



THE ROYAL  
EDINBURGH  
MILITARY  
TATTOO

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BOARD MEMBER

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APPLICANT INFORMATION

## *The Royal Edinburgh Military Tattoo*

# INTRODUCTION

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THE ROYAL EDINBURGH MILITARY TATTOO IS A WELL RECOGNISED ENTERTAINMENT GROUP, COMPRISING A CHARITABLE COMPANY (THE PARENT) AND THREE SOLELY OWNED SUBSIDIARIES, INCLUDING THE OPERATING COMPANIES RESPONSIBLE FOR PRODUCING THE SPECTACULAR ANNUAL TATTOO IN EDINBURGH.

The Royal Edinburgh Military Tattoo sets out to deliver world-class entertainment that will enrich people's lives through creativity, connection, and contribution.

The annual public military event, set against the dramatic backdrop of Edinburgh Castle, is rooted in Scottish tradition and it exceeds the expectations of its audience and partners year on year. In doing so, the Tattoo contributes greatly to its charitable purposes and the connection of people and culture.

The Tattoo enjoys an enviable reputation for quality and spectacle, performing to a live audience of 220,000 people from around the globe each August. With core employees of 35, a turnover of £17M, and bringing over £77M in 'additionality' to the economy, the charity and its associated production companies seek increasing agility in a complex and competitive, global tourism and entertainment market.

Despite the 2020 Show being cancelled in light of Covid-19, and the associated challenges throughout 2020, The Royal Edinburgh Military Tattoo has continued its commitment to its audiences, staff, stakeholders and charity partners through ongoing activity. Plans are well underway to make the Tattoo's live show return even more unforgettable than ever before in 2021.



## *The Royal Edinburgh Military Tattoo*

# THE ROLE

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The Board of The Royal Edinburgh Military Tattoo Limited oversees the trading activities of the group subsidiaries – in particular the staging of the Tattoo in Edinburgh as well as potential touring tattoos at home and abroad, and other event opportunities. While day-to-day operations are led by the Chief Executive Officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

The Board is currently seeking to appoint a new Director with finance, audit and risk management experience. In addition to Director duties this person will join the Finance, Risk & Audit Committee and it is anticipated that this new Director will also succeed the incumbent Chair in 2022.

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1-3 Cockburn Street, Edinburgh, EH1 1QB

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## *The Royal Edinburgh Military Tattoo*

# DIRECTOR DUTIES

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All Directors are expected to provide leadership, good governance and oversight.

### **RESPONSIBILITIES INCLUDE:**

- Shaping the strategic direction of the Company as a member of the Board and serving as a trusted advisor to the Executive as they develop and implement The Royal Edinburgh Military Tattoo's strategic plan.
- Reviewing outcomes and metrics created by The Royal Edinburgh Military Tattoo for evaluating its impact, and monitoring its performance and effectiveness using those metrics; reading briefing packs and supporting materials in preparation for Board and committee meetings.
- Approving The Royal Edinburgh Military Tattoo's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the CEO.
- Assisting the CEO and Board Chair in identifying and recruiting other Board Members.
- Partnering with the CEO and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments.
- Representing The Royal Edinburgh Military Tattoo to stakeholders; acting as an ambassador for the organisation.
- Ensuring The Royal Edinburgh Military Tattoo's commitment to a diverse board and staff that reflects the communities The Royal Edinburgh Military Tattoo serves.



## *The Royal Edinburgh Military Tattoo*

# THE FINANCE, RISK AND AUDIT COMMITTEE

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The Finance, Risk and Audit (FRA) Committee's primary purpose is to ensure that the organisation has a long-term financial strategy which is consistent with its objectives and to ensure that effective audit programmes, financial reporting and risk management is in place.

The Chair of the FRA sets the agenda, chairs meeting and coordinates actions assigned to the Executive team. The Chair reports to the Board on material strategic matters. The Chair will work closely with the Chief Operating Officer and Head of Finance & IT and is supported on administration by a Governance & Legal Manager.

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### **BOARD TERMS/PARTICIPATION**

The successful candidate will serve a four-year term in the first instance and, on agreement with the Board, can be eligible for re-appointment for a second term of four years. Board meetings are usually held in January, April, June and October. Directors are invited to attend a 'Directors Night' at the Tattoo during August. Directors are also asked to support the hosting of our guests on one or two nights during the run of August if they are able.

FRA meetings are held four times a year as decided by the Chair but usually in March, May, September and December.

The parent company of The Royal Edinburgh Military Tattoo Group is a charitable entity and therefore service on our Boards and Committees is without remuneration, except for expenses, travel, and accommodation costs in relation to Board Members' duties. As Chair of the FRA there will be a need for regular face to face engagement and therefore candidates must be able to travel to Edinburgh with relative ease.



## **QUALIFICATIONS**

This is an extraordinary opportunity for an individual who is passionate about The Royal Edinburgh Military Tattoo and who has a track record of being a member of (or significant experience reporting to) a board and finance/audit committee.

Candidates will have achieved senior executive level appointment in their career. Experience in entertainment, events and/or arts sectors is desirable but not a necessity.

## **CANDIDATES WILL HAVE THE FOLLOWING GENERAL CHARACTERISTICS:**

- General business and commercial experience.
- Strong strategic, financial and commercial acumen are essential along with a proven reputation and a track record of excellence in your career.
- A commitment to and understanding of The Royal Edinburgh Military Tattoo Group's beneficiaries and stakeholders, preferably based on experience.
- Honed leadership and diplomatic skills along with a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals and stakeholder groups.
- An independent thinker with sound judgment.
- Personal qualities of integrity, credibility, and a passion for delivering a world-class Show and improving the lives of The Royal Edinburgh Military Tattoo's beneficiaries.

## **CANDIDATES WILL ALSO HAVE THE FOLLOWING ADDITIONAL QUALIFICATIONS AND EXPERIENCE:**

- Demonstrate the ability to prepare and chair meetings effectively.
- Significant recent and relevant financial experience.
- Experience in risk management.
- Experience reporting to or as a member of Audit/Finance/Risk Committees.
- An accountancy qualification.



## *The Royal Edinburgh Military Tattoo*

# HOW TO APPLY

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Please send a CV and letter of application, addressing how your experience matches the role description by email to **FionnualaT@edintattoo.co.uk**.

The letter of application should be no more than two sides of A4.

All applications will be acknowledged.

For an informal conversation about the job, please email **FionnualaT@edintattoo.co.uk** who can make appointments with the current Chair of FRA, Chief Executive or Chief Operating Officer.

**Deadline for applications:** 5pm Monday 30th November 2020

### PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

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