



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.



LINDISFARNE
by Dave
Pegg



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
- ✓ 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
- ✓ Natural ability to champion initiatives and inspire others
- ✓ Demonstrably a good networker and partnership builder
- ✓ Senior leadership experience in the charitable or educational sectors
- ✓ 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 welcome individuals from all backgrounds to contribute to our work, bringing their diverse experience, expertise, and passion to help shape our future.

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

- ✓ Live music or education
- ✓ Local business/entrepreneurial experience
- ✓ Local knowledge/community links
- ✓ Legal
- ✓ Finance
- ✓ Safeguarding/HR/equalities

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



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**

For an informal chat about the roles, please contact: **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

Friday 13 June

INTERVIEWS

w/c 30th June and 7th July 2025





“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

Ashley Road,
Bradford on Avon,
Wiltshire, BA15 1DZ

Phone: 01225 860100

Email: info@wiltshiremusic.org.uk

Website: wiltshiremusic.org.uk

Charity number: 1026160