

mac

Midlands Arts Centre



Photo: The Influence Project Exhibition, 2020. Kate Green

Trustee Recruitment Pack 2024



Photo: Pottery for Little People, 2023. Kate Green

Overview

Job Role: Trustee

Company: Midlands Arts Centre

Employment Type: Voluntary; Board Position

Salary: Unremunerated, with reasonable expenses

Closing Date: midday, Friday 19 January 2024

First opened in 1962, Midlands Arts Centre (MAC) is a pioneering arts centre and charity, with a mission to make art an important part of people's lives. Set in the magnificent surroundings of Cannon Hill Park, MAC specialises in contemporary work, providing arts opportunities for all.

MAC is a 'seeing, doing and making venue' and we are proud to offer a busy programme of theatre, independent cinema, visual arts exhibitions, creative courses, and special events. MAC is a national leader in developing work with children, young people, and families. We work extensively to support international and local artists, and develop programmes for and with the local community.

MAC makes 82% of its c.£5m turnover. The remaining 18% of our income is made up of grants and donations from major stakeholders including Arts Council England, People's Postcode Lottery Culture Trust, and Youth Music.

We are seeking a Trustee with commercial, business or venue experience or experience of improving accessibility and an understanding of health and safety.

Equality at MAC

We are committed to expanding the diversity of our Board and are taking an inclusive approach to recruitment to ensure that this is the case. We are keen to receive applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

If you're interested in this opportunity but are unsure whether your employment status or working pattern, your access needs, your caring responsibilities or any other factor might prevent you from becoming a Trustee, we'd urge you to get in touch for a chat about how we might be able to help.

Successful candidates will champion and embrace MAC's broad creative identity.

We are committed to meeting any access support needs you might have including reasonable access support costs relating to care, travel expenses and translation or interpretation services.



Photo:

Join the Trustees of MAC

Being part of the MAC Board is a highly rewarding role; you will gain unique experience and be a highly valued part of a dynamic contemporary art space. We are looking for Trustees to join the main Board with knowledge and experience in any of the of the following areas:

- Hospitality, commercial and/or business experience
- Experience of complex organisations on a similar scale to MAC
- Understanding of health and safety for venues/businesses
- Understanding of risk management
- Experience of improving accessibility

We would also expect that potential candidates will:

- Have strong networks in Birmingham and the wider West Midlands
- Know MAC and care about its long-term sustainability
- Have time to prepare for and attend Board meetings with ad-hoc support as required



Photo: Culture Club Workshop, 2021. Kate Green

The Role of a Trustee

MAC's Trustees are all volunteers. They oversee everything MAC does, ensuring MAC meets its charitable objectives and fulfils its legal obligations. The CEO and Senior Team are responsible for MAC's day-to-day running, but the Board are the final decision-makers with ultimate responsibility for MAC's success or failure.

Key Responsibilities:

- Developing and reviewing our strategy and performance.
- Making sure we incorporate our vision, mission and values in everything we do.
- Bringing insights, learning and practices from other sectors and organisations to support decision making.
- Ensuring that MAC is adopting best practice as well as legal requirements in our governance.
- Maintaining proper financial oversight to make sure we are thinking about our present and future sustainability and using our resources appropriately.
- Acting as a critical friend to ensure that MAC is able to make informed decisions about overall business.
- Considering and managing the wider risks associated with our operations.
- Safeguarding MAC's interests and reputation.
- Understanding and promoting MAC's activities and interests.

By becoming a Trustee at MAC, you can:

- Have an impact on an organisation and a sector you care about.
- Have the opportunity to influence decisions at a critical time in MAC's development.
- Develop skills including leadership, collaboration, finance and decision making.
- Develop knowledge of charity operations in the cultural sector.
- Connect with others who share your interests.
- Attend arts events for free.



How to apply

If you'd like to have a conversation with an existing Trustee, to understand more about the role or access support to make an application, please contact our Director of Governance & HR, Holly Mulhern, personnel@macbirmingham.co.uk.

To register your interest in becoming a MAC Trustee, please send your CV and a letter (no more than 2 pages of A4) outlining the skills you offer and reason for applying to personnel@macbirmingham.co.uk.

We welcome alternative methods of applications such as video, audio or creative expressions of interest. If you require any of this information in another format or have any access requirements to complete your application please get in touch on the email address above.

Closing Date: midday, Friday 19 January 2024.

Shortlisting: Shortlisted candidates will be informed by 24 January 2024.

Interviews: Tuesday 30 January between 9am and 1pm.

To find out more about MAC visit: <https://www.macbirmingham.co.uk>

For information about current Trustees visit: <https://www.macbirmingham.co.uk/about/our-team/board-of-trustees>



Photo: KILN, 2021. Tom Bird

Frequently Asked Questions

How long would I be expected to remain on the Board?

It always takes a little time for new Trustees to settle in and so you should probably not apply unless you think you can serve at least 3 years. Trustees are normally appointed for a minimum of 3 years. Trustees can serve no more than three 3-year terms on the board, so the maximum time would be 9 years.

How much time will I need to devote to being a Trustee at MAC?

It's hard to give a precise figure. In normal times, MAC Charity Board duties should take no more than 6 hours a month and can be fitted around working commitments.

If you are appointed to MAC's main board, you should put time aside to prepare for and attend at least six 2-hour board meetings each year. You would be encouraged to attend events at MAC and meet with management as necessary. You should be prepared to promote MAC and its activities in your general life.

Is this a paid position?

MAC's Trustees are volunteers, they are not paid a salary, fee or any other remuneration or benefit by the Charity, except for reasonable out-of-pocket expenses.

Does it matter that I haven't been on a Board before?

No. Our Board culture is supportive and inclusive, new joiners are given a 'board buddy' to help them settle in and if newly-appointed Trustees have no previous board experience, we will provide training to ensure they understand their role and responsibilities.

I can't offer any of the skills you specifically mention but think I would still be of value to MAC. Should I still apply?

We are always interested in hearing from people who could make a meaningful contribution to MAC's future. Equally, it is important that our board contains an appropriate mix of skills and experience. So please do apply – however we may suggest deferring your application to a future year.

Will I be expected to donate money or fundraise as a board member?

There is no expectation of this, though all Trustees are encouraged to join MAC's Supporter's Circle at some level. See macbirmingham.co.uk/lovemac/circle for further details.

Andrew Tish
Justin Hayward, 2021
Acrylic on aluminium



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