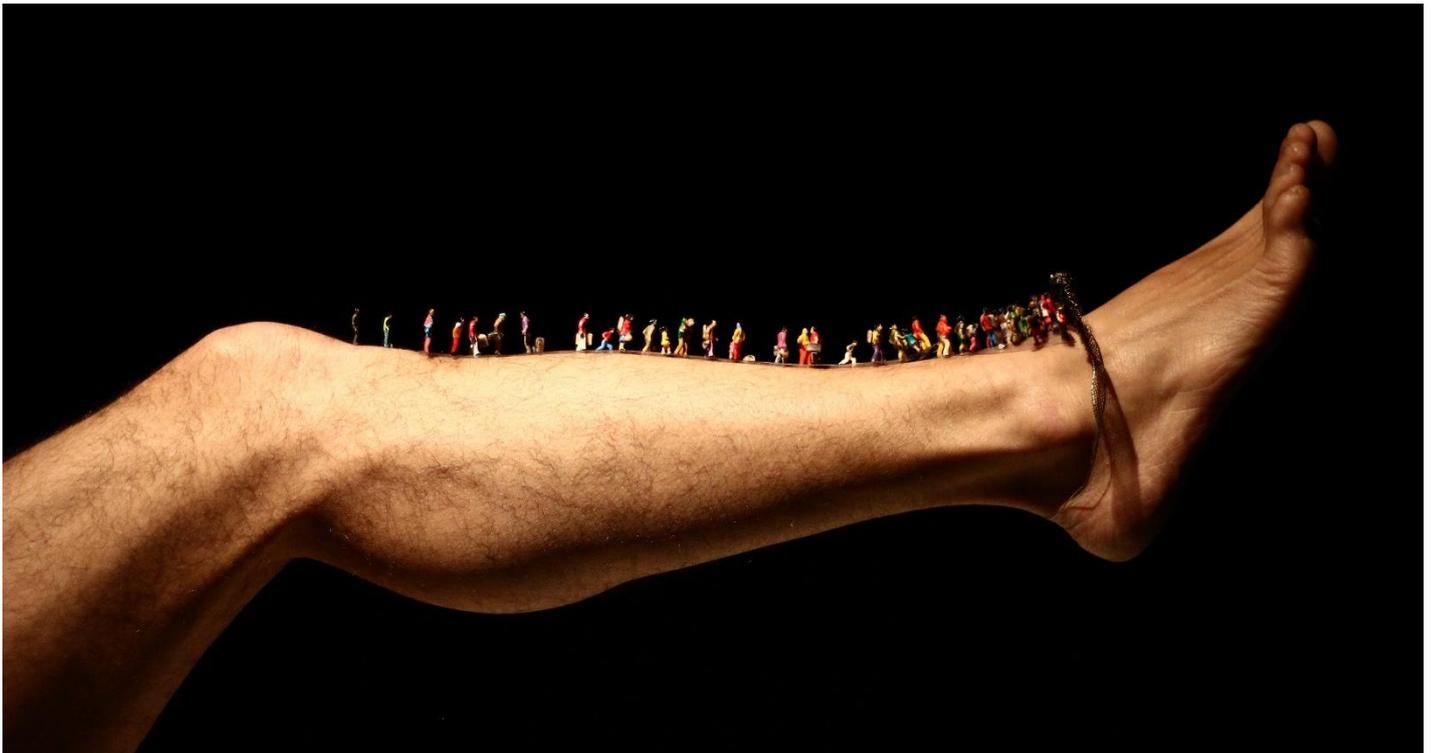




# PUPPET ANIMATION SCOTLAND BOARD RECRUITMENT PACK



**Images from top left:** *Hopeful Monsters* by Hopeful Monster (Mihaela Bodlovic), *Oskar's Amazing Adventure* by Theatre Fideri Fidera, *VOID* by V/DA and Mhz (Elly White), *Invisible Lands* by Livsmedlet Theatre (Pernilla Lindgren)

Dear Applicant,

Thanks so much for your interest in being part of our board. This pack should give you a bit more information about who we are and what we do, and about the board position itself. There are also details below about the recruitment process, and about ways to further connect with our work and our team before you apply.

Don't be put off by the volume of information in this pack – we have implemented a new board recruitment process with the aim to be as clear, transparent and inclusive as we can, and we always welcome any feedback on how we can improve this process.

If after reading this pack you are keen to apply for the post, please email Heidi on the contact address below with the following:

- An up-to-date CV
- A cover letter of no more than 1000 words detailing:
  - Some information about your background, skills and experience
  - Why you are interested in joining the Puppet Animation Scotland Board of Directors, what you feel you could bring to the board and how board membership might represent a positive personal and professional development experience for you
  - Anything else you would like us to know
- An equalities and diversity monitoring form; please follow [this link](#).

Please send your application by email to: [info@puppetanimation.org](mailto:info@puppetanimation.org). You must send in your application by **1 June 2021 at 12 noon**. We'll let you know when we've received it. Using a secure email address and putting the job title/organisation in the subject line reduces the chances of any email going into spam.

Please do contact us on the email address above if you have any questions, and we really hope to hear from you soon.

With best wishes,



**Dawn Taylor**  
Artistic Director & CEO  
Puppet Animation Scotland

## Puppet Animation Scotland

Founded in 1984, Puppet Animation Scotland champions puppetry, visual theatre and animated film in Scotland and internationally. We have a commitment to develop, support and present these artforms and the artists that work in these fields. We produce the celebrated annual international festival MANIPULATE, presenting boundary-pushing visual theatre and animated film from Scotland and around the world; along with our annual festival for families, Puppet Animation Festival, which is the UK's oldest and largest annual festival for children and their families, celebrating its 38th anniversary in 2021.

Puppet Animation Scotland also provides year-round networking opportunities, funding opportunities, practical advice, support and encouragement to all artists working with puppetry, visual theatre and animated film. We promote and celebrate these art forms as valued art forms integral to Scotland's rich and diverse cultural life. Since the year 2000, Scottish puppetry companies have presented their work to over 1,850,000 people throughout the UK. We are based in Edinburgh but we have a national remit and regularly work across the length and breadth of Scotland, and beyond.



*A Wire Apart* by Paper Doll Militia (Elly White)

## MANIPULATE Festival

MANIPULATE Festival presents the very best of Scottish and international puppetry, visual theatre and animated film for adult audiences in Edinburgh and beyond. Taking place in February every year, the festival aims to engage and challenge our audiences with high-quality visually led work which pushes boundaries, plays with form and challenges perceptions.

By bringing together the very best puppetry, visual theatre and animated film from across the globe with work which has been developed here in Scotland, we aim to spark opportunities for artistic exchange and to offer our audiences a diverse palette of rich visually led work. The festival is also a great chance for artists to come together and exchange ideas and share practice.

## Puppet Animation Festival

The Puppet Animation Festival is the UK's longest running event for children and their families, celebrating its 38th anniversary in 2021. The aim of the festival is to bring accessible and quality puppetry, animated films and workshops to families in every corner of Scotland, from city centre theatres and arts spaces to volunteer-run, remote rural village halls.

We aim to reach as broad and diverse an audience as we possibly can each year, with artists travelling the length and breadth of the country, or in 2021 presenting an online programme. Since 2000 over 250,000 people have attended puppetry and film performances, and participated in workshops at Puppet Animation Festival.





*Conan and the Dragon* by Yugen Puppet Theatre (Elly White)

### **Artist Development and Support**

A key tenet of Puppet Animation Scotland's work is the support of independent artistic practice. We do this in a number of ways including our Creative Fund to which animators, puppeteers and visual theatre makers can apply to develop an exciting new idea or hone their skills. We also run a Puppeteer in Residence programme offering a puppeteer the chance to be embedded in the organisation and focus intensively on the development of their practice.

We also run bespoke artist development projects each year, such as a cultural exchange programme between Scotland and Pakistan in 2018, a residency at Festival Mondial des Théâtres De Marionnettes in Charleville-Mézières in 2019 and a collaboration with Festival de Castiliens between Montreal and Scotland in 2020.

*Shadowbird (Snapshots)* by Mary & David Grieve (Mayanne Soret)

### **Engagement and Outreach**

An area of our work that has been gradually growing over the last few years is the applied practice of these artforms in community or therapeutic settings. Puppetry and animation are incredible tools for communication, connection and engagement. Our Puppetry and Emotional Resilience programme, led by puppeteer Ailie Findlay, uses puppetry in schools to help children develop confidence in their social and emotional communication. Our linked Back to School project, aimed at helping children return to school after the Covid-19 lockdown, was nominated for the Achates Prize.

2021 will see the pilot of our AnimATE Project, engaging a community for a full day in the creation of a collaborative animated film and a collaborative prepared meal.



Emotional Resilience Project by Ailie Findlay and Puppet Animation Scotland

## Staff and Board of Directors

The staff team at Puppet Animation Scotland consists of two full-time, two part-time and one freelance team member. You can see who's currently on our staff team and board on the 'Who We Are' section of our website [here](#), and there is further demographic detail about the makeup of our staff and board [here](#). Our current Artistic Director & CEO, Dawn Taylor, has been in post since August 2020, before which Simon Hart ran the organisation for 25 years. It is therefore an exciting and pivotal moment of change for our team, against a backdrop of wider social and cultural change.

Phil Adams, Mark Thomson and David Stewart are all due to step down from the board in September, along with Norah Campbell who stepped down last year, and we are therefore recruiting to replace these roles.

## Board Role Outline

Every charity in Scotland is required to have a board, to ensure that there is oversight of the charity's activities and that it is run effectively and in line with its purpose. The board of trustees has overall responsibility for the charity's activities, however they don't engage in the day-to-management of the organisation. Their role is to support and to offer their skills and insight to the Artistic Director & CEO and to ensure that the charity is meeting its objectives.

By law, charity trustees can't be paid for their work and the positions are therefore volunteer ones. Being part of a board is also a great way to gain more experience of management, leadership and decision-making and insight into the process of running an organisation. To find out more about the role of a board member for a charity, please read the OSCR's [Guide to Being a Charity Trustee](#).

At Puppet Animation Scotland, Board Members are expected to serve a three-year term on the Board, after which there is an opportunity to renew for one more term, resulting in a maximum term of six years on the Board.

The key commitments required of this role are:

- To attend Board Meetings four times per year including Puppet Animation Scotland's AGM each September. We already have two board members outside of the Central Belt and therefore support remote attendance as required
- To attend one Board and Staff Away Day in person in Scotland each year (remote during Covid)
- To attend emergency meetings or undertake additional duties throughout the year, as requested by the Artistic Director & CEO
- To prepare for meetings by reading papers sent in advance of the meeting
- To support Puppet Animation Festival and Manipulate Festival, attending where possible so that you have a lived understanding of the organisation's work
- To act as ambassadors for the organisation, contributing your own skills, knowledge and connections to further the organisation's mission

To ensure there is effective oversight in all areas of our work we need to make sure we have a broad range of skills and experiences represented on the board. For that reason we are particularly seeking people with experience and skills in the following areas:

- Finance and Accountancy
- Legal and HR

- People working for arts organisations, particularly in animation, theatre or festivals

As we are recruiting for several positions we are also keen to meet with applicants outside of these sectors.

## Recruitment Process and Timeline

**Recruitment Call Announced** Mid-March

**Puppet Animation Festival** 5-17 April

We will offer the opportunity for any prospective applicants who are not already familiar with our work to watch some online performance or animation as part of Puppet Animation Festival for free. Please email us on [info@puppetanimation.org](mailto:info@puppetanimation.org) to enquire further.

**Pre-Application Conversations** 19 April to 31 May

If you'd like to have a chat with one of our current board members (not on the interview panel) to find out more about the culture of the organisation and what being on the board entails, please let us know and we'll do our best to chat with everyone who asks. This is not a mandatory part of the process. Please email us on [info@puppetanimation.org](mailto:info@puppetanimation.org) to enquire further.

**Application Deadline** 1 June at 12noon

**Interviews with Candidates** 7-11 June

We will interview roughly 8-10 candidates to fill 4-5 positions on the board

**Feedback for Unsuccessful Candidates** Throughout June

Unsuccessful candidates who were interviewed will have the chance to both give and receive feedback on the board recruitment process.

**June Board Meeting** 15 June

Successful candidates will have an opportunity to attend our June board meeting informally before joining in September

**September Board Meeting and AGM** 15 Sep

New board members to formally join Board



