



## Trustee Recruitment Information

### About

Brighton Early Music Festival (known as BREMF) has been operating since 2002 and is one of the largest promoters of early and traditional music in the UK. BREMF events are attended by around 6000 people annually and the organisation has a strong commitment to supporting and developing young artists, and delivering pioneering activities to support the sector as a whole. With an annual turnover of around £200,000, BREMF is run by a freelance team of Artistic Director, Development Manager, Festival Producer and Concerts Manager, supported by a strong community of more than 50 volunteers, and a dedicated and supportive Board of Trustees.

We feel the time has now come to strengthen and broaden our role in the early music sector – to increase our profile and year-round activity, to develop our digital offer, and to increase our offering of early music from different cultures alongside the 1,000 years of western music we regularly programme; we are therefore keen to widen our board of Trustees to reflect our diverse programming and community, and to also increase our range of expertise.

The Board of BREMF is looking to recruit at least two dynamic and enthusiastic new trustees with experience, contacts and who share our vision for embedding our work in our local community. We are particularly interested to hear from trustees with experience in the primary or secondary education sector and from individuals with experience in fundraising, business development or strategic partnerships.

We are keen to include representation of people from diverse ethnic backgrounds and people who are disabled.

### Education

We are looking for a new Trustee with recent experience in the primary or secondary sector or in arts education who can provide insight and connections with local schools in Sussex to support our already successful work in Brighton & Hove and East and West Sussex.

### Fundraising

We are looking to broaden our fundraising expertise. We have a freelance expert who deals with Arts Council and Charitable trust applications, and a broad base of Festival Friends who regularly contribute and we are now looking for Trustees with considerable local connections who may be able to drive our ambitions forward by approaching possible funders, championing new partnerships, or suggesting guests for fundraising events.

### Your role

The Board of Trustees provides guidance, determines BREMF's strategic direction and exercises overall control of the charity's financial affairs.

As a Company Limited by Guarantee and a registered Charity (with plans to convert to a CIO), BREMF's trustees have duties under both company and charity law. Your main duties as a trustee would be:

- Ensuring proper and effective governance of BREMF in line with our charitable purpose
- Bringing ideas and expertise to the governance of BREMF
- Acting as a champion and advocate for BREMF
- Preparing for and attending board meetings (normally four per year), taking an active part in discussions and decision-making
- Acting with care and skill, and in the charity's best interests

- Managing the charity's resources responsibly
- Providing guidance, challenge and support to the BREMF team
- Attending BREMF events where possible
- Supporting BREMF's fundraising activities, building and maintaining relationships with key partners and stakeholders where appropriate

### **Attributes**

A BREMF Trustee should have:

- A passion for the arts and creativity
- Good judgement and decision making skills
- A willingness to collaborate and act as a member of a team
- A demonstrable commitment to equal opportunities, diversity and inclusion
- Honesty and integrity
- The ability to think creatively
- The courage to challenge
- Ambition to improve and grow the charity, increasing its positive impact
- Knowledge of the early music sector in the UK would be a significant advantage.
- Eligibility to be a charity trustee under charity law (a self-declaration will be requested)

Applications are welcomed from all parts of the UK. It is not essential to be able to attend all Trustees Meetings in person, since all Trustees Meetings are a mixture of online and physical attendance. However, Trustees would be expected to attend at least one meeting a year in person and to attend some of the Festival events.

To apply please send a CV and covering letter to Simon Mathews, Chair of Trustees  
[simon@bremf.org.uk](mailto:simon@bremf.org.uk)

Closing date **30 November 2022** at 5pm

### **BREMF key personnel**

Deborah Roberts (Artistic Director, freelance)  
 Cathy Boyes (Festival Producer, freelance)  
 Harriet Lawrence (Development Manager, freelance)  
 Yvonne Eddy (Concerts Manager, freelance)

### **Current trustees**

Christopher Baron  
 Nicolas Chisholm  
 Mike Clemens  
 Gavin Henderson  
 Mirella Marlow  
 Simon Mathews (Chair)  
 Nigel Pittman  
 Kate Rhodes  
 Maurice Shipsey  
 Helen Walker

Brighton Early Music Festival is both a company limited by guarantee and a registered charity. Charity no. 1097288. Company no. 04741864.

Our most recent Trustees Annual Report and Accounts can be viewed on the Charity Status page of the BREMF website