

mac

Midlands Arts Centre



Trading Board Recruitment 2024



Photo: KILN, 2021. Tom Bird

Overview

Job Role: Director of Trading Board

Company: Midlands Arts Centre

Employment Type: Voluntary; Board Position

Salary: Unremunerated, with reasonable expenses

Closing Date: midday, Wednesday 29 May 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 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.

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.

In 2023-24 MAC Trading contributed £640k to the Charity through gift aid and management charges and plays a vital role in MAC's earned income strategy.

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 Board Member, 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 an individual with experience at a senior level within an organisation, ideally with a proven track record 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 (catering, retail, conferencing).
- Experience of complex organisations on a similar scale to MAC.

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: Pizza, 2022. Jack Spicer Adams

The Role of a Board Member

MAC's Trading Board Directors are all volunteers and together are responsible for MAC Trading's governance, development and strategic direction. Our volunteer Trading Board Members are integral to MAC's long-term success. They use their expertise and wider external experience to provide sound strategic counsel, constructive challenge and support to the management team, ensuring we meet regulatory requirements and remain accountable to all our stakeholders.

Key Responsibilities:

- Ensuring that MAC Trading complies with all relevant legislation including, but not restricted to, health and safety, food hygiene and terms governing the premises licences.
- Maintaining a proper financial oversight to make sure we are thinking about our present and future sustainability and using our resources properly.
- Supporting and challenging the Trading management team to achieve income, GP margin and staffing percentage targets set by the Senior Management Team and Trading Board.
- Bringing insights, learning and practices from other sectors and organisations to support decision making.
- Considering and managing the wider risks, particularly economic and supplier led for various cost centres.
- Safeguarding MAC's interests and reputation.

By becoming a Director 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 Board Member, 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 Trading Director, 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, Wednesday 29 May 2024.

Shortlisting: Shortlisted candidates will be informed by 5 June 2024.

Interviews: Monday 10 June 2024 between 9am and 1pm.

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

For information about current Directors 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 a Director at MAC?

It's hard to give a precise figure. In normal times, MAC Trading 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 Trading 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 Trading Directors 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 Directors 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 Directors are encouraged to join MAC's Supporter's Circle at some level. See macbirmingham.co.uk/lovemac/circle for further details.

Midlands Arts Centre is supported by:



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macbirmingham.co.uk

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