



**YORKSHIRE ARTSPACE
TRUSTEE APPLICATION PACK**



JOIN OUR BOARD OF TRUSTEES

Yorkshire Artspace (YAS) is a centre for art production.

Established in 1977 by art graduates, Yorkshire Artspace was one of the first studio groups developed outside London. Since then, we've grown to become one of the largest and most established studio providers in the UK, attracting artists and makers committed to furthering their professional careers, providing quality, affordable studio space for over 170 creatives.

Studio membership has always meant more than tenancy at YAS. Yorkshire Artspace is a registered charity (1049370) and a company limited by guarantee, run by a dedicated staff team and governed by a Board of Trustees. And unlike a straightforward landlord tenant relationship, we try to get to know the people, creative practices and businesses based in our buildings. Studio and space rental is the backbone of the business model that enables the charity to celebrate and share skilled contemporary art and design with the public and deliver a programme offering residency and exhibition opportunities, talks, feedback sessions, and subsidised creative facilities for contemporary visual artists and makers. We reinvest operational surplus into building our long-term sustainability, so we can create public benefit and maintain affordable rent for talented artists and makers in excellent buildings long into the future.

Our community of creatives includes painters, metalsmiths, ceramicists, visual artists, furniture makers, digital artists, sculptors, jewellers, fashion designers and more. A lot of our work is informed by consultation with our studio members to deliver activity that responds to their collective needs and the needs of the city's population.

As a National Portfolio Organisation (NPO), we receive regular funding from Arts Council England to deliver our core mission. This enables us to programme artist development activity and create opportunities for the public to engage with art through exhibitions, workshops and our annual Open Studios event.

Find out more: www.artspace.org.uk

WHAT WE ARE LOOKING FOR

We are looking for Trustees to join the existing team of seven, to fill gaps in skills and to better represent the diverse communities of Sheffield and Yorkshire. Diversity amongst our studio holders and audience is central to our cause; we believe that only with a diverse team will we enrich our knowledge base, decision-making and governance and therefore deliver this cause effectively.

We are looking for Trustees with experience, knowledge and skills in the following areas – we understand that you may bring more than one of the aspects we are looking for in terms of both skills and diversity:

- Treasurer: finance, risk and accountancy within the charity sector
- HR, including equity, diversity and inclusion initiatives in any sector
- Law and/or legal property matters

ABOUT THE ROLE

Being on the board of YAS is enjoyable and rewarding. By joining, you will become part of a mutually supportive and ambitious creative community. It's likely to be demanding of your time, skills, knowledge and abilities. You will be supported by the Director and your fellow Trustees to ensure you feel equipped to support the charity

As a Trustee, you will be placed on the public register with Companies House as a non-executive Director of the company. You will also be listed as a Trustee of the charity with the Charities Commission.

The Board of Trustees is required to meet four times a year (in February, May, September and November). These quarterly meetings are held on Tuesday evenings with a usual start time of 4pm. Meetings are held in the Persistence Works meeting room or online as required. Papers are circulated by email a week before the Board Meeting. Minutes are checked by the Director and Chair before circulation to Board and Staff.

In addition to quarterly Board Meetings, there is one Annual Meeting per year, usually hosted in April/May. These meetings are about reporting back to our studio membership about our progress over the previous year and our plans for the year ahead. At each AGM, three Trustees are required to stand for re-election, the result of which is determined by a studio member vote.

We have an annual Away Day, usually but not exclusively hosted in October. The Away Day provides an opportunity for Trustees to discuss strategy in detail. Away Days are usually hosted in Sheffield City Centre.

Additional time is needed for interim and sub-committee meetings. We also invite Trustees to attend exhibition openings and public events, share their expertise with space holders if appropriate, and act as ambassadors for YAS.

As a Trustee of a charitable company, you will not be entitled to receive any payment for the time you give but we are able to reimburse any reasonable out of pocket expenses properly incurred in the performance of your duties as a Trustee.

Accountability

As the Board of Trustees is responsible and liable for the governance and functioning of the charity, Trustees are accountable in varying degrees to a variety of stakeholders, including: service users, studio members, funders, the Charity Commission, and Companies House.

RESPONSIBILITIES & DUTIES

Your main responsibilities will be:

- To play a vital role in making sure that YAS achieves its core purpose.
- Together with the Trustee team, you will oversee the overall strategic direction of the business and charity, ensuring that YAS has a clear strategy and that its work and goals are in line with the cause.
- Just as importantly, as a trustee you will support and challenge the executive team to enable the organisation to grow and thrive.
- Trustees have a collective responsibility. This means that they should always act as a group and not as individuals.

Your main duties will be:

- Support and provide advice on YAS's purpose, vision, goals and activities.
- Foster a culture of inclusion and belonging and ensure strategic plans and activities deliver against our EDI policy.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee YAS's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve YAS's financial statements.
- Provide support and challenge to YAS's Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in YAS's operating environment.
- Contribute to regular reviews of YAS's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect YAS's interests, to the exclusion of their own personal and/or any third-party interests.

HOW TO APPLY

If you would like to find out more about becoming a Trustee at YAS before making an application, please get in touch for an informal chat. You can contact YAS Director Georgina Kettlewell on georgina@artspace.org.uk or 0114 276 1769.

If you wish to apply, please submit your application to Georgina in a format that works for you, for example in writing or a video.

Please describe your reasons for wanting to join our team of Trustees, what you would bring to the role and any relevant past experience.

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.

CURRENT TRUSTEES

Our Board of Trustees have valuable expertise in premises management, place-making, marketing, communications, commercial operations, programming, and artist development.



Miranda Plowden (Chair 2023/24)
Former Business Development Director, SYHA



Ailbhe Clyne
Production Director, Yinka Shonibare Ltd



Eddie Coates-Madden
Head of Communications & Public Affairs, London Borough
of Hounslow



Nalin Seneviratne
Director, Porter Brook & Associates Ltd



Angelica Sule
Director, Film & Video Umbrella



Sandra Whyles
Artist and Founder, Chapeltown Arts



Kirsty Young
Head of Marketing & PR, Yorkshire Sculpture Park

STAFF TEAM

YAS has four part-time and two full-time members of staff.



Georgina Kettlewell
Director



Anita Lloyd
Finance & Office Manager



Dan Ogden
Business Development Manager



Rachael Dodd
Programme Producer



Tyler Mellins
Programme & Communications Officer



Jay Dennis
Studio Premises Technician

COMPANY INFORMATION

Charity No. 1049370

Company Registration No. 03034923

Address

Persistence Works, 21 Brown Street, Sheffield S1 2BS
Exchange Place Studios, Exchange Street, Sheffield S2 5TR

Contact

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