programme with Pilotlight, supported by the Weston Charity Awards.

It has been created, however, within the context of our longer-term ambitions.

### IN TEN YEARS WE WILL...

- Be known as the national inclusive theatre for Wales - representing internationally and at home
- Have created a hub for inclusive performance in Wales and a permanent home for Hijinx
- Have an engaged and loyal audience that reflects the diversity of Wales and to be constantly reaching new audiences
- See our Hijinx Actors and other disabled creatives have thriving and rewarding careers in the creative industries
- Be a leading force for positive change in society, driving inclusivity, diversity, and environmental sustainability
- Have contributed to the recovery and strengthening of the theatre sector and its transformation into an authentically inclusive space
- Be a financially and organisationally resilient company that nurtures its people and their talents

### STRATEGIC GOALS FOR 2023-27

To achieve our vision, we will focus on four strategic goals during the 2023-2027 period:

- Increasing access to creativity, training, employment, and spaces
- Growing our reach and amplifying our impact
- Building the capacity to deliver our work and our creative potential
- Ensuring our work is sustainable, supportive of current and future generations, and our planet