



Capsule Board Recruitment Pack

Capsule Board is seeking new members

Deadline: Friday 21 February 2020



Aja Ireland, performing at this year's Supersonic Festival

"The UK's best small festival, Supersonic is world-class."

THE GUARDIAN ★★★★★

Introduction

At a pivotal point in Capsule's 20 year-long history of crafting extraordinary projects for curious audiences, we are looking for new Board members to work alongside our small but ambitious team to help deliver our vision.

We are committed to diversity and inclusion, and are keen to attract people of different backgrounds, perspectives and experiences. We actively seek board members to reflect a multitude of experiences and backgrounds. We particularly encourage applications from BAME and LGBTQ+ candidates and people with a disability.

We are particularly interested in attracting applications from the following kinds of people:

- Marketing and / or PR expertise - we are looking for support to help significantly increase the awareness and / or raise the profile of our work
- Business, commercial strategy and / or entrepreneurial expertise - we would be interested to hear from anyone used to maximizing and generating revenue
- Someone with a senior role from a local arts and / or cultural organisation with an insight into opportunities on the horizon and professional networks you are willing to share
- We are also keen to hear from fans of our work – those who may / may not also have the kinds of professional expertise described above but are passionate and committed to our work and would be able to contribute invaluable insight

Why join the Capsule Board?

Working alongside the Artistic Director and Executive Producer, our Board members play a key role in translating Capsule's vision into action, helping shape our long-term goals and overseeing all aspects of our organisational governance.

We want to raise the profile of Capsule for the future, building on the existing love and loyalty for Supersonic Festival and Home of Metal. To make this happen, Board members will be important champions and advocates of our work. They will be involved in business planning and crucially in partnership development, bringing their own ideas and connections to our table.

What do Board members contribute?

Board members attend 4 quarterly meetings held in Birmingham at Capsule's office where they:

- contribute to the development of strategic direction and vision;
- monitor delivery of existing plans;
- monitor financial plans and budgets;
- support our fundraising endeavours;
- ensure and advise on all aspects of compliance; and
- support our evaluation and reflection.

Outside of meetings, Board members are encouraged to champion and advocate for Capsule's work, and attend Capsule events. Occasionally, Board members give 1-2-1 support for our staff team on their areas of expertise.

This is a voluntary role, so there is no remuneration, but reasonable travel expenses can be covered in agreement with Capsule.



Black Sabbath 50 Years exhibition 2019

History & Background

Formed in 1999, Capsule has grown into a key curator/producer of experimental music and art, showcasing international artists and nurturing homegrown talent. From small beginnings, we have worked with internationally acclaimed artists and musicians, whilst maintaining a DIY ethos that has developed and supported hundreds of emerging artists. We are responsible for conceiving and producing some of the region's most ambitious and successful cultural projects, including:

- Supersonic Festival, our annual experimental music and arts festival, this year we were named Britain's best small festival by The Guardian and awarded a Five Star Review. Our programming attracts audiences, performers and industry representatives from across the globe. We are consistently praised by national & international press for quality and innovation, as well as excellent organisation & production values.
- Home of Metal, a flagship heritage project leading to a fan-generated digital archive that informs an expansive international programme of exhibitions and events. The first phase of the project (2011) generated a PR value of over £1 million, reaching 200,000+ people, of which 35% visited a cultural institution for the first time. In 2019 we led an ambitious programme including a major exhibition at Birmingham Museum & Art Gallery, co-commissioned new works with MAC Birmingham, Centrala, Eastside Projects and New Art Gallery Walsall, as well as a fringe programme of public events. We recruited a staggering 60 new volunteers who supported the programme tirelessly throughout the season. We are currently embarking on an Options Analysis (supported by Arts Council England) exploring the future of the project which may include a permanent Home of Metal in the city.
- Our year-round programme comprises live performances, *Supersonic Presents*, as well as Supersonic Kids Gigs, providing big sounds for little people.



Supersonic Kids Gig with Flamingods

About us and our work

Capsule is artistically led by Lisa Meyer and supported by a core team. Lisa has gained a reputation as a dynamic, innovative producer of experimental music and art. She was Honorary Research Fellow at Digital Humanities Hub, University of Birmingham & resident at Pervasive Media Studio. She plays a strategic role to influence policy in the Cultural/Creative Industries in the Midlands & beyond, appointed to the Midlands Area Council & sits on selection panels for PRS Foundation.

The Capsule core team comprises an Executive Producer (FT) and Programme Assistant (PT). We also manage a range of freelance specialists to support our programmes and pride ourselves in producing work to the highest standards. The company is not for profit and registered for VAT with core funding for 2018-2022 coming from Arts Council England. Other funding is provided through a mixture of earned income, business sponsorship and applications to Trusts and Foundations.

Audiences are at the heart of what we do. Our audience is interested, informed, invited to participate and challenged by our programme. Our 20-year track record of delivering high quality projects has inspired and nurtured audiences. Capsule has built a strong reputation for its audience development bucking the regional trend of low-engagement in the arts. We achieve this by creating a unique arts programme, supported by a strategic and assertive marketing and PR approach.

Our mission

Capsule is a producer and champion of experimental music and art. Through our annual Supersonic Festival, year-round Supersonic Presents events, large-scale projects like Home of Metal, and a new artist and producer Development Programme, we craft extraordinary new work for curious audiences.

Our vision

Our work is dominated by the desire to explore and champion the outer edges of new and experimental cultural practice, particularly experimental music. This desire however has been equalled by our aspiration to bring such work to as diverse and large an audience as it merits. Rather than simply pursue experimentation as an esoteric adventure, we see this work as something that can surprise, delight and touch people.

By 2022 Capsule aims to create a culture of artistic programming that is more demanding, diverse and risk-taking. Through our own work, and collaborations with regional and national partner organisations, we will demonstrate how supporting and trusting artists and audiences to take more risks will: lead to deeper engagement with the work; inform artists' practice; and benefit our cultural sector as a whole.

Our aims

Our aims are to introduce new and curious audiences to our programme of activity, provide a platform for new work sonic/visual practice, expand the opportunities available for artists to develop and champion the unclassifiable. We have a unique ability to present the highest quality experimental work in a playful and imaginative way in different contexts, allowing us to reach out to diverse audiences. We create a context and critical mass for new work.

Our values

As an organisation we hold a number of values close to our hearts – we passionately believe in them, they guide all areas of our work we believe these values are both universal yet pertinent to the work that we do uniquely as Capsule. They shape our mission...

- *Capsule are good hosts - we welcome all*
- *Capsule are authentic - we do it for the right reasons*
- *Capsule are tenacious - we are problem solvers*
- *Capsule are curious - we introduce people to great things & each other*
- *We work collaboratively to make it happen*

Recruitment process

Following a process of shortlisting, we will invite suitable candidates to take part in an informal conversation between staff and our existing board member(s). We may also invite interested candidates to an interview and / or to join us at our next board meeting as an observer. We would then have a follow-up conversation where we would make a formal invitation to join as a Board member.

If you wish to apply please send the following, via email to kate@capsule.org.uk by **Friday 21 February 2020**:

- a short cover letter, outlining your interest and suitability in this role
- an up to date CV
- our Equal Opportunities Monitoring form

For enquiries about any of this please contact Kate Self as above and we will respond to you as soon as possible.