Chair of the Board of Trustees
Recruitment Pack Summer 2023

Phoenix Art Space is looking to appoint a new Chair to our Board of Trustees to support the organisation through its next phase of development.

We are a charitable (not-for-profit) arts organisation based in the heart of the City of Brighton & Hove, and the largest provider of professional artist’s studio space in the South East region. We provide 100+ studio spaces, short-term project space for hire, a rolling gallery programme, education programme and a cafe which bring together professional artists and the general public in a friendly and creative environment.

We welcome applications from individuals experienced in governance and with the commitment, qualities and attributes to effectively lead our organisation and shape the future of Phoenix Art Space.
Having led the Board of Trustees for 3 years, our current Chair, Siân Prime will step down from the role in Autumn 2023. We are now seeking to appoint an experienced leader dedicated to supporting the Board, CEO and Management Team in the development of a new Business Plan & artistic vision for the organisation.

Phoenix is an equal opportunity employer and welcomes applications from all members of the community, especially those that are currently under-represented within cultural organisations (including people from Black, Asian and ethnically diverse backgrounds and people who identify as coming from marginalised communities).

We welcome applications from individuals experienced in governance - either as an employee, volunteer or experienced as a Chair and with the commitment, qualities and attributes to effectively lead our organisation and shape the future of Phoenix Art Space. Our Board and team is predominately white, cisgender and non-disabled. We know there are barriers to joining Boards of Trustees. We believe that what we will have a greater impact when our charity reflects the city in which we work, and we fully welcome applications from those who will bring a different voice to the team.

As part of our commitment to being a Disability Confident employer, all Disabled applicants who meet the minimum criteria for this vacancy will be offered an interview under our guaranteed interview scheme.

This document provides information on Phoenix Art Space activities and achievements, a description of the Chair’s responsibilities, and guidelines on how to apply.

The role of Chair is a voluntary, unpaid, non-executive appointment.

- In addition to four Board Meetings per year, the Chair is expected to attend Phoenix Art Space events, including its annual Open Studios and other significant events.
- The Chair also serves on key Committees.
- In total, the commitment required equates to at least 2 days per month with the capacity to increase this time should the need arise.

**Purpose of Role**

- To lead and direct the Board and the organisation through an exciting period of change & development.
- To ensure the Trustees fulfil their duties and responsibilities for the proper governance of Phoenix Art Space
- To ensuring that Phoenix Art Space complies with its governing document, charity law, company law and other relevant regulations
- To support the Chief Executive and to ensure the Board works in partnership with the CEO & the Staff Management Team.
- To support and empower the CEO to lead the staff to achieve the organisation’s vision and aims.

**Working with:** Chief Executive of Phoenix Art Space & Members of the Board of Trustees
Vision :

- To support a diverse range of artists’ practice, providing affordable studio facilities and resources for artists
- To be a centre of artistic activity, bringing together professional artists and the public in a setting that encourages creativity, collaboration and exchange
- To present an outstanding, integrated programme of curated exhibitions, public events and learning activities
- To be an inclusive organisation delivering its activities from an accessible, sustainable and fit for purpose building

Mission :

Phoenix Art Space’s core mission is to create the conditions through which art can flourish. We provide a setting where professional artists and the wider public can create, learn and collaborate. Through an integrated programme of exhibitions, events and learning activity we offer all participants a direct and meaningful experience of the arts. We believe the process of creating is as important and valid as the end product, and this principle guides the way we deliver our business plan.

Values :

With its unique history and responsiveness to the ideas and needs of practicing artists, Phoenix Art Space is characterised by a flexibility and independence of vision which allows us to function both within and beyond the parameters of the arts mainstream. We are guided by a common interest in investigating the creative process in its many permutations, and placing this into a wider critical context. Our audience’s encounter with art is enhanced by a range of measures which deepen and enrich their experience and facilitate engagement. Both artists and audience participate in the vital and vibrant life of the imagination and connect with a wider creative community when they enter the building.
Membership Structure:

Phoenix is a charity and a company. These two legal identities co-exist and are ruled respectively by charity law (the Charities Act 2011) and company law (the Companies Act 2006).

The Members of Phoenix are members of the company (Phoenix Art Association Limited). Phoenix has two categories of membership: Full Members and Associate Members. Full Members may not be ‘licensees, tenants, occupants or others who pursue their trade, craft, company objects or calling in or about premises owned, held or managed by the Charity’, but individuals and organisations who are, may become Associate Members. Artists who rent a studio from Phoenix automatically become Associate members. Often referred to as ‘studio members’, these artists hold regular studio meetings to discuss issues and opportunities at Phoenix, they send a representative to report to the trustee meeting.

Phoenix Art Space Activities and Achievements:

WORKSPACE The spaces at Phoenix have been much in demand. The studios are fully utilised, with over 120 professional artists working in the building. There is a waiting list of artists eager to rent space. The public spaces have been busy, hired out for arts classes, meetings, photo shoots, workshops, and small exhibitions. Our users enjoy the creative atmosphere in the building and the friendly support from our venue hire staff. Here is a selection of those groups from the community who have used these spaces:

COMMUNITY Phoenix is an active member of Hanover and Elm Grove Communities Forum and contributes to our local Neighbourhood Action Plan, not only supporting initiatives for improvements in the local area, but also offering creative free family events. We regular partner with a range of organisations, including the Russell Martin Foundation, Brighton Women’s Centre, the Sussex Intensive Intervention and Risk Management Service (the Art Club) and others to deliver creative programmes with different groups. Our partnership with Phoenix Food Shop, a social
imitative based at Phoenix Community Centre, has resulted in family workshops and creative sessions for older residents, and we regularly distribute art packs to families on the estate, designed and produced by one of our artist educators.

EXHIBITIONS Our yearlong programme of exhibitions is free to the public and funded through grants and hires. Our large Main Gallery is suitable for major exhibitions and events. To date we have presented works by leading artists and organisations including artists Alberta Whittle and Project Art Works and regularly partner with leading festivals including Brighton Festival and Photo Fringe. In September 2023 we are working with Broken Grey Wires to present an exhibition of works by emerging and established artists identifying as female/non-binary. We will be working in partnership with local community organisations to address mental health issues through creativity. Artists include Bobby Baker, Martha Rosler, Janine Antoni, Kevanté Cash, Sarah Lucas, Perminder Kaur and Jade Montserrat.

Our Window Gallery showcases our local artists community including Phoenix studio artists. It is situated in the Canvas Cafe area visible from the street.

Our Project Space was developed in 2022 as a short-term pop-up space for exhibitions and events. It has proven very popular with artists and community organisations, to test out ideas, present research ideas and hold exhibitions and workshops.

LEARNING The arts course programme continues to thrive, providing high quality arts courses taught by professional artists. A diverse range of courses are on offer, which include life drawing, acrylic painting, contemporary jewellery, ceramics and graphic novels. Special weeklong participatory summer and half term schools also take place, led by artists Leap Then Look. Free
Family fun workshops at weekends linked to our exhibitions encourage parents and their children to enjoy working together on creative activities.

CAREERS IN ART: Phoenix Brighton aims to support initiatives introducing young people to careers in the visual arts. Every year we offer pupils from local secondary schools, a work experience placement, which enables them to meet professional visual artists and makers from many disciplines. Phoenix has developed a partnership, the Cass Art x Phoenix Art Space Studio Award between CASS and the University of Brighton awarding graduates a yearlong studio in Phoenix in which to begin their professional arts career. Our Phoenix Studio Award has been established to celebrate talent, individuality and original thinking within contemporary art practice. It aims to increase and strengthen equitable representation and access, and amplify artistic voices across class, race, gender, sexuality and disability to fully reflect the diversity of Brighton and Hove’s population.

Our annual Open Studios event is an opportunity for young people to visit the studios and talk to the professional artists about their work and careers.

FESTIVALS AND SPECIAL EVENTS Artists Open Studios every May is very popular with the artists in the building and the visiting general public, with over 2,500 people coming through our doors over weekend.

CAFÉ/BAR: The introduction of a cafe/bar in the south side of the building made a significant impact. University students, artists and families are amongst those who come to relax in café during the day with events programmed in the bar during the evening. Canvas Cafe are also able to cater for exhibition openings and events.

The role of Chair of Trustees at Phoenix Art Space:

Responsibilities

- Set strategic objectives with the CEO and lead the Board in meeting the organisation's aims, vision and goals, ensuring that appropriate strategies, plans, funding and governance arrangements are in place.
- Champion and support Phoenix Art Space to be a leader in diversity and inclusion
• Ensure the provision of accurate, timely and clear information to trustees, and ensure the effectiveness of individual trustees and the board as a whole in supporting Phoenix Art Space to deliver its mission.
• Ensure that the Board has the appropriate mix of experience and expertise and that Trustees are fully aware of their responsibilities.
• Sustain a culture that enables Phoenix Art Space to focus on its core artistic, cultural and social objectives whilst maintaining its studios, property and commercial interests.
• Ensure that the Chief Executive is fully-supported to undertake their role, including agreeing annual objectives, as well as managing the CEO’s annual review.
• Ensure that the management of the organisation and its procedures are effective and appropriate; oversee the Executive Teams management of risk and arrangements to comply with all relevant legal and other stakeholder requirements.
• Play a leadership role in attracting funding and sponsorship.
• Help retain and cultivate key constructive relationships with funders
• Act as an ambassador and advocate for Phoenix Art Space and as a spokesperson where appropriate.

Personal Specification

• A track record of high achievement and leadership
• A proven commitment to promoting diversity and inclusion in the workplace and society.
• Strategic arts and business understanding and broad experience in the cultural/not for profit sector
• Excellent financial comprehension, particularly of the not for profit sector
• Knowledge & understanding of a range of funding; including public bodies such as Arts Council England as well as Trusts & Foundations, Local Enterprise Partnerships and local government.
• Strong personal networks in the visual arts sectors and a willingness to draw upon contacts, where appropriate, for the benefit of Phoenix Art Space
• Prior Board experience and skill at managing meetings
• Understanding of Governance; compliance & control requirements; policy setting
• Interest and involvement in the cultural arts sector
• Excellent communication, listening and presentation skills
• Strong interpersonal skills; ability to quickly gain Board and staff confidence
• Ability and willingness to devote the necessary time and effort to Phoenix Art Space
How to apply:

Please send your CV and a covering letter of up to two pages outlining your relevant experience and your interest in becoming Chair of the Board of Trustees of Phoenix Art Space to info@phoenixbrighton.org by the application deadline: 5pm, Monday 2nd October 2023.

If you have any access needs that would support you to engage with this application process in a more enabling way, please get in touch with Belinda Greenhalgh, Operations Manager: info@phoenixartspace.org / 01273 603700 to discuss further.

Please also complete and return the equal opportunities monitoring form attached. Completed forms will be kept securely and separate from your application. They will not be seen by the selection panel and do not form any part of the assessment of your application.

Interviews will be held in October.

If you would like an informal conversation about the role with our current Chair Siân Prime or with our Executive Director Lucy Day, please contact info@phoenixbrighton.org.