

26 February 2020

ARTSADMIN SEEKS NEW TRUSTEES

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ABOUT ARTSADMIN

Artsadmin is a highly regarded, long-established arts organisation, which works with a variety of artists, supporting them to create bold, new performance and interdisciplinary projects for local, national and international audiences. We also design and deliver free advice, training, and artist-led development opportunities for hundreds of other artists: from young people getting involved in performance for the first time through to professionals with established careers.

Toynbee Studios, our base in Tower Hamlets, is a permanent home for up to 20 creative, cultural organisations and a centre for the creation, development and presentation of new work. Our six rehearsal studios and meeting spaces are booked by a variety of theatre, dance and opera companies, making our building, and our café, a lively place to work.

Our building is accessible, but we are constantly striving to improve the ease with which [disabled](#) people use our facilities. If visitors or users have any particular access requirements, we aim to make reasonable adjustments in order to be able to meet those requirements.

Everything we do is underpinned by our core values. We aim to be:

- **Sustainable.** Raising awareness of environmental issues through the arts and seeking greener ways of working
- **Collaborative.** Developing long-term relationships with diverse audiences, artists and partners
- **Bold.** Encouraging artists to take risks, supporting radical approaches and promoting experimentation

Context:

In December 2020, Artsadmin will make a new NPO ([National Portfolio Organisation](#)) application to Arts Council England, which involves writing a new Artistic and Business Plan. This coincides with a significant organisational shift, following the retirement of Artsadmin's founding Director and a period of internal reflection. The new Executive and Artistic Directors, Deborah Chadbourn and Róise Goan, with the support of and reporting to the Board, would like to take this opportunity to collectively review our core mission and purpose as a team, which we will do over a series of meetings with the team, board and artists. As such, 2020 marks a really exciting time for the organisation, particularly with the launch of Season for Change, our national climate-focused programme delivered with Julie's Bicycle, and the next phase of delivery on Unlimited, our commissioning programme for disabled artists with Shape Arts.

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We are looking for new Trustees, including a new Chairperson to add to the skills and experience of the current Board, who enjoy working as part of a supportive but rigorous team, and are passionate about the arts and the power they have to change lives. We expect that you will know our work and the contemporary arts sector that Artsadmin is part of, but if you haven't seen work that Artsadmin produces live or visited our home in Toynbee Studios, and are interested in becoming a Trustee regardless, do get in touch.

We are looking particularly, but not exclusively, for individuals who have expertise in the following areas:

- Marketing, communications and PR
- HR
- Contemporary/interdisciplinary performance and cross-artform expertise
- Fundraising
- IT and Digital infrastructure

With this recruitment process, we are seeking to increase the diversity of the board. We acknowledge that Artsadmin is currently a majority white organisation and we need to become an organisation that reflects the diversity of the UK. As a result, we are currently developing an anti-racist strategy as part of a commitment and ongoing process to create a diverse and inclusive workplace and governance structure. We are proactively seeking to recruit board members who are people of colour via this recruitment, as well as disabled people. We also encourage younger individuals to apply, particularly as a way to develop experience and skills in the sector. We can offer training for on governance to new Trustees.

We are fully committed to diversity and inclusion and want to practice what we preach. We're interested in the whole person and know that we all develop skills both in and outside of work, so even if there are some boxes you don't quite tick we'd love to hear from you anyway.

For the recruitment of these roles we are committed to ensuring that there is:

- A person of colour on the selection/interview panel
- A disabled person on the selection/interview panel
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview

Being a Trustee

As a Trustee of the Charity and member of the Board, you will use your experience to help the organisation achieve its full potential as an arts organisation that supports artists to create without boundaries, connecting them to audiences on a local, national and international level.

This involves:

- Ensuring good governance and management to achieve financial stability, resilience and statutory compliance.

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- Using your specific knowledge and experience to provide advice and guidance on issues relevant to your area of special expertise.
- Developing the strategic vision and long-term planning.
- Meeting its funding obligations in particular as an Arts Council England National Portfolio Organisation.
- Supporting the Company's fundraising campaigns as appropriate.

The Board meets five times a year at Toynbee Studios in London. Board meetings are usually held in the evenings on weekdays. One of these meetings is a longer Board 'awayday' that usually happens in the summer. Currently there are also two sub-committees which members may be asked to join. Reasonable travel expenses for those based out of London can be covered.

As a Board member you will agree to:

- Attend meetings in east London.
- Be fully up to date with the business of the company.
- Be well prepared for each Board meeting.
- Offer timely feedback and responses when business has to take place remotely.
- Attend performances and events where possible.
- Advocate for the company where/when appropriate.

If you haven't been a Trustee before, and would like to find out more about what it entails, you can have a look at this information put together by the Charity Commission: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

If, having read the above, you are interested in becoming a Trustee please email Deborah Chadbourn, Executive Director, deborah@artsadmin.co.uk or Róise Goan, Artistic Director, roise@artsadmin.co.uk with a one-page expression of interest (you can also include a CV if you wish). Should you wish to have an informal chat before applying, please also get in touch with either Deborah or Róise to schedule a call. We're interested to hear what you would like to get out of being a Trustee of Artsadmin, as well as how you feel you could help us. If you need to use another form of communication, such as video, please let us know; we aim to be as accessible and inclusive as possible in this process.

The closing date for initial expressions of interest is Friday 10 April at 5pm (GMT). We aim to schedule meetings/interviews with a shortlist of candidates in late April so that selected candidates can observe at our next Board meeting on 18 May.