



Company Secretary at The Regent

Thank you for your interest in the role of Company Secretary at The Regent (Christchurch) Ltd.

The Regent is a multi-purpose cinema and theatre in the heart of Christchurch, offering a full programme of films, live theatre, National Theatre streaming, local theatre and community group shows, other events and comedy nights.

We are a friendly and enthusiastic Board committed to working hard to ensure The Regent goes from strength to strength with Oscar Sellick-Pilley our General Manager, our enthusiastic staff team and our many wonderful volunteers without whom we couldn't operate.

No formal qualifications are necessary for the role of Company Secretary, but strong administrative and interpersonal skills are needed and an understanding of the legal framework in which companies and charities operate would be a distinct advantage. We are a company limited by guarantee and a registered charity. We are a volunteer Board and this role is unremunerated although we cover reasonable expenses.

If you'd like the chance to become involved with this much-loved local venue then take a look at the role profile.

The Board meets for a morning each month and the commitment outside of the AGM varies but is probably around half a day a week.

If you would like an informal chat with our Chair Sue Wilkinson, then please contact her at Chair@theregent.co.uk.

Closing date for applications Friday 6 June.

Please apply with your CV & Cover Letter to Chair@theregent.co.uk