SHOWROOM WORKSTATION

Trustee Vacancies
Showroom Work Station
(Sheffield Media and Exhibition Centre)

Showroom Work Station is a registered charity and a cultural hub for South Yorkshire and the North of England.

Located in a converted 1930's art deco building, the venue is home to a four-screen cinema, creative industries business centre, event space, and café bar, in the heart of Sheffield city centre.

We are looking to recruit new Trustees to join our board. We are particularly keen to hear from anyone with knowledge and understanding of major capital projects, fundraising or the hospitality sector. However, if you don't have expertise in any of these areas, but still feel that you have something to offer, please still get in touch. This is a unique opportunity to join a creative and passionate team and help shape the future of the organisation.

As a trustee you will oversee the operation of a major cultural cinema exhibiting a diverse film programme with first run and retrospectives of curated work, including archive, documentaries, and many unique one-off programmes with regular visiting filmmakers. We are home to some very successful film festivals and host many unique events each month.

Through our trading subsidiary, we also manage the Work Station creative industries business centre, operate a successful bar/café, and conferencing facilities.

Our Trustees work closely with the Chair, Chief Executive and Senior Management Team to provide clear strategic direction to the organisation, helping to agree policy, define goals, set targets, and evaluate performance.

As with all our Trustees, we are looking for candidates who can demonstrate excellent communication skills and have a good understanding of local, regional, and cultural agendas.

Trustees are required to attend approximately 5 Board meetings per year (usually held on the last Monday of the month, 6 pm – 8 pm) and to offer relevant support and specialist knowledge to enable us to meet the objectives of our business.

The post is not paid but all Trustees receive invitations to special events and have a weekly allocation of free cinema tickets (subject to availability).

Application process:
Please download our full application pack and equal opportunities form from https://www.showroomworkstation.org.uk/info/work-for-us or call our reception team on 0114 279 6511 / or email reception@showroomworkstation.org.uk and they will email this information to you directly.

To apply please provide the following:

- A comprehensive CV or biography (a statement outlining your roles, responsibilities, and achievements in the organisations in which you currently and previously worked). Please include details of any service as a Board Trustee or any other voluntary/community work.
- Our completed equal opportunities monitoring form. This information will be treated as confidential and used for statistical purposes only.
- Daytime and evening contact telephone numbers that will be used with discretion.

Closing date: Please submit your application by midday on Wednesday 8th May 2024 by email to Julie Simpson (julie.simpson@srws.org.uk)

General enquiries: In the first instance please contact julie.simpson@srws.org.uk with any queries regarding the vacancies or application process.

For an informal conversation about the role prior to submitting your application please contact Ian Wild, Chief Executive at ian.wild@srws.org.uk

Showroom Work Station, 15 Paternoster Row, Sheffield, S1 2BX

Sheffield Media and Exhibition Centre Limited is a registered charity, number 100 2020