



PRODUCED MOON

OVERVIEW

Produced Moon's board is looking to grow, as we add new voices to our Trustees. We're particularly interested in people with experience in accounting, and charity finance.

We'd love to hear from people who have experience running value-led organisations and from those who have never thought of being a trustee before. If this is you and you have questions do get in touch on board@producedmoon.co.uk.

TRUSTEE RECRUITMENT PACK

We're Produced Moon. We're a creative XR theatre lab based in Glasgow. We create playful, unsettling and magical experiences with audiences at the centre. Our work ranges from escape rooms to game theatre, participatory digital storytelling to 360 degree film and more. We're a registered Scottish Charitable Incorporated Organisation (SCIO) based between Glasgow and Edinburgh, but work all across the UK.

We're looking for new trustees.



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, anti-racism meetings & our Annual General Meeting (all remotely online)
- Report any problems, personal concerns or absence to the Chair of the board.

JOB CRITERIA

We are looking for someone who:

- Shares our values of being caring, challenging, pluralistic, experimental and playful.
- Has good organisation and communication skills
- Has integrity, strategic vision and good/independent judgement



- Is willing to devote the necessary time and effort to their duties as Trustee
- Is able to take decisions for the good of the organisation
- Is willing to speak their mind and listen to the views of others
- Is able to work effectively as a member of a team
- Is able to read and write emails and documents in English

TRUSTEE COMMITMENTS

As a trustee, your commitments and responsibilities would include:

- Attending
 - 3 board meetings a year online
 - These are 3-hour online meetings
 - 3 anti-racism meetings a year online
 - These are 1 hour 30 online meetings
 - Reviewing minutes following meetings and confirming for accuracy.

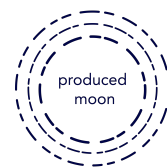


Outside of these meetings, there is a small amount of preparatory and follow-up work. This might include preparing notes or short presentations or reading over documents. Occasionally Artistic Directors will hold additional one-on-one meetings with trustees for specific advice on the charity or projects.

ABOUT PRODUCED MOON

Produced Moon works collaboratively together, and with other creatives, scientists, technologists and programmers to experiment, explore and develop ideas and projects using mixed reality and live performance.

The foundation of our work is the time we spend in our XR lab environment, testing, experimenting, disrupting and playing with cool emerging technologies and new ideas around live performance. This informs our own work and our work with theatre commissioners looking to innovate and introduce audiences to new ideas at the intersection between live and digital performance. Our approach is collaborative, participatory and always inclusive. We put care at the heart of our processes. Some of our work is co-created with communities including youth groups and older people.



Our work includes sell-out runs at the Edinburgh Fringe and we've worked with a range of organisations in Scotland including the Tron Theatre and Platform Theatre as well as UK organisations like the Watershed, Bristol. Our funders include Creative Scotland, ACE, Awards for All and various trusts and foundations.

We have been mentored by Punchdrunk Enrichment, Gobsquad and Coney. We were Associate Artists at Platform in 2021, Accelerator Artists at Boundless Theatre in 2019 and one of the New Diorama's Emerging Graduate Theatre Companies 2017.

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

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



HOW TO APPLY

Deadline: 31st May 5pm

If you would like to apply to be a Trustee, please email board@producedmoon.co.uk with the subject line 'Board Recruitment' with:

- your CV
- a short covering letter

We also welcome video or audio applications. Interviews will be held on Fridays this July.

ACCESS & EQUITY

Please note that all interviews will be online. We use Zoom software to host interviews, but are happy to switch to another video calling software.

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 are especially keen to hear from applicants who are underrepresented in our sector, including People of



Colour/People of the Global Majority*, D/disabled people, Queer people and Working Class applicants.

We can guarantee an interview to People of Colour/People of the Global Majority, D/disabled people, Queer people and/ or Working Class applicants who meet the job criteria. If you would like to be guaranteed an interview please include the word 'INTERVIEW' in the email subject line of your application.

You don't need to take up this offer if you do not want to, or to specify which group you belong to.

We will work with short-listed candidates to ensure the interview process is as accessible to them as possible, and will aim for our structures to be as accessible as possible for anyone who takes on the role of Trustee.

For example:

- We can organise a BSL interpreter for your interview and subsequent board meetings. Please note our written documents are all in English.
- We can organise a translator for your interview and subsequent board meetings. Please note our written documents are all in English.



- We can pay for childcare costs needed for the interview and subsequent board meetings.
- We can provide interview captioning. We work with Zoom software which has in-built Otter AI captioning. We are happy to work with other captioning providers.
- We will give you 7 days notice for your interview date and time.
- We will send interview questions 48 hours in advance.
- If there are other specific access measures you require let us know and we can try and facilitate them.

*We have opted to use the terms People of Colour/People of the Global Majority across our communications but if you personally identify with a different term, we are happy to change to that term when working with you.

QUESTIONS?

If you'd like to talk to us about being a trustee or have any questions email board@producedmoon.co.uk