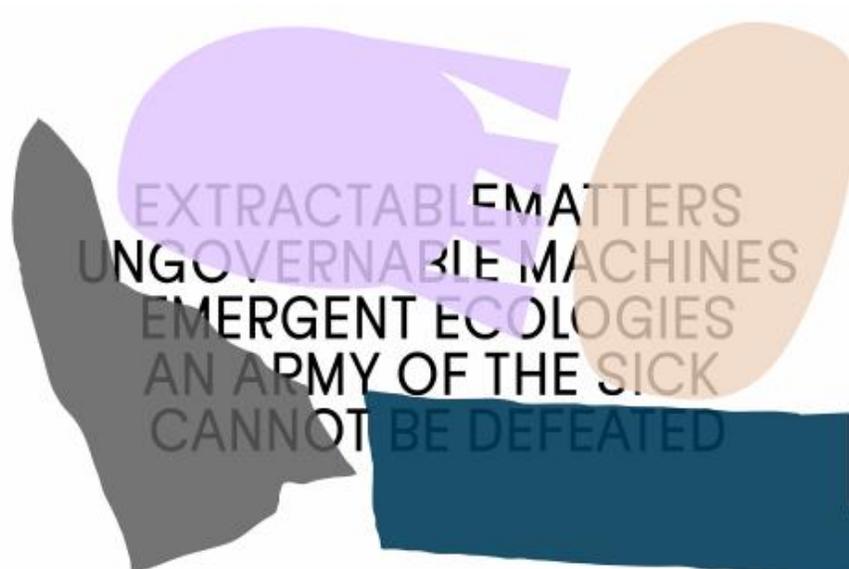


## ARTS CATALYST TRUSTEE & TREASURER RECRUITMENT



Arts Catalyst is looking to recruit new trustees and a treasurer based in the North of England with a dynamic set of skills and experiences. This is an exciting time for the organisation where we are launching a new programme of activity dedicated to South Yorkshire audiences and developing new national and international projects.

Our Board of Trustees is critical in steering the strategic development of the organisation, and their skills and experience will help shape our future to become more financially sustainable, to champion equality, diversity and inclusion and to ensure that environmental responsibility underpins our work and operations.

Recognised as one of the UK's leading art and research organisations, we regularly work in collaboration with artists, scientists, communities and organisations around the world to activate new ideas, conversations and transformative experiences across science and culture.

[Read our Mission statement](#)

## **Our Values**

We are committed to:

- expanding the potential of arts organisations as active agents of change
- working collaboratively based on shared values and mutual respect
- championing artists' professional development and supporting risk-taking, ambition and experimentation
- working in ways that are both hyperlocal and responsive to planetary challenges and changes
- reducing our environmental impact on the planet and tackling climate change through our programme
- valuing all forms of knowledge equally
- proactively working to expose structural inequalities, systemic oppression and to resist racial prejudice through our programme and within all aspects of our work
- ensuring our work, our values and our governance reflects the diversity of contemporary society
- ensuring equality of access and opportunity across all aspects of the organisation and our work
- maintaining financial transparency and a robust ethical approach to funding

## **Company Information**

Arts Catalyst is a registered charity and a company limited by guarantee, founded in 1994. It is an Arts Council England National Portfolio Organisation, based in Sheffield, South Yorkshire. Its annual turn over is approximately £240k-265k annually with approximately 40% dedicated to the artistic programme. Currently there are five staff members:

Laura Clarke (Artistic Director/Joint CEO)

Claudia Lastra (Executive Director/Joint CEO)

Anna Santomauro (Curator)

Finn Warman (Programme and Communications Coordinator)

Shiri Webb (Finance and Administration Assistant)

We are committed to creating a diverse and inclusive workforce and provide professional development opportunities for trustees, staff, artists and freelancers.

Currently we have eight trustees. The role of the trustees is to support the organisation through unique skills and leadership to contribute to the success of Arts Catalyst. The current chair of the Board is Karen O'Neill (Chief Executive/Director, The Dukes, Lancaster) who was recently appointed in May 2021, after serving as a trustee for the organisation since May 2020.

## **JOIN THE BOARD**

We are seeking 2 - 4 trustees and another trustee who will also act as our treasurer.

Our Board is dynamic and diverse, passionate about the arts and active within the creative industries. Current trustees have expertise across community engagement, performing and visual arts, museum studies, academic research, HR, music and the commercial sector. With Arts Catalyst's full relocation to Sheffield we are now seeking new charity trustees who are based in the north of England to join the Board in 2021 - 2022.

Trustees are responsible for steering the strategic direction and governance of the charity (see role outline below for more details). The Board is required to meet four times a year, (typically - February, May, September and November) either online or in person with social distancing measures applied. Usual hours for meetings in 2021 are in the morning or early evening during weekdays. Additional times may be required for interim Board or subgroup committee meetings.

It is highly important that trustees try to attend exhibition openings, public events or online events and act as ambassadors for the organisation. We endeavour to ensure our meetings and events are accessible to all.

We are seeking people who are enthusiastic about contemporary arts and the role cultural organisations play in creating societal change. Trustees should be able to commit themselves for a period of 3-4 years.

We are committed to supporting a diverse and inclusive board as well as applicants who are interested in their first trusteeship.

As well as supporting a diverse range of artists, our staff team and Board of Trustees bring a range of perspectives to our organisation and we would encourage people who are currently disproportionately underrepresented in the visual arts sector to apply, including those who are Black, Asian or of the Global Majority, those who have faced socio-economic barriers, those who identify as LGBTQI+, and those with disabilities.

If successful, you will become part of a dynamic and ambitious creative organisation and form a crucial role in supporting Arts Catalyst at a vital stage in its development to grow, make new connections, and realise new opportunities in South Yorkshire and beyond.

As a Trustee, you will be placed on the public register with Companies House as a Director of the company and listed as a Trustee of the charity with the Charities Commission. Board members are volunteers, although out-of-pocket expenses can be paid to ensure members are able to attend meetings.

The Arts Catalyst constitution allows for a minimum of 3 and a maximum of 12 Trustees, elected for a 4 year term but with the opportunity to be re-elected. The Trustee role is voluntary but out-of-pocket expenses are paid.

## **THE ROLE OF THE BOARD IS TO PROVIDE:**

- Commitment to the aims, principles and policies of Arts Catalyst.
- Willingness and the ability to understand and accept their responsibilities and liabilities as Trustees, and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good independent judgement, and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- Entrepreneurial and strategic leadership in pursuit of the organisation's objectives.
- Prudent and effective governance including the assessment and management of risk.

## **RESPONSIBILITIES OF THE BOARD AND THE CHAIR**

- Approve the mission
- Approve the business model / plan
- Agree the strategy and planning process and maintain the strategic vision
- Ensure legal and financial obligations are adhered to
- Oversee and support programming policy
- Assist with fundraising and contacts
- Actively advocate for and promote the organisation
- Oversee organisational change
- Take responsibility for health and safety, equal opportunities and other necessary policies
- Be a champion of diversity and inclusion (see Arts Council's guidance on the Creative Case for Diversity <https://www.artscouncil.org.uk/diversity/creative-case-diversity>)
- Attend 4 Board meetings per year, including separate sub-committees where appropriate
- Attend at least 4 events per year
- Give an undisclosed donation once per year (from £10 per annum upwards)
- Assist and advise the Executives where necessary

## **RESPONSIBILITIES OF THE TREASURER**

- Oversee and present budgets, accounts and financial statements to the management committee
- Liaise with designated staff about financial matters
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation (charity commission and companies house).
- Present quarterly financial reports and annual reports to the board of trustees
- Advise on financial implications of strategic and operational plans

- Review and present revised financial forecasts based on actual spend.
- Review and present regular reports on the organisation's financial position
- Review accounts for audit and liaising with the Executive Director, as required
- Present accounts at the AGM
- Advise on the organisation's reserves and investment policy.

**We are interested in hearing from people with skills, knowledge and expertise in one or more of the following areas:**

- Third sector – particularly in health and wellbeing
- Business leadership including commercial orientated income strategies and corporate sponsorship
- Sheffield or South Yorkshire community organisers
- Strategic development and city planning
- Local governance and politics
- Environmental sustainability advocate or climate change communication (arts, science, community or humanities)\*

Previous experience of Board membership is not essential but you should possess strong leadership skills or strategic management experience or team building skills.

*\*We are open to anyone from a range of backgrounds who has a strong commitment to environmental sustainability and who has a broad knowledge of the effects of climate change either from an arts, corporate, heritage, activist or academic position.*

**For the role of the treasurer, we are looking for someone with a background in any of these areas:**

- Accounting or finance (in a charity, non-for profit or small business)
- Senior financial management experience (as an executive, finance director or head of department)
- A former treasurer role.

## **HOW TO APPLY**

To apply please provide a CV and covering letter of no more than 2 pages outlining

- Why you want to be on Arts Catalyst's board of trustees
- What contribution you can bring to the skills and networks we are interested in
- The Training and Development needs you think you'll have if appointed
- If you wish to take on the role of Treasurer please also state this in your application.

Arts Catalyst operates an Equality, Diversity and Inclusivity Policy and actively encourages diversity and inclusivity across all areas of the organisation.

If you wish to have an informal discussion with either of our joint CEO's about the role of trustees or treasurer, please contact Claudia Lastra, Executive Director via [claudia.lastra@artscatalyst.org](mailto:claudia.lastra@artscatalyst.org)

Email your CV and covering letter to Claudia Lastra, Executive Director via [claudia.lastra@artscatalyst.org](mailto:claudia.lastra@artscatalyst.org) **by 30 November 2021**.

We ask all applicants to complete an Equal Opportunities form to help us monitor the reach of our job adverts. **Please complete via the link below.**

<https://forms.gle/U2GxwbMnbaQDwq3c7>