



## PRODUCED MOON OVERVIEW

We're looking for 2 trustees to join our board, one of which would be our secretary.

We encourage applications both from people who have experience being trustees, and from those who have never thought of being a trustee before. If this is you and you have questions about what being a trustee might mean, or would like to speak to one of us before applying, do get in touch.

## BOARD RECRUITMENT PACK

We are Produced Moon, a Scottish Charitable Incorporated Organisation (SCIO). Our work exists at the intersection of digital art and theatre and is all about play. We create experiences that are interactive and range from video games to board games, scavenger hunts to websites, audio performances to escape rooms, live performances to virtual reality. We're based between Glasgow and Edinburgh but work all across the UK.

We're a small organisation and we work on a project to project basis. Our board is currently 5 people, it includes our Joint Artistic Directors Leo and Mel, who take the lead on artistic programme, and the day to day running of the company. Our chair is Harriet Bolwell, who is a Theatre Producer, our Treasurer is Jon Williamson, who works as a freelance charity accountant. Our board also includes actor, writer and organiser Isabel Adomakoh Young. We're looking for 2 trustees to join our board, one of which would be our secretary.

The main responsibility of a charity trustee is to 'act in the interests of the charity'. For us this means:

- Support Produced Moon in achieving its charitable objectives
- Keep asking how Produced Moon can fulfil their objectives better and exploring how this can be done
- Be an advocate for Produced Moon and our work
- Support other trustees in fulfilling their duties and responsibilities
- Keep asking how the board can better support good governance, and exploring how this can be done
- Attend board meetings & AGM
- Report any problems, personal concerns or absence to the Chair of the board.

We are looking for someone who:

- Share our values of being caring, challenging, pluralistic, experimental and playful.
- Have excellent organisation and communication skills
- Have integrity, strategic vision and good/independent judgement
- Are willing to devote the necessary time and effort to their duties as Trustee



- Are able to take decisions for the good of the organisation
- Are willing to speak one's mind and listen to the views of others
- Are able to work effectively as a member of a team

We welcome experience and expertise in charity management and applications from people who have experience being trustees, and we encourage applications from those who have never thought of being a trustee before. If this is you and you have questions about what being a trustee might mean, or would like to speak to one of us before applying, do get in touch.

We're particularly interested in hearing from people who have experience in:

- Law
- Fundraising
- Embedding accessibility and anti-racism practice into projects and/or processes

We are particularly focussed on these skill sets because they are currently less prominent on our board, and because they feel important to our development.

## COMMITMENTS

As a trustee you would attend

- 3 board meetings a year
  - These are 3 hour online meetings
- 3 anti-racism meetings a year
  - These are 1 hour online meetings
  - Each of these meetings focusses on how we're embedding anti-racism into a specific part of the company
  - Different board members present research and facilitate discussion

Outside of these meetings there is a small amount of preparatory and follow up work, slightly larger for any trustee holding a position (chair, secretary or treasurer). This might include preparing notes or short presentations, or reading over documents. Occasionally Artistic Directors will hold sub-committee meetings or one-on-one meetings with trustees for specific advice on the charity or projects. Currently we have Finance and Fundraising subcommittees - attendance at these subcommittee meetings is optional.

## SECRETARY

This role includes

- writing minutes of the meetings
- sending out meeting minutes and actions
- scheduling meetings
- distributing any materials to trustees in prep of the meetings



## ABOUT PRODUCED MOON

Produced Moon is a collaboration between queer neurodivergent theatre and digital artist Leonie Rae Gasson and digital storyteller and creative mathematician Melanie Frances.

We are experienced makers, and self-producers, and have devised, developed and presented projects in various contexts and for various audiences across the country. Our work has been presented at: Tron Theatre, Glasgow, Marlborough Theatre, Brighton, Manchester Science Festival, Science Gallery London, Bedlam Theatre, Edinburgh, Nuffield Theatre, Rich Mix.

Produced Moon are currently Associate Artists at Platform Glasgow and were 2019 Accelerator Artists with Boundless Theatre. They are currently being mentored by Punchdrunk and were previously mentored by Coney and Gob Squad.

### Our purpose

Produced Moon's purpose is to advance the arts by creating high quality artistic events that centre the audience experience, through:

- ❖ The creation and promotion of interdisciplinary events;
- ❖ Working responsively with participants, either in workshops or as audience members, making them feel empowered.

### Our role

From our base in Scotland, we work across the UK and internationally to create experimental, challenging, pluralistic, playful artworks. We make:

- ❖ Live theatre performances
- ❖ Virtual reality, mixed reality and extended reality artworks
- ❖ Large scale interventions and installations
- ❖ Participatory projects

We work in the theatre sector, experimenting with other artforms and technologies to create interdisciplinary experiences. We play at the meeting of technology and theatre, exploring the role technologies might play in performance, and what new types of experience they can create. We explore gaming and participatory approaches to develop artworks that offer agency to audiences, and are responsive to them. Our participatory work is rooted in collaboration and exchange; we aim to build spaces where hierarchies are challenged and removed. All of our creative processes strive to centre care in all the ways they can.

We develop participatory projects with communities, share artworks with our audiences, and view ourselves as part of the Scottish theatre sector. With that comes various responsibilities and roles to share knowledge, develop best practice and advocate for change to improve the sector for all.

### Our Vision



Produced Moon's vision is that people across Scotland and beyond have access to high quality, experimental, challenging culture, that explores pluralistic stories and perspectives, takes care of them and invites them in to play.

### Our Values

Our values shape and challenge everything we do. We are constantly interrogating our work, our approach and our processes to explore how we can better embed our values and ensure they are felt and experienced by all who interact with us. We are:

- Caring
- Challenging
- Pluralistic
- Experimental
- Playful

### APPLICATION

If you would like to apply for Trustee, please email [admin@producedmoon.co.uk](mailto:admin@producedmoon.co.uk) with the subject line 'Board Recruitment' with:

- your CV
- a short covering letter
- your Access Rider if you have one (we can provide a template if that would be helpful)
- indicate if you are interested in the secretary role

We also welcome video applications.

Deadline for Applications: 10am, 29th April

### QUESTIONS?

If you'd like to talk to us about being a trustee or have questions email [leonie@producedmoon.co.uk](mailto:leonie@producedmoon.co.uk)

Produced Moon is an equal opportunities organisation. It's hugely important to us that this application process and the role of Trustee is accessible to all who are interested and want to apply. We will work with short-listed candidates to ensure the interview process is as accessible as possible, and will aim for our structures to be as accessible as possible for anyone who takes on the role of Trustee.

### RECRUITMENT TIMELINE

Deadline for Applications: 10am, 29th April

Initial Interviews: week commencing 2nd May

