

mac

Midlands Arts Centre



Photo: KILN, 2021. Tom Bird

Chair of MAC Trading Recruitment Pack 2024



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Overview

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.

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 Trading exists to provide commercial services to the visitors of MAC, to complement the arts activities, bring revenue to MAC to support its core work and offer excellent visitor experience. MAC Trading oversees catering including a café and bar, conferencing, room hire and retail—all operated by Midlands Arts Centre Trading Ltd, a company limited by guarantee. MAC Trading Ltd is a wholly owned subsidiary of Midlands Arts Centre.

Post-pandemic MAC's conferencing and room hire business has grown significantly and is of strategic importance to MAC's financial resilience. MAC's catering operation has also recently developed with an improved café and grab and go food offer. This is an exciting period as the catering team create and develop varied and fresh menus and deliver strong gross profit results whilst remaining agile to the current challenges facing the hospitality industry.

In 2022-23 MAC Trading contributed £551k to the Charity through gift aid and management charges and plays a vital role in MAC's earned income strategy.

We are seeking a Chair for MAC Trading, this is an opportunity to be a director of MAC's well-established Trading subsidiary and is a critical role for the organisation, acting as a key link between the Directors of the Trading Board and Trustees of the Charity.

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 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 Director, 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: Tea with a Twist (Culture Club), 2019. Emma Jones.

Join the Directors of MAC

Being part of the MAC Trading 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 a Chair with experience at senior level within an organisation or as an individual with a proven track record ideally in hospitality, business or commercial activity. The ideal candidate will have knowledge, experience and capabilities in the following areas:

- Experience of operating at a senior level within an organisation/company.
- Successful commercial track record of achievement throughout their career.
- Financial management expertise and a broad understanding of finance issues.
- Good understanding of Trading activities.
- Experience of complex organisations on a similar scale to MAC.
- Experience of chairing meetings and demonstrable evidence of good governance.
- Strong networks in Birmingham and the wider West Midlands.
- You know MAC and care about its long-term sustainability.
- You have time to prepare for and attend Board meetings with ad-hoc support as required.



The Role of Chair

The Directors of MAC Trading are led by its Chair, and together they are responsible for MAC Trading's governance, development and strategic direction. The role of Chair is to enable fellow directors to fulfil their responsibilities for the overall strategic direction of the Trading subsidiary of MAC and to ensure MAC's values are reflected in the Board's activities and key decisions.

The Trading Chair will work in partnership with the Chief Executive and Chair of MAC, giving guidance and support to optimise the relationships between board members and the MAC staff.

Key Responsibilities:

- Chairing and facilitating MAC Trading Board meetings.
- Providing leadership for the MAC Trading Board in their role of setting the strategy and policy for MAC Trading.
- Act as a key link between MAC Trading and the Charity by representing the Trading Board at Charity meetings.
- Bringing insights, learning and practices from other sectors and organisations to support decision making.
- Ensuring that MAC Trading is adopting best practice as well as legal requirements in our governance.
- Maintaining proper financial oversight of MAC Trading 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 and MAC Trading 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 Chair of MAC Trading, 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 Director, 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 Chair of MAC Trading, 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.

Applications can be received at any time until the end of January 2024 and will be assessed on a rolling basis.

Shortlisted candidates will be notified and invited to interview.

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

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

Frequently Asked Questions

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

It always takes a little time for new Directors to settle in and so you should probably not apply unless you think you can serve at least 3 years. Directors are normally appointed for a minimum of 3 years. Directors 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 Chair of MAC Trading?

It's hard to give a precise figure. In normal times, MAC Trading Board duties should take no more than 8 hours a month and can be fitted around working commitments.

You should put aside time to prepare for and attend at least six 2-hour Trading Board meetings each year and to attend six 2-hour Charity 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 board members 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.

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.



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