

**Nottingham  
Contemporary**

**Open call to join our Board**



# Open call

**We are looking for two new trustees to join Nottingham Contemporary's Board. We are seeking people who can contribute to our ongoing work towards racial justice and in tackling inequalities, as well as the delivery of our mission to be a world-leading place for shaping and imagining the future of art, education and ideas.**

**We especially encourage applications from people of colour and younger people (under the age of 35), as well as those whose experiences and perspectives are currently under-represented on our Board and in our sector.**

**We welcome applications from cultural and educational practitioners, as well as from people with no prior board experience. We want our Board to reflect the people and city we serve.**

**We hope you'll consider being involved.**



# 1. Key information

## Time commitment

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The usual term, or length of service, for our trustees is 4 years. However, we recognise that this may not always be appropriate, so will respond and adapt terms of service to people's requirements.

We would normally expect trustees to prepare for and take part in 4–5 Board meetings per year; each year, one of these is an awayday and lasts for 4–5 hours. Meetings are typically held at Nottingham Contemporary, with one held in London or elsewhere. Trustees can also attend virtually, via Skype or Zoom. Meetings typically last three hours with preparation time of 1–2 hours required to read and consider written reports on progress against strategic goals and finances.

In addition, we want to engage trustees to help further develop key pieces of work – for example, our renewed anti-racism commitments and our work with young people. This will involve connecting to key members of staff or taking part in other meetings and will require approximately one hour per month. Trustees are encouraged to support Nottingham Contemporary

through attendance at events or seasonal exhibition openings (three per year), but we recognise that people have different demands on their time.

## Payment

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The role, as defined by the Charity Commission, is an unpaid voluntary position. Expenses incurred taking part in Board business, such as travel, caring or support costs, will be reimbursed or met directly by Nottingham Contemporary.

## Access

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Information about our access statement and facilities can be found [here](#). Please do get in touch to discuss requirements, both as part of the recruitment process and in relation to the role as trustee. Requirements, such as BSL translation, can be provided.

## Benefits

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We offer mutually devised mentoring and training opportunities, based upon the needs and interests of new trustees. The role can provide opportunities for the development of experiences and networks in

the cultural sector and beyond. The position will suit an individual who is committed to furthering arts and education in our city and beyond.

## Recruitment process:

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There will be an informal opportunity to meet current trustees and staff to find out more on Tuesday 22 September, 12–2 pm. If you'd like to join us please contact us to express your interest and tell us if you'd prefer to meet in person or online.

A CV and brief Expression of Interest will be used to select candidates for an informal interview. An Expression of Interest can take the form of a short, written statement (max 500 words) or a 4-minute filmed response.

Please share information about yourself, what you might bring to the role and what attracts you to it, referencing the requirements listed in Section 3.

Closing date: 5 October, 5pm

Informal interviews: w/c 12 October

## 2. About Nottingham Contemporary

Nottingham Contemporary is one of the UK's leading and largest centres for contemporary art and a registered art and education charity. Since opening in 2009, we have welcomed two million people and presented more than 60 exhibitions of international art. Our exhibitions, events, learning programmes and research offer extraordinary perspectives on the current moment and with the wider world. We collaborate with a wide range of partners, from local to international to experiment, exchange and disseminate ideas and research. We are a proudly civic institution, embedding ourselves in the city while building broad and diverse audiences. Each year around 25,000 adults, young people and children take part in our free learning programmes.

Nottingham Contemporary has an exceptionally young audience: 29% are aged 16–24 years, and more than half are under the age of 35. We deliver a successful young people's programme and are committed to young people's access to and progression within the arts. We want our Board to reflect the people and city we serve. Trustees will help us amplify young people's voices in the organisation and the sector and

support us to remain connected to young people and the current moment.

We are acutely aware of the disproportionate impact of the pandemic on the lives of young people and on communities across our city and are developing our programmes and partnerships to respond to changing needs. This is an unprecedented time for our sector and our organisation as we respond to the world-changing impacts of COVID-19 and issues of social injustice. Trustees will play an important role as we reimagine and focus our work.

The Black Lives Matter movement calls to organisations everywhere to listen and to act to address inequalities and the ways that systems exclude. We commit to being an anti-racist institution and to understand what this means in principle and in practice.

We recognise that wider knowledge, skills and perspectives are needed to strengthen our strategic direction and culture and have set targets for trustee appointment. By August 2021, our Board will reflect the demographics of Nottingham. More information about our current trustees can be found [here](#).

Our renewed anti-racism commitments include; ongoing training for staff and trustees; a trainee scheme to support access to and progression within the sector; and the development of positive and inclusive recruitment practices.

On the board is an existing Inclusion Champion, who acts as a bridge between staff and trustees, supporting the development of our inclusion work. At every meeting, progress against an action plan is reported to trustees. This plan is developed and progressed by staff from across teams, and seeks to increase the representation of our workforce, partnerships and audiences and to ensure our work is relevant and accessible.

We employ around 75 people with an annual turnover of £2 million. We receive grant funding from a number of public and charitable sources and our principal funders are Arts Council England, Nottingham City Council, Nottingham Trent University and University of Nottingham. Further information can be found [here](#).

# 3. The trustee role



Trustees have the overall legal responsibility for a charity. The law describes them as ‘the persons having the general control and management of the administration of a charity’ (Charities Act 2011). Their overarching role is to provide constructive and objective advice, to act as advocates for the charity and to support the management team.



The broad duties are to:

- Ensure that Nottingham Contemporary pursues its strategic purpose and complies with its governing documents and with legislation such as charity law, company law and employment law
- Provide strategic direction, set policies, define goals and evaluate performance against agreed targets
- Ensure the financial stability of the organisation and to manage resources responsibly and sustainably

More information about the role of charity trustees can be found [here](#).



Trustees each bring their own skills, knowledge and experience to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues and providing advice and guidance. The role requires:

- A commitment to our work and to social justice, with an interest in art and education
- An ability to think strategically and creatively to help us reimagine our future and better serve our communities and partners
- Good judgement with a willingness to speak their mind, ask challenging questions and help find solutions
- An ability to work collaboratively and as part of a team
- An understanding or willingness to learn the legal duties and responsibilities of trusteeship
- A commitment to the 7 principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

# 4. Connect

**Thank you for your time. We hope you consider applying for the role and look forward to hearing from you.**

**Please email your Expression of Interest and CV to Pav Orton  
[pav@nottinghamcontemporary.org](mailto:pav@nottinghamcontemporary.org)**

**If you have access needs or would like more information or information in an alternative format, please contact Pav. If you'd prefer to speak on the phone, you can request a phone call by email to Pav or by calling our main Reception 0115 948 9750. Pav is currently working from home and will return your call.**

**Please contact Pav to express an interest in meeting current trustees and staff informally on Tuesday 22 September, 12–2 pm**

**This call has been collectively written, with contributions from across our team and board.**

**[www.nottinghamcontemporary.org/about/board/](http://www.nottinghamcontemporary.org/about/board/)**

**<https://tinyurl.com/yyxxo7zu>**

**[www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved)**

**[www.gov.uk/government/publications/the-7-principles-of-public-life](http://www.gov.uk/government/publications/the-7-principles-of-public-life)**

**Photos by Sam Kirby**

