



Trustee Recruitment Pack Spring 2023

Job title: Trustee Phoenix Art Space (**Buildings/Property**)

Closing date: 3rd March 2023, 5pm

Interview Dates: TBC

Phoenix Art Space is seeking a new Trustee to join our board. This is an exciting time to join Phoenix Art Space as we continue our close engagement with our local communities whilst expanding our creative profile nationally. To do this we need to ensure that the organisation remains ambitious, resilient, and financially stable.

About Phoenix Art Space

Phoenix Art Space is a unique arts organisation, located in the centre of Brighton. We were established as a charity in 1995. A thriving and dynamic space, we provide and maintain a range of creative opportunities in the heart of the city, including:



- 100 affordable artists' studios
- two public galleries
- 12 free exhibitions per year

Alongside our exhibition programme, we put on a range of regular community events which are open to everyone. These include:

- talks and presentations from artists & arts organisations
- family fun days
- short courses, one-day events & drop-in workshops.

Phoenix is overseen by The Board of Trustees. The Executive Director reports to the Board and line manages the team of eight key staff. Phoenix currently has 10 trustees:

- Sian Prime, Chair of the Trustees, Deputy Director: ICCE, Goldsmiths
- Allan Murray, Treasurer, Strategy Director, American Express
- Stig Evans: artist, Phoenix studio member
- Heidi Copland, Partner, DMH Stallard law firm
- Kate Strachan: artist, Phoenix studio member
- Juliet Walters: artist, Phoenix studio member
- Alli Beddoes, Director of Lighthouse
- Sophie Parkin Senior Sponsorship & Partnerships Manager, Royal Academy of Arts

We are seeking a new Board Member who has specialist or lived experience in the following area:

- **Property Management and Development**

Phoenix Art Space is committed to ensuring equitable working environments and programme activity. We consider diversity a strength and are keen to make our organisation's Board, staffing and programming more representative of the different backgrounds and experiences that make up our communities. We acknowledge the multiple barriers that many communities face, and we work to remove these in our programmes and organisation.

We particularly welcome applications from people who are currently underrepresented in the UK arts sector, including those from Global Ethnic Majority backgrounds, those who identify as D/deaf, disabled or neurodivergent, LGBTQIA+, are early in their careers and those from lower socio-economic backgrounds or living or working in areas of socio-economic deprivation.

Trustees are not paid for their time, however we are able to reimburse trustees for expenses incurred in travelling to attend Board meetings, for any access needs and/or childcare, or care of other dependants, while attending meetings.

Board meetings are currently taking place virtually, each quarter.

As a Trustee you:

- Give overall governance to Phoenix Art Space, setting the direction and overseeing its activities
- Ensure Phoenix Art Space is always working towards its objectives outlined in our governing documents
- Advocate for Phoenix Art Space vision, mission and values internally and externally
- Promote and enable equity, inclusion and diversity

Trustees are appointed for an initial term of 3 years. Currently the maximum term for trustees is 6 years. All new Trustee appointment are subject to review after 1 year.

Trustee responsibilities

The key responsibility for board members is to help Phoenix work towards its vision, purpose and goals through the following activities:

- Attend four regular board meetings a year

- Represent and advocate for Phoenix Art Space at events (for example Phoenix Arts Space and other Private Views)
- Contribute to sub committees and groups (e.g Finance Subcommittee, which meet regularly or the Trustee recruitment group, which meets as necessary)
- Advise on, and help develop, organisational strategy and delivery, including policies that fall within your expertise
- Ensure compliance with governing documents and the law
- Ensure accountability to Phoenix members, funders and wider movement
- Maintain proper fiscal oversight, signing off and scrutinising reporting against budgets
- Oversee the management of risks to Phoenix funding, reputation and delivery
- Exemplify Phoenix's values and culture through ways of working and interacting
- Maintain effective board performance (including appointing new board members)
- Effectively work with and respect the expertise of the Phoenix staff team.

Support and Access

We are committed to making our opportunities accessible to all and supporting those facing barriers to apply or to become a trustee. If you would like to have an informal conversation about the role and any access requirements – please contact the Chair **Siân Prime**, sian.prime@gmail.com. We will also work with each appointed trustee on an access 'rider' document in order to outline and address any access requirements.

This job description is not exhaustive, and not all areas are active simultaneously. This description is aimed at providing a guide to the main duties of this post. It may be amended by the Board from time to time, in consultation with the post holder.

How to apply:

Please send your CV and a one page covering letter outlining your relevant experience and your interest in joining the Board of Trustees of Phoenix Art Space to info@phoenixbrighton.org by the application deadline, Friday, 3rd March 2023, 5pm