



The Headgate, Colchester – opportunities for Trustees and a Company Secretary

The Headgate, in Chapel Street North, Colchester, supports an extensive programme of theatre and theatre-related activities for the people of Colchester and the surrounding area. It has a main auditorium with a maximum capacity of 87 people, a studio, rehearsal room and meeting room, along with a licensed bar. <https://www.headgatetheatre.co.uk/>

We have a vacancy for one or two Trustees and are looking for clear thinking, enthusiastic and creative people to work at Board level to support this local centre of excellence.

In addition, our long-serving Company Secretary, Matthew Young, plans to retire in mid-2023 and so we are also looking for his successor. There is the opportunity to work alongside Matthew before taking over.

Day-to-day the Headgate is run by a large group of volunteers, and a professional manager and part time assistant. Volunteers include the performers, musicians, sound and lighting technicians, stage crew, costume and props makers. Volunteers work in the bars and foyers, assist and run the box office and help maintain the building and facilities. The satisfaction volunteers get from their involvement in the Headgate is an integral part of its purpose.

The Headgate is a registered charity and is also set up as a company. It has a Board of Trustees, assisted by a Company Secretary and Treasurer; all of whom are volunteers. The Board is there to make sure that the place is run properly, does what it was set up to do and complies with all its legal obligations. Some of our Trustees have had previous involvement with the Headgate and others have not. The charity is Theatre Arts Action Trust (number 1076399). The Board meets about four times a year.

The Headgate is well-run and successful, but its mission is challenging, especially in current times. It has the support of a committed Board of Trustees but welcomes fresh interest from new or familiar faces. You may already know the Headgate well or perhaps have connections with the wider arts or voluntary sector in East Anglia. We are casting our net wide!

If you are interested in either position we'd very much like to hear from you and if you would like to know more about what is involved, please email the Company Secretary at secretary@headgatetheatre.co.uk

Jane Blackburn
Chair of Trustees, Theatre Arts Action Trust