



# CHAIR/TRUSTEE RECRUITMENT PACK

**WILTSHIRE**  
*Live* **MUSIC**  
**CENTRE**  
BRADFORD ON AVON

# ABOUT US

**Wiltshire Music Centre is a concert hall, music education hub, and community venue in Bradford on Avon, welcoming over 70,000 visitors annually. Founded 25 years ago to nurture musical talent and interest, it remains the only dedicated professional concert hall in the county and a key cultural venue for Bath and the wider region.**

Our nationally recognised artistic programme presents over 160 concerts each year, showcasing more than 1,000 musicians across classical, contemporary, jazz, and folk genres. With acclaimed acoustics and high production values, our 300-seat auditorium regularly hosts some of the country's most celebrated performers such as Sir Stephen Hough, Lindisfarne, and Blazin' Fiddles.

Now under the leadership of two new dynamic Directors - Daniel Clark (Artistic Director) and Sarah Robertson (Executive Director) – we are thinking big about the vision for the Centre and how to ensure our music, Creative Learning and Community programmes are supercharged: exciting, relevant and reflecting the needs of our communities, artists and audiences.

Our upcoming autumn season will start to signal a new direction, where audiences can hear the best musicians in a space where the listening experience is placed centre stage, with more events and opportunities for our local communities to get involved.

Our Creative Learning programme is widely celebrated, from the high-quality West of England

Youth Orchestra — bringing together talented young musicians from across the West for over a decade — to Zone Club, our award-winning music sessions for learning disabled young adults.

## Our key priorities over the next 3 years:

- ✓ Building ambition, profile, and scale across all areas of the business
- ✓ Expanding the music and learning programmes with audiences and artists at its heart
- ✓ Cultivating financial resilience through fundraising and income generation

We're expanding access to music-making across Wiltshire and championing the outstanding work already happening at our vibrant Centre, including through valued partnerships like Wiltshire Young Musicians and our neighbours, St Laurence School.









# WELCOME FROM OUR OUTGOING CHAIR



**We're delighted that you're interested in the Chair/Trustee role here at Wiltshire Music Centre (WMC).**

It's an incredibly exciting time here at WMC. The leadership team has been recently reinvigorated with the new

appointments of Sarah Robertson and Daniel Clark as Executive and Artistic Directors. They're collaborating with our skilled team to develop a renewed vision for the Centre.

As an Arts Council National Portfolio Organisation, we're proud to offer a state-of-the-art Concert Hall that attracts both national and international artists, as well as music-making opportunities for exceptional young musicians, local community groups, and disabled young adults through our monthly Zone Club sessions.

We're now looking ahead, reimagining our role and place in the community. Building on our solid foundations, we want to explore how our

musical offer can grow, evolve, and diversify — ensuring we continue to serve as a vibrant, inclusive, and forward-thinking musical hub at the heart of cultural life in Wiltshire.

As I approach the end of my tenure as Chair, I want to ensure that WMC is at the heart of our communities for years to come. The exciting changes and developments taking place over the next few years makes it a pivotal and important time to get involved as a Trustee or Chair.

We hope that you share our passion for music and music-making.

We look forward to hearing from you.

**James Wetz**  
Chair of WMC Board



*"Without West of England Youth Orchestra (WEYO), I would absolutely not be at music college, pursuing music as a career... I started ten years ago and the support in the past ten years has been unforgettable."*

*Grace White, Clarinet*

# THE ROLE OF CHAIR

## ROLE SUMMARY

We're looking for a dynamic and visionary Chair to lead our charity into its next chapter—someone who is both entrepreneurial and ambitious, with the big-picture thinking to guide long-term strategy and the hands-on commitment to support our day-to-day impact.

The Chair will provide strategic leadership to the Board, ensuring it operates effectively, upholds the charity's values, and supports the executive team in delivering our mission. As an ambassador for the organisation, the Chair will play a key role in shaping our public voice and forging relationships with stakeholders and the wider community.

You'll be an influential champion for our mission, bringing experience or passion from the charity, arts or education sector, and an understanding of how to build an inclusive, supportive, and high-performing board.

This is a rewarding opportunity to make a lasting impact on a much-loved venue and creative organisation, ensuring it continues to thrive, inspire, and serve for years to come.

## AS CHAIR, YOU WILL:

- ✓ Act as a key representative and ambassador for the charity, serving as a figurehead for the organisation and its Board of Trustees

- ✓ Provide strategic leadership to the Board and ensure effective governance
- ✓ Plan annual cycle of Board meetings and Members' meetings
- ✓ Promote a collaborative, inclusive, and effective Board culture
- ✓ Chair Board meetings enabling constructive discussion, inclusive participation, and effective decision-making
- ✓ Ensure trustees receive accurate, timely, and relevant information to support informed governance and oversight
- ✓ Ensure the Board is focused on high-level strategy, performance, and oversight of senior management

# CHAIR PERSON SPECIFICATION

## EXPERIENCE

- ✓ Strong commitment to dedicating the time and energy required to fulfil the responsibilities of the role, including regular attendance at Board meetings and key organisational events
- ✓ Demonstrably a good networker and partnership builder
- ✓ Senior leadership experience in the charitable or educational sectors
- ✓ Excellent communication and interpersonal skills, with the ability to engage effectively and diplomatically with Board members, sub-committees, staff, volunteers, and a wide range of external stakeholders
- ✓ Strategic thinker with the ability to shape and support the organisation's strategic plan
- ✓ The ability to chair Board meetings successfully
- ✓ Current knowledge of the music/ wider cultural arts/education sector and understanding of the challenges the sector faces
- ✓ Understanding, appreciation and passion for the music and the arts
- ✓ A good understanding of charity governance and experience working with a Board of Trustees preferable but not essential
- ✓ Knowledge, understanding and influence in the local area – ideally Bradford on Avon or Bath

*This is a voluntary position with an initial term of three years, renewable for up to two additional three-year terms.*

# THE ROLE OF A TRUSTEE

## ROLE SUMMARY

We're looking for new Trustees to help drive forward our ambitious plans for the future.

The Board plays a vital role in ensuring our Charity thrives – guiding our mission, championing our values, safeguarding our resources, and ensuring we make the greatest possible impact.

As trustees, you will support and challenge the executive team, listen actively, contribute constructively, and work well as part of a team. Your advice and expertise in your specialist areas will provide invaluable knowledge and strategic insight. You must also be available to attend

quarterly Board meetings and bi-annual committee meetings.

We're seeking applications for new Trustees, with a particular focus on the following areas of expertise.

- Music/music education
- Local business/entrepreneurial
- Local knowledge/community links
- Legal
- Finance
- Safeguarding/HR/equalities
- Environmental

If you feel your skills and experience might match any of these areas, we encourage you to apply.

We need our Board of Trustees to be representative of our area, the artists and arts professionals we work with, and the audiences we seek to engage. We therefore strongly encourage applications from people who identify as being from any of the following groups which are currently underrepresented on our Board: Black or Global Majority, young (under 30), disabled, LGBTQI+, working class or from a lower socioeconomic area.



# THE ROLE

## AS TRUSTEE, YOU WILL

- ✓ Work with the executive team to determine the overall direction of the organisation, vision, and long-term strategic goals
- ✓ Work collaboratively with the executive team to agree annual performance objectives
- ✓ Ensure the charity's financial sustainability, overseeing the effective management of resources, assets, and investments
- ✓ Review and assess performance against strategic objectives
- ✓ Approve the Annual Budget and Business Plan
- ✓ Ensure all legal and regulatory requirements and responsibilities are met
- ✓ Represent the Trust to stakeholders and act as an ambassador for the organisation
- ✓ Ensure the Trust's commitment to equity, equality, diversity and inclusion

*This is a voluntary position with an initial term of three years, renewable for up to two additional three-year terms.*





# CURRENT TRUSTEES

## JAMES WETZ

### Chair

James has worked for over 30 years in state education. He has wide experience of Arts Governance, previously as Chair of Bristol Ensemble and Trustee of Bristol Beacon. James was instrumental in the creation of the Wiltshire Music Centre and was its first Chair; he returned in 2016 to steer the organisation into its third decade.

## ESME JONES

### Trustee

Esme is Head of Marketing & Communications at St George's, Bristol. Her previous marketing experience lies in the live music and commercial events sectors.

## ROSA CORBISHLEY

### Vice Chair

Rosa is currently Executive Director at Wiltshire Creative. Rosa has worked in senior leadership roles at a number of significant cultural organisations such as Bristol Beacon, Bournemouth Symphony Orchestra, Salisbury Festival.

## MARK LEE

### Trustee

An MBA-qualified Chartered Engineer, Mark operates as a business consultant for a FTSE 250 technology company. Mark is also a Governor at St Laurence School.

## JONATHAN CROSS

### Trustee

Professor of Musicology at the University of Oxford and Student (Fellow) of Christ Church, Oxford, Jonathan has worked for over 30 years in higher education as a teacher and researcher.

## EMMA SANDBERG

### Trustee

Emma is Director of Operations and Finance for Prior Park Schools. She has previously worked in senior management roles at Badminton School in Bristol and at St Laurence School.

## MIRANDA HOUGHTON

### Trustee

Miranda works as a psychotherapist specialising in the mental health of professional musicians. She is also currently editor for Handel news.

## IAN THORN

### Trustee

Ian is a Bristol based business-person and Wiltshire based politician. Trained as a musician, Ian has 10 years of experience of the charitable sector and he is an experienced entrepreneur and creator of small businesses.

## MIKE TOFT

### Treasurer

Mike works for Octopus Investments leading the day-to-day activities Care Homes team. He also has 20 years' experience in real estate investments.





# HOW TO APPLY & TIMELINE

If you would like to apply for the role of Trustee or Chair, please send your CV and an accompanying cover letter (max. 2 page) outlining how your experience and expertise make you suitable for this role. In addition, please complete an Equal Opportunities monitoring form. Please send your files to:

**[recruitment@wiltshiremusic.org.uk](mailto:recruitment@wiltshiremusic.org.uk)**

For an informal chat about the roles, please contact:

**[sarah.robertson@wiltshiremusic.org.uk](mailto:sarah.robertson@wiltshiremusic.org.uk)**

*As an equal opportunities' employer, WMC is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.*

*We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join WMC.*

## TIMELINE

### CLOSING DATE FOR APPLICATIONS

Monday 30<sup>th</sup> June





“Full house and an attentive audience... we greatly enjoyed our time at Wiltshire Music Centre and would very much like to return.”

Bournemouth Symphony Orchestra



## **WILTSHIRE MUSIC CENTRE**

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