

Bradford— Arts Centre

**Trustee (Treasurer)
Recruitment Pack**



Thank you for your interest in becoming a Trustee of Bradford Arts Centre.

It's an exciting time to be joining our Board. In October, the company completed a major redevelopment of our arts centre, reopening as Bradford Arts Centre during Bradford's year as UK City of Culture.

As we look towards the future, we are looking to further strengthen our Board with the appointment of a **Qualified Accountant** to act as the Board's **Treasurer**.

If you are interested in applying, we'd encourage you to first read the Charity Commission's essential trustee guidance which can be found [here](#). This guidance explains the key duties and responsibilities of all Trustees of charities in England and Wales, and what Trustees need to do to carry out these duties.

Trustees are expected to attend a minimum of four in-person Board meetings a year – with further meetings and informal discussions as required; represent Bradford Arts Centre at external events; and attend at least one performance at our venue each season. This role is not paid, but we do cover any expenses that you might incur whilst delivering your responsibilities (including lost income for joining meetings).

We would welcome an application from anyone who feels they have the skills to be an effective Treasurer. We would be very interested to receive applications from people with lived experience that is currently under-represented in the arts sector and on our Board.

At the end of this Recruitment Pack, you will find a description of the responsibilities associated with being a Trustee and Treasurer of our Board. You do not need to have any prior experience of being part of a Board, we will provide any relevant training required and you will find fellow Trustees and staff here to support and help you as you learn the role.

There has never been a more exciting time to join us so we hope you will consider applying!

We look forward to hearing from you.

The Board of Trustees

Shagufta Bibi – Chair | Dr Sufyan Abid Dogra | Sameena Hussain | Marie O'Reilly |
Deepak Sharma | Rashmi Sudhir | James Wilson



About Bradford Arts Centre

Bradford Arts Centre is here for everyone. Whether you're taking time out, exploring your creativity, developing new work, or seeing exceptional South Asian dance and contemporary performance — this is your space.

We want people to feel at home. Tickets for our performances start at £1 and we offer studio space and tailored support for artists at affordable rates, all made possible through our high-quality meeting room hire in a stimulating building.

Originally founded as Kala Sangam in 1993, we moved into Bradford's former General Post Office in 2008. Now, following a multi-million pound redevelopment, we're proud to return to our beautifully restored Grade II listed home and with our new name, Bradford Arts Centre.

Situated in one of the most deprived wards in the city, 80% of the population local to our Arts Centre are 'least engaged' with arts and culture. Our audiences and participants are some of the most diverse in the country – in 2024/25, 48% of our audience were non-white British (compared to an average of 15% nationally) with 29% of South Asian heritage. Every year we enrich the lives of thousands of people as audience members for performances in our theatre, visitors to our spaces, and through schools and outreach delivery.

The company is a Registered Charity and Company Limited by Guarantee.

Our Programming Strands

Focusing primarily on dance, theatre and music, all artistic, education and outreach activity delivered by the company aligns with at least one of our programming strands:

This Is Bradford

Putting the organisation at the heart of arts delivery in the city, we offer rehearsal space, development support and performance opportunities to local artists and companies. We also bring work to Bradford which addresses societal issues for the city or is relevant to one of its many communities.

South Asia Now

We programme work by South Asian artists and organisations, or that showcases artforms from South Asia. A priority is placed on presenting work which develops the artform or is created by British people of South Asian heritage.

British Diversity

To ensure we are at the forefront of what it means to live in modern Britain, we support the creation of work which looks at cultural heritage in this context or is actively diversity-focused. This strand also covers work that fuses together different artforms, styles and cultures.



Bradford Arts Centre is looking for an exceptional individual who is a Qualified Accountant and who is passionate about the arts, Bradford and its communities. A brief outline of the responsibilities for this Trustee position is provided below but we would welcome a conversation with anyone who felt they could bring something to this post.

Trustee - Treasurer

The Treasurer plays a critical role on our Board of Trustees. Working with the company's Head of Finance, the Treasurer leads the Board in overseeing the organisation's financial performance and accounts.

As a Trustee, the postholder will work with the other Trustees and the organisation's staff to ensure the company delivers against its Charitable Objects.

Applicants should be a **Qualified Accountant**.

Specific responsibilities:

- Have oversight of the process for delivering the company's Annual Audited Accounts, meeting with the company's Auditors and supporting the Head of Finance as required.
- Review and approve accounts on completion and then present the Annual Audited Accounts for approval at the company's Q2 Board meeting.
- Act as a signatory for the company on all Finance related documents.
- Review cashflow and financial forecasting ahead of each Quarterly Board meeting.

Desirable attributes:

- The ability to present complex financial information in simple, accessible ways to a range of stakeholders including all staff and Trustees.
- Knowledge and understanding of the publicly funded arts sector and the current financial challenges and opportunities it faces.
- An understanding of Bradford and its communities – particularly those local to Bradford Arts Centre.
- Someone who is organised, reliable and has a positive, can-do attitude.

We expect all Trustees to have the following attributes:

- An understanding of, support for and commitment to Bradford Arts Centre's artistic strategy and values.
- The ability to represent the organisation and its strategic aims at events and external meetings.
- A strong commitment to diversity and equality.

How to apply

If you would like a confidential, informal discussion before applying, please contact Bradford Arts Centre's CEO, Alex Croft (alex.croft@bdartscentre.co.uk), who will be happy to answer any questions you may have.

Alex will also be happy to arrange for you to speak to one of Bradford Arts Centre's current Trustees should you wish.

To apply for this position, please email a copy of your CV and a covering letter stating why you are interested in becoming Treasurer to: alex.croft@bdartscentre.co.uk

Closing date for applications is Friday 9th January 2026.

Applications will be reviewed by the company's Trustees, with selected candidates offered the chance for an initial informal meeting with Shagufta Bibi (Chair) in February 2026.

A proposed candidate will then be offered the opportunity to observe the company's Q4 Board meeting in April 2026 before appointment in the Summer.

Thank you for your interest in this position.

