



**Job Title**  
**Director (Non Executive)**

**August 2021**

Andro and Eve is looking to recruit new non executive directors based in the North of England with a strong set of skills and experiences.

Thank you for your interest. You'll find everything you need to know about the role and how to apply below. Should you have any questions or would like to have an informal conversation about the role before applying, there are further details in this pack about this.

**About Andro and Eve**

Andro and Eve is an arts organisation that creates unique, feel good events to celebrate queer culture. We programme film, performance, and music that explores queer stories, often focusing on voices that are otherwise marginalised, to reflect and celebrate the diversity that exists within the LGBTQIA+ community. We provide accessible opportunities for the community to come together, develop their understanding, and share in memorable experiences.

Based in Sheffield, we are the creators of *The Kingdom Come*; the largest drag king cabaret outside of London, queer party series *A Reyt Queer Do*; platforming new queer performance talent, and produce immersive film screenings. Our talent development strand has seen us deliver drag king workshops, and we have continued to work with communities across South Yorkshire and the UK throughout the pandemic through online workshops and print outputs.

We have also developed a Gender Awareness Training package and are now delivering this online to organisations throughout the North of England. This has enabled us to continue to support queer artists and our LGBTQ+ community throughout 2020 and into 2021.

You'll be joining the board at an exciting time for Andro and Eve as we emerge from the COVID-19 pandemic, creating opportunities for South Yorkshire communities. With new partnerships in development, and existing partnerships strengthened, we will continue to establish our national reputation as producers of high quality, accessible queer culture, with community building at the centre of our approach.

## **Our Values**

### **Unique & Playful**

We create high quality events and products with a sense of play, and believe creativity needs space, time and resources in order to flourish.

### **Representative and Accessible**

We programme artistic content that is representative of a broad range of identities and experiences, and aim to create spaces that are accessible to all.

### **Empowering and Proud**

We are proud of our lived experiences and aim to create opportunities that empower others to embrace their full selves and develop their own creativity, skills and talents.

We are committed to working in ways that fight structural inequalities and systemic oppression, and support anti racist practices. We are currently further developing as an inclusive organisation where access and care is embedded and people's needs are met.

<https://androandeve.com/what-were-about/>

## **About the Company**

Andro and Eve is a not for profit social enterprise operating as company limited by guarantee, founded in 2018. Its annual turnover is roughly £25K with income from a mix of grant funding, earned income and public donations.

Andro and Eve is currently led by three Directors and one advisory board member who have a wide range of arts management, business, finance and HR experience. Directors are unpaid advisors who agree to support and guide the organisation and its development. Our current chair of the board is Lola White, Senior People and Business Partner, Doncaster and Bassetlow Teaching Hospitals NHS Foundation Trust, who has served on the board since February 2020.

The current operational team includes a part time Artistic Director / CEO (Finn Warman) and a freelance Assistant Producer (Martha Adebambo). We also work with a core team of volunteers who support our events and marketing activity.

The representation across our current team and board is currently 85% female, 32% trans / non binary, 85% LGBTQIA, 16% Black, and 32% identify as neurodiverse. Andro and Eve is a relatively young organisation, with all our board and team between 24 - 39 years old. We are committed to further building representation across our team in respect of protected characteristics. We ensure our team has adequate support and training to do their jobs effectively and we provide regular check ins for all.

## **Joining the Board**

We are seeking 2 - 4 new board members based in the North of England, in order to grow the capacity, sustainability and reach of the company, and to offer valuable support and guidance to Andro and Eve. It is a unique opportunity to help support a dynamic South Yorkshire arts organisation and build connections with likeminded people.

We are seeking people who are enthusiastic about queer arts and who understand how cultural organisations can build and support communities and make change. Directors should be able to commit themselves to the role for a minimum period of 2 years.

It is very important that directors try to attend public facing events, online or in person, and act as ambassadors for the organisation. We aim to ensure our meetings and events are accessible to all. Previous experience of Board membership is not essential but you should possess strong communication or team building or leadership skills or have strategic management experience.

We understand that you may want to get involved for a variety of reasons, and welcome applications from people from a range of sectors, backgrounds or experience levels.

As well as supporting a diverse range of artists, our staff team and board bring a range of perspectives to our organisation and we would encourage people who are currently underrepresented on boards to apply, including those who are Black, Asian or of the Global Majority, those who have faced socio-economic barriers, those who identify as LGBTQI+, and those with disabilities.

You will be expected to attend quarterly board meetings as well as additional, shorter meetings as required to the demands of the company. Currently, board meetings take place early evenings at the start of the week via Zoom. We are monitoring the pandemic and will return to in person meetings in Sheffield city centre at a time that feels appropriate and is agreed upon by all board members.

All members of our board are expected to undertake our 2-hour online Gender Awareness Training session. <https://androandeve.com/gender-awareness-training/>

### **Main duties of role: -**

To support the governance of Andro and Eve, contributing your expertise to the organisation's growth, sustainability and reputation of excellence in the field of queer arts and training.

### **Role responsibilities**

- Advocate for and promote the work of Andro and Eve to key contacts, stakeholders and communities.
- To uphold the good reputation of Andro and Eve and not bring the company or any of it's business dealings into disrepute.
- To use your unique skill set to help offer guidance and advice to support and develop the business of Andro and Eve.
- Attend 4 regular board meetings a year and special meetings in exceptional circumstances if needed, in addition to this.
- To respond to e-mails from the CEO in a timely manner, and communicate your availability for meetings / support in advance.

- Share input on policy, operational matters or funding applications in between board meetings.

## **Experience, Knowledge and Skills**

We are interested in hearing from people with at least 2 years experience working in a professional setting, and who have experience in one or more of the following areas:

- Business Development or leadership, including those in the corporate sector.
- Financial Management or Planning.
- Fundraising / Partnership development in Third Sector including Cultural Organisations
- PR and Marketing
- Human Resources / People Management
- Legal or governance

Additionally we expect all directors to have the following skills and knowledge.

## **Skills and Knowledge**

- Excellent communication skills.
- Strong IT skills
- Excellent attention to detail with a creative, can do attitude and approach to problem solving.
- Collaborative, with proven ability to work as part of a small team.
- An interest in and enthusiasm for our work and the queer arts sector.
- Knowledge of communities in the North of England and / or LGBTQ+ communities.
- Knowledge and understanding of equal opportunities.

This role is offered on an expenses only basis, with the understanding that you are giving your time to grow and develop the work of Andro and Eve. Travel costs can be reimbursed. It is expected that you will serve a minimum term of 18 months as a board member, with a mandatory review at this point to check whether both you and the company would like to proceed as collaborators.

We expect that any new directors will take on the role for a 3-month trial period, at which point we will register your details with Companies House.

## **To Apply**

### **Access and Inclusion**

If you require this Recruitment Pack in a different format please don't hesitate to let us know. Contact [hello@androandeve.com](mailto:hello@androandeve.com)

If you have any other questions or would like to discuss the role further, please contact Finn Warman Artistic Director / CEO at [finn@androandeve.com](mailto:finn@androandeve.com)

Applications to be sent to [hello@androandeve.com](mailto:hello@androandeve.com) with the subject marked - 'Application - Director - YOUR NAME'

### **Deadline for Applications: 12pm Monday 11 October**

We intend on meeting with people for an informal discussion in the weeks commencing 10th or 17th October and beyond if that fits better with mutual schedules.

Start Date: November 2021

**Application Process: -**

**Please send us a covering letter** (no longer than 2 sides of A4) or alternatively a video / audio file of no more than 5 minutes in length.

**The covering letter / audio file should demonstrate**

- Why you wish to join the board of Andro and Eve
- What skills and experience you can bring to the role of director and how this will further the aims of the company.
- Any training or development needs you may have if appointed to the role.

**Please also send us an up to date CV** (no longer than 2 sides of A4). It is not necessary to list your education details if you don't want to. You do not need any formal qualifications or a degree for this role.

Please ensure that your CV and covering letter are attached to your email as separate documents and that each have your name in the title.

Please also complete the Equal Opportunities Monitoring Form found online here >  
<https://forms.gle/vKVAQdHpjwFjX8xF9>

**Checklist when applying**

- Covering Letter (or video / audio file)
- CV
- Online Equal Opportunities Form (link above)

We encourage applications from those with less visibility in the arts and are committed to a policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnicity or national origin, gender, sexual orientation or any disability. This is why we ask you to complete the Equal Opportunities Monitoring Form so we can check our impact in this area.