

The Untold Orchestra Trustee Advert

Role and Person Specification



The Organisation

The Untold Orchestra is a Manchester based collaborative organisation aiming to redefine the role of an orchestra in the 21st century. It is founded on the belief that all art forms can be accessible to anyone. We collaborate with a wide array of musicians, artists, venues and communities to ensure that in every project we reach new people.

We continually delve into the music and history of some of music's most iconic artists through an exploration of their lives or their most renowned albums. Collaboration is at the heart of our work, through the music we create and our work in other art forms. We pride ourselves on our ability to adapt to any genre in both a recording and live setting.

The Untold Orchestra's vision is for every person in Manchester to have at least one orchestral experience in their life.

The Role

The Untold Orchestra has a Board of Trustees with currently 6 Trustees. We are looking to appoint a **Finance Trustee** and **Marketing Trustee**. The Board welcomes applicants with the right experience and skills from diverse backgrounds.

Finance Trustee Specifications:

- Financial expertise and ability to scrutinise and probe financial statements, reports and balance sheet information
- To ensure the financial stability of the Organisation
- An understanding of working in a small or medium organisation
- An understanding of sensitivity to the particular situation of a registered charity or CIC

Marketing Trustee Specifications:

- Marketing and PR/Communications expertise
- To support on the development and implement a Marketing and Communications Strategy to support the vision and aims of The Untold Orchestra
- An understanding of working in a small or medium organisation
- An understanding of sensitivity to the particular situation of a registered charity or CIC

Person Specification:

- Passionate about music and the arts

- A willingness to work collaboratively in pursuit of The Untold Orchestra's aims
- Experience or skills in at least one of the key areas identified by the Board of Directors
- A willingness and ability to meet the minimum time requirement
- The ability to form positive and productive relationships with other Board members, staff team and partners
- Effective communication skills and willingness to actively participate in constructive discussions
- Good numeracy skills, to the extent required to understand spreadsheets and accounts
- An understanding of good governance in the third sector
- A willingness to learn, develop and examine your own performance



Responsibilities:

- The Board of Trustees will meet 4-6 times a year, including face-to-face and virtual meetings to maximise accessibility.
- Be an ambassador of The Untold Orchestra
- Advocate and attend The Untold Orchestra events

This is a voluntary role.

Applicants should submit a CV and cover letter explaining their interest in the role and highlighting relevant experience to theuntoldorchestra@gmail.com.

Closing date: 8 September 2021