



## Capsule Board Recruitment Pack



*Backxwash (Zambian / Canadian), making their UK debut performance at Supersonic Festival 2023*

**THE GUARDIAN** ★★★★★ *"The UK's best small festival, Supersonic is world-class."*

**The Quietus** "the mother of British underground festivals"

**BBC 6 Music** "UK's most exciting experimental music Festival"

“2023 marked the twentieth anniversary of Capsule’s Supersonic Festival, celebrating two decades of championing adventurous, experimental music and art in Digbeth, the industrial heart of Birmingham. It hasn’t been an easy ride, being a female-founded festival in a male dominated industry, offering up niche, underground line-ups amidst a backdrop of gentrification and underfunded art programmes, but the festival has become one of the most important dates on the UK’s artistic calendar, celebrating diversity both on and off stage, making avant-garde music accessible to all and bringing some colour and vitality to some of Birmingham’s most grey, oppressive areas.

This combination of inclusive politics, diverse representation, experimental art and unpredictable atmosphere is what has kept Supersonic so fresh and resilient for the last twenty years, and given it a unique personality amidst other, more generic UK festivals. Set against an increasingly fragmented Britain in which the costs of living are soaring and accessible forms of art and culture are consistently pushed out of city centres, the ongoing existence of Supersonic Festival starts to look less like your average music festival and more like a revolutionary act.” **The Quietus**

## **Capsule is looking for new Board members**

We are currently looking to recruit up to three new non-exec directors/board members to work alongside our small but ambitious team.

Capsule Events Ltd is a non profit distributing limited company, operating with a volunteer board of directors. The company has core funding in place from Arts Council England for the period for 2023 – 2026. Other income is raised through ticket and merchandise sales, bar/catering income, commercial sponsorship and funding from Trusts and Foundations. The company currently employs four permanent staff – Artistic Director/CEO, Executive Producer, and two Programming Assistants. Other temporary staff are added to help deliver the annual Supersonic Festival and other projects throughout the year.

There are currently six Board members, and we are now looking to recruit up to three new members to join the Board. We are particularly interested in attracting applications from individuals with experience in one or more of the following areas:

- Marketing and / or PR expertise - we are looking for support to help significantly increase the awareness and / or raise the profile of our work
- Finance, business, commercial strategy and / or entrepreneurial expertise - we would be interested to hear from anyone used to maximizing and generating revenue, as well as someone with expertise in financial reporting and / or accountancy
- Someone with a senior role from an arts, cultural and / or heritage organisation, with an insight into opportunities on the horizon and professional national/international networks you are willing to share

- Fans of our work –passionate about Capsule’s work and/or the music and art we champion, and willing and able to contribute invaluable insight and constructive criticism to improve what we do

We are committed to diversity and inclusion, and are keen to appoint candidates of different backgrounds, perspectives and experiences. We particularly encourage applications from LGBTQ+ candidates, under-represented ethnicities, and people with a disability.

## **Why join the Capsule Board?**

This is an exciting time for the organisation, 2023 saw us deliver a very special edition, celebrating 20 years of Supersonic Festival, in Digbeth where we have been based since the beginning. The city is undergoing major redevelopment work, and the cultural and creative landscape is changing – we are looking for board members to support and assist us in our move into the next exciting chapter.

Working closely alongside the Artistic Director and Executive Producer, our Board members play a key role in helping create Capsule’s vision, setting our long-term goals, monitoring progress and helping develop partnerships, increase income and ensure resilience and sustainability. Members are expected to:

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

## **What would the time commitment be?**

Board members are asked to attend four meetings per year. Currently, three of those are held online and each last approximately 2 hours. The fourth meeting is held in person in Birmingham and is more of an “Away Day” structure, lasting 4 to 6 hours and allowing more time for long-term thinking and discussion.

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

Board membership is a voluntary role, so there is no remuneration offered, but reasonable travel expenses can be covered with prior agreement. Board members are also offered complimentary tickets to Capsule Events they wish to attend.

Board members are appointed for an initial period of 3 years, after which they are eligible for re-election for two further periods of 3 years.



Supersonic Kids Gig – Flamingods

## Recruitment process

The information provided is designed to give you more of an overview of our creative work, as well as our organisational structure which we hope you find useful.

If you wish to apply, please send the following, via email to [kate@capsule.org.uk](mailto:kate@capsule.org.uk) by **5pm, Wednesday 21 February 2024.**

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

Please direct any enquiries to Kate Self, as above, who will respond to you as soon as possible.

Following the deadline we will embark on a shortlisting process, led by our Chair and CEO. Shortlisted candidates will be invited to take part in an informal interview and may subsequently be invited to join us as an observer at a Board meeting. If both parties are happy to proceed, a formal invitation to become a non-executive Director/Board member of the company will follow.