



Credit: Geraint Lewis



Trustee Recruitment Pack
Summer 2026

HELLO

Thank you for your interest in Creation Theatre.

We are looking for a handful of new Trustees to join our enthusiastic Board of Trustees as we enter our fourth decade as Oxfordshire's largest producing theatre company.

New Trustees will join the organisation at an exciting time of change and renewal, following the growth of the Creation core team and restabilising of finances following the Covid pandemic.

We are looking for people who bring energy, enthusiasm and commitment to Creation, and who will broaden the diversity of participation and thinking on our board.

No previous theatre experience is required, and we will consider applications from all sectors, though we are particularly keen to hear from individuals with the following expertise:

- Marketing
- Fundraising
- Legal and Governance





Credit: Anna Watson

HELEN EASTMAN

This is a great time to join Creation's Board of Trustees as we deliver our 30th anniversary programme and build our ambitions for the next 30 years. The Board are integral to Creation's success, acting in the company's best interests, ensuring due diligence and making key governance decisions.

We are excited to be recruiting 4-5 new Board Members with skills and experience they can bring to support and challenge us to be the best we can be.

Our Board is made up of dedicated individuals who bring a diverse range of perspectives, from different industries and professions, and we welcome applications from a broad range of candidates.

You do not need any previous Board experience; we will provide training and a clear induction.

Thank you so much for your interest, and we are excited to hear from you!

Helen
CEO and Artistic Director

ABOUT

Award-winning Creation Theatre is Oxfordshire's largest producing theatre company. Celebrating our 30th birthday this year, we have spent the last 3 decades specialising in producing classic texts in unusual locations, bringing stories we know and love to life, performing in extraordinary spaces. From the United Reformed Church in Summertown, to the MINI car plant, The Bodleian Library, Oxford's historic Covered Market, The Westgate Shopping Centre and Blackwell's Bookshop to name but a few.

In addition, since 2020 we have mastered the digital space, becoming pioneers in broadcasting live performances online. We made 13 digital shows in lockdown including the award-winning *Alice: A Virtual Theme park* playing to audiences world-wide. Creation has continued to nurture a strand of innovative online work post-pandemic, with an *Antigone* playing out in a zoom press conference, and a recent long-form adaptation of Austen's epistolary novel, *Lady Susan*.

Alongside all of this, we remain committed to our charitable ethos, and provide bursaries to many of our education students, enabling access to the arts to all. Our wonderful supporters also give generously to our 'pay it forward' scheme, allowing families to enjoy theatre which might otherwise be out of reach.



OUR WORK

At the heart of Creation Theatre is creativity, adventure and community.

Some of our recent productions include: *The Nutcracker* (The North Wall, December 2025), *Sherlock in Summertown* (Summertown, September 2025), *A Midsummer Night's Dream* (Wolfson College Cricket Ground, July – August 2025) and *Virginia Woolf's Mrs Dalloway* (London Library & Fusion Arts, June 2025).

In addition, we are increasingly embedded in Oxfordshire's cultural life, hosting *Poetry Nights* at the URC in Summertown, and engaging in social events such as the Burns Night at The Story Museum, whilst doing what we have always done best, creating unforgettable pieces of theatre.

“You'll be toe-tapping all the way home and the cast are clearly having a whale of a time throughout, which means that you will too.” – Muddy Stilettos





Credit: Geraint Lewis

EDUCATION

With our spectacular education programme, Creation Theatre inspires hundreds of children annually, with our term-time and holiday workshops growing in popularity.

It is a triumph to watch the younger generation of Creation grow in confidence and talent, culminating in the appearance of our Youth Chorus at our Christmas performances.

“I love being apart of drama club because it is a refuge when things have gotten difficult whether that's, having a bad day, feeling stressed or upset. Drama club is a constant reliable accepting community which makes me feel I belong” – Young Person

ROLE



The basics

Title: Trustee

Reporting to: Chair of Board

Start Date: Summer - Autumn 2026

Role Summary

As a trustee of Creation Theatre, you will play a key role in one of Oxford's iconic institutions. As a Board, not only do we have collective responsibilities for oversight of Creation, but we also help frame its future development.

There has been radical change in the world of theatre over the past 30 years, with no doubt more to come financially, legally and creatively.

We are looking to attract trustees whose ideas, passion and experience will enable Creation to meet the new challenges and opportunities that lie ahead.

Duties

- Support and provide strategic advice
- Provide support, encouragement and challenge to Creation's CEO and Artistic Director and key colleagues
- Oversee financial plans and budgets and monitor and evaluate progress
- Review and approve Creation's financial statements
- Approve operational strategies and policies, and monitor and evaluate their implementation
- Ensure effective and efficient administration of the organisation
- Ensure that key risks are being identified, monitored and controlled effectively
- Keep abreast of changes in Creation's operating environment
- Contribute to Creation's objectives and reputation by applying your skills, expertise, knowledge and contacts

Typically, trustees fulfil these roles by preparation for, and attendance at five regular Board meetings annually. These are held in person in Oxford. In addition, there can be one-off strategy and training days as well.

We will provide full induction and training as required.

Person Specification

In addition to the above skills and experience highlighted on page 2, we are currently seeking potential trustees with the following qualities:

- Enthusiasm for Creation's vision and mission
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equity, diversity and inclusion

Because of the pivotal role that we play in the Oxford Arts community we are also looking for those who have:

- Understanding and connections in the cultural and theatre world in Oxford and beyond
- Connections within the business and charitable sectors in Oxfordshire
- Understanding or experience in running education programmes

Creation Theatre strives to present a vibrant and diverse programme. We believe that we can do this most successfully if our Trustees and workforce encompass a broad range of vantage points. We therefore warmly welcome interest from everyone, regardless of age, gender, ethnicity, sexual orientation, religious belief or disability.



The Small Print 😊

As a small charity, we have found that trustees may need to be actively involved beyond Board sessions. This may involve meeting with members of the Creation team to advise and support them in their work, assisting with activities, such as fundraising or marketing, providing advice and guidance on other issues in which the trustee has special expertise, or representing Creation at external events in the community.

Trustees are initially appointed for a three-year term of office, although it may be possible to renew this to a maximum of nine years.

Although this is a voluntary position reasonable expenses will be reimbursed.

As Trustees you will always be invited to the first nights of our productions and have the opportunity of course to volunteer to support the productions as ushers or front of House staff.



THANK YOU



Keen to progress?

If you think this could be you and you would like to find out more about what being a trustee of Creation would involve, we would love to meet you for an initial informal chat.

Please get in touch by email at board@creationtheatre.co.uk with your CV (no more than 2 sides) and a brief explanation of what Creation means to you and how you think you could contribute (no more than 1 side).

If you are more comfortable, you might instead want to make a short video that gives us your details.

We can't wait to meet you!

Rolling Timeline

June - July 2026: Interest and informal conversations

July - August 2026: Formal interviews (with up to 2 current board members)

September/November 2026: Opportunity to attend a Board meeting

Autumn - Winter 2026: Formal appointments

