



Image credit: James Bass, Dominoes, 2022

NORFOLK & NORWICH
FESTIVAL

Norfolk & Norwich Festival Trustees
Recruitment Information

Dear Applicant

Thank you for your interest in the role of Trustee with the Norfolk & Norwich Festival Trust.

After serving six-year terms our Trustees Lucy Garland, Corrienne Peasgood OBE and Chris Yeates are standing down. Each has made a significant contribution to our organisation and I thank them for their expertise, engagement and passion for the Festival.

We are seeking new Trustees to join our current talented and committed Board members. Following a skills audit we have identified the experience and abilities which we believe will further strengthen the Board.

Our Trustees work hard but also, I believe, enjoy the meetings and the opportunity to be involved with such a positive and effective organisation.

For more than 250 years the Norfolk and Norwich Festival has been an important piece of the cultural jigsaw that makes this part of the world a special place to live and work. Alongside our 17-day Festival in May we work year-round engaging with schools and communities across the region.

Being one of the largest Arts Council England National Portfolio Organisations in the East of England, we want to have a Board which reflects diversity and offers informed challenge to our staff team.

The guidance notes provide details of our organisation and of the skills and experience we need. If you have any questions about the role, please do not hesitate to contact us.

If you believe you are a good fit for the role, I encourage you to apply.

Kind regards,



Richard Ross

Chair of the Board of Trustees,
Norfolk & Norwich Festival



An introduction to the opportunity



Norfolk and Norwich Festival Trust seeks Expressions of Interest to join our Board of Trustees.

Trustees take an active role in setting the strategic direction of the organisation and ensure its management and administration meet legal and charitable requirements.

We seek a balance of experience, skills and knowledge across our Board of up to twelve Trustees. To complement the experience of our existing Trustees we are particularly keen to hear from people with knowledge of the region in which we operate along with expertise in and understanding of:

- charity finance
- as a professional artist, or
- the education sector

Our Trustee with charity finance experience is likely to be an accountant and will ideally become Chair of our Finance sub-committee.

We are keen to appoint an artist to the Board and particularly welcome applications from performing arts practitioners and/or artists working in socially engaged practices.

We are interested in senior, strategic experience and professional connections from within the education sector and someone who will take an active interest in Festival Connect & Create.

We value diversity and difference and wish to represent the full diversity of our community when recruiting to the Board of Trustees. We acknowledge that people from certain backgrounds are underrepresented on charity Boards and we want to address this. We are therefore keen to encourage expressions of interest from people who identify as disabled, people from culturally diverse backgrounds and people from low socio-economic backgrounds. We welcome applications from young people.

If you are interested in the role, please contact us to request an informal discussion. Richard Ross can be contacted through NNF's Office Manager Sava Radulovic on sava.radulovic@nnfestival.org.uk. Sava can also assist if you have any access requirements, such as requiring the guidance notes in large print.

Norfolk & Norwich Festival

Norfolk & Norwich Festival (NNF) shares exceptional arts experiences across East Anglia. We lead and support celebration, creativity and curiosity in our community to make our part of the world a great place to live, learn, work and play.

Norfolk & Norwich Festival takes place in Norwich and around Norfolk each May. The Festival programme is multi-artform, contemporary, international and audience centred. The Festival is distinctive because we collaborate with artists – from down the road and around the world – to explore the unique physical and cultural identities of our place and to make art which is meaningful to the lives of our audiences.

Festival Connect & Create (FC&C) is the Festival's creativity and cultural participation initiative for children and young people and their communities. We work with educators, artists, and young people to improve the cultural offer for children and young people. Our place-based collaborations give local communities a creative focus and contribute to social renewal. FC&C is a year-round initiative across East Anglia: Norfolk, Suffolk, Cambridgeshire and Peterborough.

Norfolk & Norwich Festival is an Arts Council England National Portfolio Organisation and financially assisted by Norwich City Council and Norfolk County Council. We also earn income from ticket sales, trust and foundation grants, sponsorship and donations from individuals. Our annual turnover is around £2.2 million.

In 2015 Norfolk and Norwich Festival Trust became a Charitable Incorporated Organisation. Registered with the Charity Commission, it also has a trading subsidiary for its commercial activity which gifts its proceeds to the Trust. Accounts and Trustees' Annual Reports for the past five years can be found [here](#).

We currently have a core team of 19 (16.55 FTEs) staff, but our numbers swell with a further 70 casual staff and over 150 volunteers during Festival time.

In November 2021 we relocated our office to the Grade 1 Listed Norwich Guildhall placing us in a significant heritage building in the very heart of the City.

nnfestival.org.uk



NORFOLK
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Our CORE VALUES underpin all of our work. Our values are to be:

CREATIVE - We champion artistic excellence and value creativity in everyone.

CURIOUS - We explore and reflect the changing social and physical contexts in which we live.

INCLUSIVE - We are respectful of the diversity and difference of people and their views and values.

COLLABORATIVE - We work with artists, communities, peers, partners and stakeholders to achieve common goals.

STRATEGIC - We balance artistic and social ambition with a sustainable business.

All of our work is informed by our PROGRAMME PRINCIPLES:

- **Art relevant to today**, blurring the boundaries between artforms and between art and everyday life.
- **'Festival spirit'** which we bring to our work to celebrate, to share cultural experiences and to bring our community together.
- **Questions and actions around social responsibility** with a focus on: Equality, diversity and inclusion; placemaking; and environmental sustainability.



Norfolk & Norwich Festival GOALS:

- To have more people experience and value the arts.
- To hold a unique and distinctive arts festival, which supports creative practice and is valued by audiences.
- To be a champion for excellence in our cultural offer for children and young people.
- To be embedded in Norfolk and Norwich and to extend our reach and influence across East Anglia and beyond.
- To be socially responsible, committed to questions and actions about a changing world.
- To have a stable and adaptive business structure with diverse income streams.



Trustee Person Specification



Essential requirements of a Trustee are:

- a genuine interest in the work of the Trust and empathy with its goals.
- commitment to equality.
- willingness to devote necessary time, including attending events as well as meetings.
- eligibility to be a Trustee and Director.
- ability to maintain confidentiality.

Skills Trustees might bring include:

- ability to collectively discuss and set the strategic direction of the Trust.
- capacity to communicate clearly and sensitively.
- willingness and ability to constructively challenge the executive team.
- willingness to act as ambassador and advocate for the Trust.

Time commitment

The Board meets four times a year.
Committees meet four or five times a year.
In addition, the Trustees hold two half day planning meetings each year.

Term of appointment

Trustees are appointed for three years with potential for a further three-year term.

Nature of appointment

The role of trustee is voluntary and unpaid.
Expenses, such as travel costs, are reimbursed.

Trustee Duties



Statutory duties of a Trustee are to:

- ensure the Trust carries out its purposes for the public benefit.
- ensure the Trust complies with the Trust's governing document and the law.
- act in the charity's best interests.
- ensure the Trust manages resources responsibly.
- act with reasonable care and skill.
- ensure the charity is accountable.

Further information on the role of trustees is available from the [Charity Commission](#).

Trustees will be asked to:

- take part in between four and five Board meetings a year plus an annual away day.
- scrutinise Board papers.
- act as an advocate and ambassador for the Trust.
- volunteer to join relevant committees of the Trust.
- attend performances and events during the Festival and over the year.
- support fundraising for the Trust throughout the year.
- attend other event which increase their knowledge and understanding of the organisation and further its activities.
- be a Director of the trading subsidiary, the limited company, Norfolk & Norwich Festival Limited.
- declare any potential conflict of interest and absent themselves.

Recruitment timeline



How to apply

To express interest in being one of our Trustees please send a brief written or recorded statement, and a biography or CV which will indicate the skills and experiences that you would bring to the Board. In your statement we ask that you outline why you would like to become a Trustee for the Festival, and how your application addresses our skills gap of:

- charity finance
- as a professional artist, or
- the education sector

Please send to:

sava.radulovic@nnfestival.org.uk

or to:
Sava Radulovic
Norfolk & Norwich Festival
The Guildhall
Gaol Hill
Norwich
NR2 1JS

Timeline

Noon, 23 June 2025

Deadline for applications

7 July 2025

Shortlisted applicants to be notified

w/c 21 July 2025

Shortlisted applicants to meet members of our Festival Team and Board.



The Organisation



Staff team

Daniel Brine leads the organisation as Artistic Director and Chief Executive. He works closely with Brenda Seymour, General Manager who focuses on organisational development and management.

The staff structure is made up of teams: Executive & Finance; Production & Programme; Communication & Development; and Festival Connect & Create.

The staff team is made up of 19 permanent posts of which 8 are contracted part time - equating to 16.55 full time equivalent posts. A further five temporary staff join each January on six-month fixed term contracts. Each Festival we engage over 70 casual staff including technicians, event managers, bar and box office staff. Each year up to 150 volunteers provide over 2,000 hours of assistance.

Norfolk & Norwich Festival is a Real Living Wage Employer.

Specialist services

As the business develops, we will consider if there are parts of our operation which would benefit from engaging external expertise. Currently we engage external IT, public relations and human resources specialists.

Financial Management

Our organisation is formally structured in two parts: Norfolk and Norwich Festival Trust (A Charitable Incorporated Organisation) and Norfolk and Norwich Festival Limited, a separate trading subsidiary company. Each year any profits from the trading arm are gifted to the charity. The Trustees for the Trust are also the Directors for the trading subsidiary.

The finances of the organisation are managed by a finance team of three part-time staff and overseen by the General Manager. Finances are reported to the Board through a Finance Subcommittee.

Our financial year runs from January to December, as this is optimal for accounting for our May festival. We report to Arts Council England on the basis of an April to March financial year. Budgets are set in line with our 1 January - 31 December financial reporting year. The annual budget is set at the end of the preceding year and approved by the Finance Subcommittee and then the full Board of Trustees. We run quarterly reconciliation of management accounts, with reforecasting in July and September. These are presented to the Finance Subcommittee which give detailed scrutiny of the figures before presentation to the full Board of Trustees.

The Risk Register is updated quarterly and scrutinised by the Finance Subcommittee ahead of presentation to the full Board of Trustees. The register includes a heat map to highlight, for discussion, the highest inherent and residual risks.

The Organisation

A home for NNF

In November 2021 Norfolk & Norwich Festival relocated to the Norwich Guildhall. This move has placed the Festival at the physical heart of the city and gives us a greater visible presence year-round. Our long-term vision is for the Guildhall to be a space shared by cultural and heritage organisations. As well as housing our office and box office it is a hive of activity with flexible shared desks and an open and collegiate approach to the meeting rooms as well as the hub of the annual festival.

As a Grade One Listed Building and England's largest and most elaborate provincial medieval city hall, the building is of major heritage significance. Since we moved in we have undertaken work to make a large part of the ground floor physically accessible. Its heritage status and eccentricity mean these developments do not come without challenge. While these works have enabled us to relocate to a more accessible building it is likely that much further down the track a second phase of work will be required to further improve access and the way we operate from the building. This phase will require fundraising in partnership with Norwich City Council.





JEARY
NORFOLK & NORWICH TWENTY-FIFTH YEAR
MUSIC FESTIVAL
ST ANDREW'S HALL, NORWICH

OCTOBER 6th, 7th, 8th & 9th, 1908

THREE FREE PRIZES OF 10 GUINEAS EACH

MR. ALBANI	MR. EDWARD LLOYD
MR. DEVEREUX	MR. DONALD SMYTH
MR. ELLA MURDOCK	MR. BEN DAVIES
MR. KATHARINE FISH	MR. WATKIN WILLS
MR. SARAH BERRY	MR. J. S. BRIDGES
MR. M. TIVADAR NACHEZ	

CONDUCTED BY MR. ALBERTO RANDOCCER

JEPHTHA

THE ROSE OF SHARON

FRIDOLIN
FINEST PAIR OF SPONSORS
NEW VIOLIN CONCERTS IN D MINOR

ELIJAH

HERO & LEANDER

THE REDEMPTION

LOHENGGRIN
PHAUDRIC CROHOORE
SUITE IN D MINOR

STICK
NO
BILLS

History



Norfolk & Norwich Festival has a long history as a celebration of community identity and aspiration. Founded in 1772 as a fundraising event for the Norfolk & Norwich Hospital it has been at the cultural heart of Norfolk ever since. While the world we live in and artistic practices have changed over time, we hold true to the central commitment of the first events: to celebrate, to share cultural experiences and to bring our community together.

One of the oldest festival's in the UK, the first fund-raising concert was held in Norwich Cathedral. This concert became an annual event and in 1788 a four-day Grand Music Festival was mounted, using St Peter Mancroft Church and St Andrew's Hall. It consisted primarily of oratorios and other large scale choral works performed by the Norwich Festival Chorus.

In 1824 the Festival became the Norfolk & Norwich Triennial. The Triennial continued for almost one hundred years presenting a programme of concerts in St Andrew's Hall.

The Triennial Festival continued to develop a reputation in the early twentieth century as a world-class music festival and saw the premières of significant classical works including Edward Elgar's Sea Pictures in 1899, E J Moeran's Rhapsody No. 2 for the 1924 centenary concert (based on a Norfolk folksong), Ralph Vaughan Williams's Job: A Masque for Dancing in 1930 and Benjamin Britten's Our Hunting Fathers in 1936. It also attracted prestigious music directors including Sir Henry Wood, Sir Thomas Beecham, Sir Malcolm Sargent, and Vernon Handley.

The Festival became an annual event in 1989 and under the direction of Marcus Davey (currently director of The Roundhouse) the scope of the Festival was changed from classical music to cater for a larger variety of music, theatre, dance and visual arts. As part of the widening of the Festival's scope, a new art initiative called the 'Norfolk & Norwich Festival Visual Arts Week' was begun in 1994, which has now evolved into Norfolk Open Studios.

Since becoming an annual event, the Festival has established itself as the flagship arts festival for the East of England and one of the UK's largest multi-art form festivals. We became a registered Charity in 2016.

In recent years high profile international projects have included: Genevieve Lacey's Pleasure Garden (2019); Circa's What Will Have Been (2015); Strijbos & Van Rijswijk's Walk With Me (2016); and Philip Glass and Laurie Anderson (2017).

We have a national reputation for the commissioning of new work including: Javaad Alipoor's Rich Kids (2020); Hoipolloi's The Ladder (2019); Improbable's The Paper Man (2018); Luke Wright's Frankie Vah (2017); The Voice Project's The Arms of Sleep (2017); Kemal Yusuf for the Festival Chorus and Bournemouth Symphony Orchestra (2016); WildWorks' Wolf's Child (2015); and Curious Directive's Pioneer (2014).

History



Increasingly, work sited in public spaces and engaging audiences in new ways have been at the heart of the Festival including Johannes Bellinkx's Reverse (2019); Luke Jerram's Museum of the Moon (2017); Brendan Walker's VR Playground (2017); Willi Dorner's Fitting (2015); Olivier Grosstete's The People's Tower (2014), and Hillary Westlake's Dining with Alice (2011).

We aim to develop distinct projects with engagement for young people and stand out projects have included: Andy Field and Beckie Darlington's News News News (2019) working with students of the Norwich Primary Academy; and Wild Life (2016) with Campo (Ghent, Belgium) and the cast of 11 young singer-songwriters (aged 15 – 22).

From 2002, Norfolk & Norwich Festival was one of 25 organisations around the UK delivering Creative Partnerships, building sustainable learning partnerships between schools, creative and cultural organisations, and creative professionals. At the end of Creative Partnerships, Norfolk & Norwich Festival established Festival Bridge –

one of ten National Bridge Organisations supported by Arts Council England. Between April 2012 and March 2023 Norfolk & Norwich Festival held two Arts Council England National Portfolio Organisation (NPO) funding agreements – one for the Festival and one for Festival Bridge. The national Bridge initiative ended in March 2023 and Festival Bridge wrapped-up at the same time. From April 2023 our grants were consolidated and we launched Festival Connect & Create, a new initiative to support life-long creative engagement with a focus to improve the cultural offer for children and young people.

In 2021 we published Rob Mitchell's Festival for a Fine City, 250 Years of the Norfolk & Norwich Festival. The publication places the history of the Festival within a social context and focuses on the role of the Festival as a commissioner of new work. The publication helped set the tone for the 2022 Festival which marked 250 years since the first event.

nrfestival.org.uk/about-us/