

DITCHLING MUSEUM OF ART+CRAFT

Lodge Hill Lane, Ditchling , East Sussex BN6 8SP T 01273 844744 ditchlingmuseumartcraft.org.uk

Trustee Recruitment

An exciting opportunity to be part of a new phase of development for this ambitious, internationally known specialist museum.

What difference will you make?

Following the redevelopment of its building and collection the museum re-opened as Ditchling Museum of Art + Craft in September 2013 after a major re-build. Since that time the business model has evolved from presentation of static displays to a lively exhibition programme of contemporary and historic work. With no regular revenue funders the museum has worked hard to establish a stable business model whilst realising its ambitions. Commercial income generation is strong, now representing approximately half of annual turnover, although this is dependent on visitor numbers.

The current Director Stephanie Fuller took up post in January 2018 and is developing the business model working collaboratively with Trustees and staff. Priorities for the next three years include:

- Maintain and grow our national and international reputation as a knowledgeable and highly skilled organisation with a dynamic and inspiring programme.
- Grow visitor numbers with particular focus on local visitors and tourism visits.
- Diversify audiences by establishing a bespoke targeted outreach offer and developing the social purpose of the museum.
- Increase the percentage of unrestricted income and establish an operating reserve.
- Develop and grow the collection, providing greater access for the public and research including digitisation.
- Fully integrate all aspects of the business – collection, exhibitions, outreach, learning and commercial – around the same business objectives in order to maximise impact.
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Trustees will play a vital role in challenging and supporting the Director and staff team in developing and implementing strategy and helping this small but ambitious organisation punch above its weight.

Person Specification

We are looking particularly, but not exclusively, for individuals who have expertise in the following areas:

I. Finance

- Ability to scrutinise project budgets and accounts and offer guidance
- Understanding of the culture and arts funding landscape
- Knowledge of investment opportunities

- Knowledge of UK tax and VAT for cultural organisations

2. Marketing and PR

- Experience of public relations, marketing and communications at strategic level
- Excellent networks with which to help advocate for DMAC
- Strong insight into communications best practice
- Experience in Journalism, PR or Communications

3. Audience Development

- Experience of audience development, finding ways to bring audiences to the Museum and wider programme and maintaining their interest
- Experience with engaging audiences that are young, financially marginalised or from a BAME background
- Experience of audience database management
- Knowledge of the education sector

4. General

- Specialist knowledge of museum or heritage management, conservation or collections
- Commercial/retail expertise.
- Digital technology.
- Volunteer management.

We are keen to expand the range of ages and backgrounds of Trustees. Even if you think you might be an unusual fit, we are keen to hear from you. Prior experience of being part of a Board or other governance structure is not essential.

5. Personal qualities

- A passionate commitment to the museum and its objectives.
- Ability to work effectively within a group.
- Comfortable in an ambassadorial role in public.
- Strong networking capabilities.
- Willing to commit time to the charity.
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Trustee Responsibilities

The Trustees are the principal decision-making body of DMAC. Its members are both Trustees of the limited company and Trustees of the registered charity. The main responsibilities of Trustees are:

- To regularly review DMAC's vision, values and long-term strategy, working alongside the Director and team,
- To approve major policies for their fulfilment and/or implementation;
- To support DMAC staff in carrying out these policies;

- To agree budgets and monitor financial activity;
- To exercise overall control of DMAC's financial affairs;
- To support the fundraising aims of the organisation;
- To sit on recruitment panels as required;
- To ensure the company is operating within the law and with good practice;
- To have a commitment to the development and implementation of good practice;
- To ensure that DMAC complies with regulatory and statutory requirements;
- To act both as Trustees of the registered charity and Directors of the company limited by guarantee;
- To be prepared, where appropriate, to play their part in serving on sub-groups working parties or steering groups undertaking work on behalf of the Board.
- To act as a spokesperson and advocate for the organisation where appropriate.

Terms and Conditions of Service

Salary: Voluntary Position.

Hours: Four Board Meetings per year, plus some additional meetings every year and attendance at museum events.

Board Meetings take place quarterly at the Museum 6pm – 8pm.

Trustees are appointed for an initial period of 3 years which can be extended.

Application Procedure

Please send a cover letter telling us how you meet the Person Specification outlined above, and why you would like to be a Trustee of DMAC, along with a CV and completed Equal Opportunities Monitoring Form to Stephanie Fuller, Director + CEO, steph@ditchlingmuseumartcraft.org.uk.

If you would like an informal confidential discussion about this role prior to apply, please contact Stephanie Fuller in the first instance.

Key Dates

Application deadline: 5.00pm **20th June 2019**

Interviews: To be arranged informally.

First Board meeting for new members: September/October date tbc. Induction will take place prior to this meeting.

About Ditchling Museum of Art + Craft

Ditchling Museum of Art + Craft is a vibrant, independent museum in the heart of the South Downs. The museum presents the story and historical context of the artists and craft workers who have lived and worked in Ditchling and its surrounding communities since 1900, and also celebrates contemporary artists and makers who continue their legacy.

The museum holds an internationally significant collection of work by the artists and craftspeople who were drawn to the village, including the sculptor, wood engraver, type-designer and letter-cutter Eric Gill, the calligrapher Edward Johnston, the painter David Jones, the weaver Ethel Mairet, and the printer Hilary Pepler. It develops, preserves and interprets this world class collection for public display, research and learning. It also has a regularly changing programme of exhibitions, including work by contemporary artists and craft practitioners, and runs a year-round events and learning programme to engage and inspire diverse audiences.

Objects in the collection inform the story of a community of artists and craftspeople working not in isolation, but within a dynamic interplay of relationships and ideas. They were concerned with the quality of life in country versus town, the reckoning of value in narrowly commercial terms, the balance between work and domestic life and the importance of making objects of lasting value for everyday use. Renewed interest in these issues, though spoken of more often in terms of ecological concerns, globalisation and the 'throw-away' culture, is reflected in the way in which objects are interpreted.

Ditchling Museum of Art + Craft is a company limited by guarantee governed by its Memorandum and Articles of Association dated 21 July 2008. It is registered as a charity with the Charity Commission (Charity No. 1126970). The museum does not receive any regular government or local authority funding, and depends on the income it generates from admissions, events, commercial activities and fundraising.

The Museum was founded in 1985 by Joanna and Hilary Bourne in a Victorian school building. Over the subsequent three decades the museum has developed into a leading small museum with redefined purpose, redeveloped and extended buildings and an ambitious programme. After the re-opening in 2013 after the redevelopment the Museum was a finalist in the ArtFund Museum of the Year competition, and the RIBA Regional Building of the Year.

Current Board:

Chair:

Carol Watts, Professor of Literature and Poetics, Head of English, University of Sussex.
Carol was appointed Chair in December 2018.

Marcus Lowe
David Browne
Ros Roscoe
Kevin Smyth

Stephen Feeke
Robert Griffiths
Lorna Sizer