



PRODUCED MOON OVERVIEW

We're looking for a trustee to join our board in the role of Treasurer.

We'd love to hear 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 the team or board before applying, do get in touch.

Contact details listed below.

TREASURER 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 a small organisation and we work on a project to project basis.

Our board is currently 7 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 secretary is Rachel Bottomley, Equality, Diversity and Inclusion professional specialising in mental health and disability.
- Our temporary Treasurer is Jideofor Muotune, a multi-platform storyteller and Equality Diversity and Inclusion consultant.

Our board also includes actor, writer and organiser Isabel Adomakoh Young, and Martin Aitken, a creative producer and programmer based in the North-East of Scotland who is passionate about telling untold stories and amplifying unheard voices.



We're looking for a new trustee to take on the role of Treasurer.

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
- Has some experience or transferable skills in one of the following:
 - financial management or systems, for example writing or managing budgets
 - charity finances
 - accounting, in particular producing or reviewing end-of-year accounts



TRUSTEE COMMITMENTS

As a trustee, your commitments and responsibilities would include:

- Attending
 - 3 board meetings a year
 - These are 3-hour online meetings
 - 3 anti-racism meetings a year
 - These are 1 hour 30 online meetings
 - Different board members present research and facilitate discussion
- Attending finance and fundraising subcommittee meetings.
- Leading on the creation of the annual accounts and ensuring these are independently examined by a registered independent examiner.
- Ensuring that the full annual accounts are submitted on time to OSCR (the Scottish Charity Regulator).
- Regularly reviewing Produced Moon's financial documents, such as our cashbook, to evaluate the financial health of the company.
- Work closely with Produced Moon to build robust and sustainable approaches to financial management and governance.

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's founders and artistic directors are digital artist and mathematician Melanie Frances and queer immersive theatre maker Leonie Rae Gasson. We work 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 been commissioned by a range of organisations in Scotland including Traverse Theatre in Edinburgh and Tron Theatre, Platform, and Citizens Theatre in Glasgow. Our funders include Creative Scotland.

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



APPLICATION

If you would like to apply for the role of Trustee, please email melanie@producedmoon.co.uk with the subject line 'Treasurer Recruitment' with:

- your CV
- a short covering letter

We also welcome video and audio applications.

APPLICATION PROCESS

Our application process is rolling and will be open until 15th September. We'll interview applicants across this period, and will be looking for a treasurer across this time. 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 'YES' 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. We are happy to identify someone or can work with someone you suggest. Please note our written documents are all in English.



- We can organise a translator for your interview and subsequent board meetings. We are happy to identify someone or can work with someone you suggest. 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 melanie@producedmoon.co.uk