



April 2017

## **Deputy Director**

The Deputy Director works closely with the Director to strategically shape and develop Wysing Arts Centre, leading on all aspects of the day to day operations of the organisation including site and resource management, administration, financial management and compliance, staffing and HR, business development and board engagement. The successful applicant will have at least five years' experience in a similar senior role, preferably within the arts.

The Deputy Director is a new position that reflects the future ambitions of Wysing Arts Centre in delivering ambitious new activity onsite and within national and international partnerships. The role has been developed following the decision of the current Operations Director to move on from the organisation following eight successful years in post.

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## JOB DESCRIPTION

**Position:** Deputy Director

**Salary:** £38,000

**Hours:** Full-time (37.5 hrs per week)

**Contract:** Permanent

**Reporting to:** Director

Wysing Arts Centre is a progressive arts organisation that develops new ways to support artists and enable art and ideas to reach a wide range of people in unexpected ways. Through its innovative work, Wysing influences the development of the visual arts sector in the UK, Europe and, increasingly, the wider world.

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### Main Duties

#### Strategic

- To deputise for the Director internally, and externally where appropriate.
- To support the development of Wysing Arts Centre's Business Plan including policy development, risk management and action plans.
- To play an active role in shaping the future growth and sustainability of Wysing Arts Centre as part of the senior management of team, alongside the Director and Head of Partnerships.
- To take responsibility for delegated areas of the organisation's activity, including the implementation and monitoring of those areas.
- To contribute to Wysing Arts Centre's public profile and foster good relations with statutory and voluntary bodies.

#### Operations

- To oversee the day to day running of Wysing Arts Centre to ensure its smooth operation and efficient use of resources and capacity.
- To line manage the Site and Technical Manager to ensure Wysing Arts Centre's site and buildings are well maintained and effectively and efficiently managed.
- To provide general office management duties.
- To be responsible for the organisation's IT and to manage the external IT consultant, with the support of the Site and Technical Manager.
- To support the planning and delivery of programmes and activities and to provide operational support across the organisation.

- To act as Wysing Arts Centre's Health and Safety Officer, ensuring that the Health and Safety Policy is regularly reviewed and up-dated, that necessary risk assessments are carried out and that all staff and artists are conversant with the policy.

#### Finance

- To lead on all aspects of financial management of the organisation including line management of the Finance Manager.
- To effectively manage delegated budgets and financial resources in line with organisational priorities and procedures.
- To be responsible for reporting on the overall financial management of the organisation, ensuring budgets are adhered to and effective cost control mechanisms are in place.
- To co-ordinate monitoring and financial reporting for externally funded programmes.

#### Resources

- To liaise with Wysing's onsite tenants, including studio based artists, the café and others, in the preparation of licence agreements and inductions.
- To lead on the recruitment of new staff, employees and volunteers and their inductions.
- To support and develop the role of volunteers within the organisation and take lead responsibility for volunteers in the delegated operational areas.
- To ensure Staff Handbooks, which include information on Health and Safety as well as Policies, are up-dated and appropriately distributed.
- To keep confidential personnel records on all members of staff and ensure that all staff records are kept up to date, including staff appraisals and sickness and absence records.

#### Business Development

- To lead on the Space Hire Strategy for the Wysing Arts Centre, to maximise income generation opportunities and develop sustainable income strands in line with the organisation's identity.
- To drive and manage external bookings of facilities including meeting rooms, the farmhouse and onsite recording studio, alongside the licensing of artist studios.
- To develop edition and record sales, including through Wysing's online shop, and to ensure stock and sales inventories are maintained and accurate.
- To work closely with the Director and Head of Partnerships in formulating tenders and grants.

#### Governance

- To support the Director and Board of Trustees through attending Board Meetings of the charity and to take responsibility for Operations, Finance, Risk Management and HR.
- To act as Company Secretary and to attend and service Board meetings for the organisation and sub-committees as appropriate, preparing reports and papers as required.
- To work with the Board, Director and Senior Management Team to devise, monitor and review all organisational policies and procedures.
- To co-ordinate the annual returns for Companies House, Charity Commission and funding bodies and other legal requirements.

To undertake any other duties related to the role as requested by the Director.

The post-holder will be expected to work in accordance with Wying Arts Centre's Equality and Diversity Policy and within the organisation's Health and Safety Policy.

#### Person specification

##### Essential:

At least five years' experience in a senior management role.

Outstanding organisational skills, the ability to work under pressure and manage multiple priorities.

Strong communicator (both verbal and written).

Excellent interpersonal and problem solving skills.

Relevant experience of service development and developing sustainable funding sources

Experience of managing complex budgets across multiple areas and departments.

Fully financially literate and experienced in the accurate presentation and interrogation of management and statutory accounts, setting of budgets, budgetary management and control.

Experience of devising, implementation and monitoring of strategic policies and plans.

A high level of computer literacy, including use of Microsoft Word and Excel.

An understanding and empathy with the aims of Wying Arts Centre.

Willingness to work occasional evenings and weekends as required.

##### Desirable:

Knowledge of national arts policies, networks and trends

An interest in contemporary visual arts.

Experience of working with artists.

## ABOUT WYSING ARTS CENTRE

### WYSING'S VISION

A progressive arts organisation that develops new ways to support artists and enables art and ideas to reach a wide range of people in unexpected ways.

### WYSING'S VALUES

Wysing believes that art and artists have a vital role to play in society. Working closely with artists from a range of backgrounds and at different points in their careers, we develop programmes that offer time and space for personal development and artistic experimentation and enquiry. We are committed to establishing partnerships and collaborations that support innovative art to be created and experienced by new audiences.

### WYSING'S MISSION

Enabling artists to have influence in the world by providing a discursive environment in which they can experiment, make new work, develop new networks and collaborators and reach new audiences.

### WYSING'S ORGANISATIONAL OBJECTIVES 2016-2018

1. Respond to the needs of artists through a range of programmes in order to support individuals at every stage in their lives and careers.
2. Build new audiences for art by seeking out new opportunities and partnerships to extend the reach and influence of art and artists.
3. Develop our resources and assets to enable us to secure new funding and sustain our business model.
4. Strengthen and diversify our governance, staffing and programmes to encompass a diversity of voices and viewpoints and which reflect the diversity of our users and audiences.

## OVERVIEW

Wysing Arts Centre is a progressive arts organisation and registered charity that develops new ways to support artists and enable art and ideas to reach a wide range of people in unexpected ways. Through its innovative work, Wysing influences the development of the visual arts sector in the UK, Europe and, increasingly, the wider world.

Wysing empowers artists to have influence in the world by providing an environment within which they can experiment, develop new networks and collaborators, reach new audiences, and make new work. Integral to the organisation's ethos is the provision of space, support and finance to enable artists to progress their ideas. Artists at all stages in their lives are able to participate in a range of programmes that are developed in response to their needs. Artists often speak of Wysing as a defining moment in the development of their practices.

Wysing delivers a range of public programmes that provide different entry points for a wide range of interests and abilities to access contemporary art. Public programmes reflect the complexities of contemporary life and have included explorations in ecological and societal issues, and alternative educational and learning structures. To develop programme content Wysing draws on the resources of neighbouring Cambridge University as well as its significant artist alumni which includes Turner Prize winners and artists who have been awarded the prestigious Paul Hamlyn Award.

Wysing ensures that the innovative work developed by artists participating in its programmes reaches a wide range of audiences through digital and online initiatives, and through a range of partnerships that enable it to reach audiences regionally, nationally and internationally.

Established in 1989, Wysing's large site in rural Cambridgeshire has been significantly developed and encompasses artist studios, educational and project spaces, ceramics facilities, a large gallery, onsite

accommodation, outdoor space with sculptures, a café and in 2017 we are adding a recording studio to our facilities.

#### WYSING POLYPHONIC 2017

During 2017 Wysing we be exploring 'many voices' across all our programmes under the over-arching title Wysing Polyphonic. Through residencies, exhibitions, events, study weeks and study days, we will work with a range of artists to explore a diversity of contexts and positions to help better understand the role of art, artists, and arts organisations such as Wysing, at this moment of global political change.

Throughout 2017 we will provide both a platform for many voices, in particular those that have the potential to be over-looked in the current political rhetoric, alongside a range of ways that those voices can be heard. Building on a number of events during 2016 that explored alternative sites for community and activism, we will be seeking to work with artists whose work, or whose networks, empower and support diverse communities of interest. We will also be further exploring the role of radio, broadcasting, sound and listening.

To set the context, we have invited three artists to be in-residence: US based Iranian artist and writer Maryam Monalisa Gharavi; Mumbai based artist Pallavi Paul; and London based artist Tai Shani. A further six artists will be invited to be in-residence through an open call for applications.

An exhibition in February 2017 will launch the Wysing Polyphonic programme and will bring together artists who were in-residence during 2016 through a synchronised arrangement of projectors, monitors, objects and surround sound in Wysing's gallery.

In early 2017 we be will launching our first vinyl record on our new label, also entitled Wysing Polyphonic, by the band Ectopia who are artists Jack Brennan, Adam Christensen and Vicki Steiri. And we are excited to have been awarded funding by the Foyle Foundation to build a recording studio at Wysing in the summer of 2017. The studio will allow us to commission new works for recording and broadcasting as well as being a resource for artists and musicians.

#### PARTNERSHIPS

Wysing initiates and develops networks, consortia and partnerships to deliver its work to a wide range of beneficiaries and audiences.

##### The East Contemporary Visual Arts Network (ECVAN)

Wysing leads (chairs and co-ordinates) the ECVAN network of 20 regional arts organisations, university galleries and individual artists and curators. Alongside ongoing work that addresses the lack of studio provision in the region, we successfully secured an ACE Ambition for Excellence grant to deliver New Geographies of the East; a three year programme of ambitious artistic commissions alongside an extensive community engagement programme, working with remote rural communities.

##### Plus Tate

Wysing continues to be an active member of Plus Tate which we were invited to join in 2011. This prestigious network of 35 cultural institutions, including Tate, is a powerful group that works together to support the development of the visual arts sector through collaboration and skills development.

##### The Syllabus

Wysing leads The Syllabus in partnership with peer organisations across England, including Eastside Projects, Birmingham; INIVA, London; New Contemporaries, National; S1 Artspace, Sheffield; Spike Island, Bristol; and Studio Voltaire, London. Led by Wysing on behalf of the network The Syllabus provides a series of 6 residential retreats across the UK, plus critical feedback sessions and mentoring, to a cohort of 10 artists annually.

##### New Digital Initiatives

In 2018-19 we will deliver a new programme 'The Mechatronics Institute', a series of clinics for 8 artists

across a one-year period that provide training in using game-engine technology, alongside an insight into 3D printing processes and how these might be used by visual artists to make work. The programme will be delivered with partners FACT, Liverpool and QUAD, Derby alongside industry experts who have developed The Mechatronic Library; an open source software library for artists which we will support to develop.

#### New International Initiatives

From 2019-2022 Wysing will lead a new partnership that will jointly deliver the new online learning platform 'De-Schooling the Arts Academy'. The programme will provide artist-devised content for tutorials that can be downloaded. The programme builds on both The Syllabus and on Wysing's successful online podcast initiative; where talks from events can be downloaded in single parts, offering user choice to how these events are accessed remotely. With our European partners we will work with artists to develop online tutorials that will be uploaded onto our new website, alongside attending retreats at partner venues that are developed and delivered by them. Confirmed partners include Press to Exit, Macedonia and Bunkier Sztuki, Krakow.

#### Site Initiatives

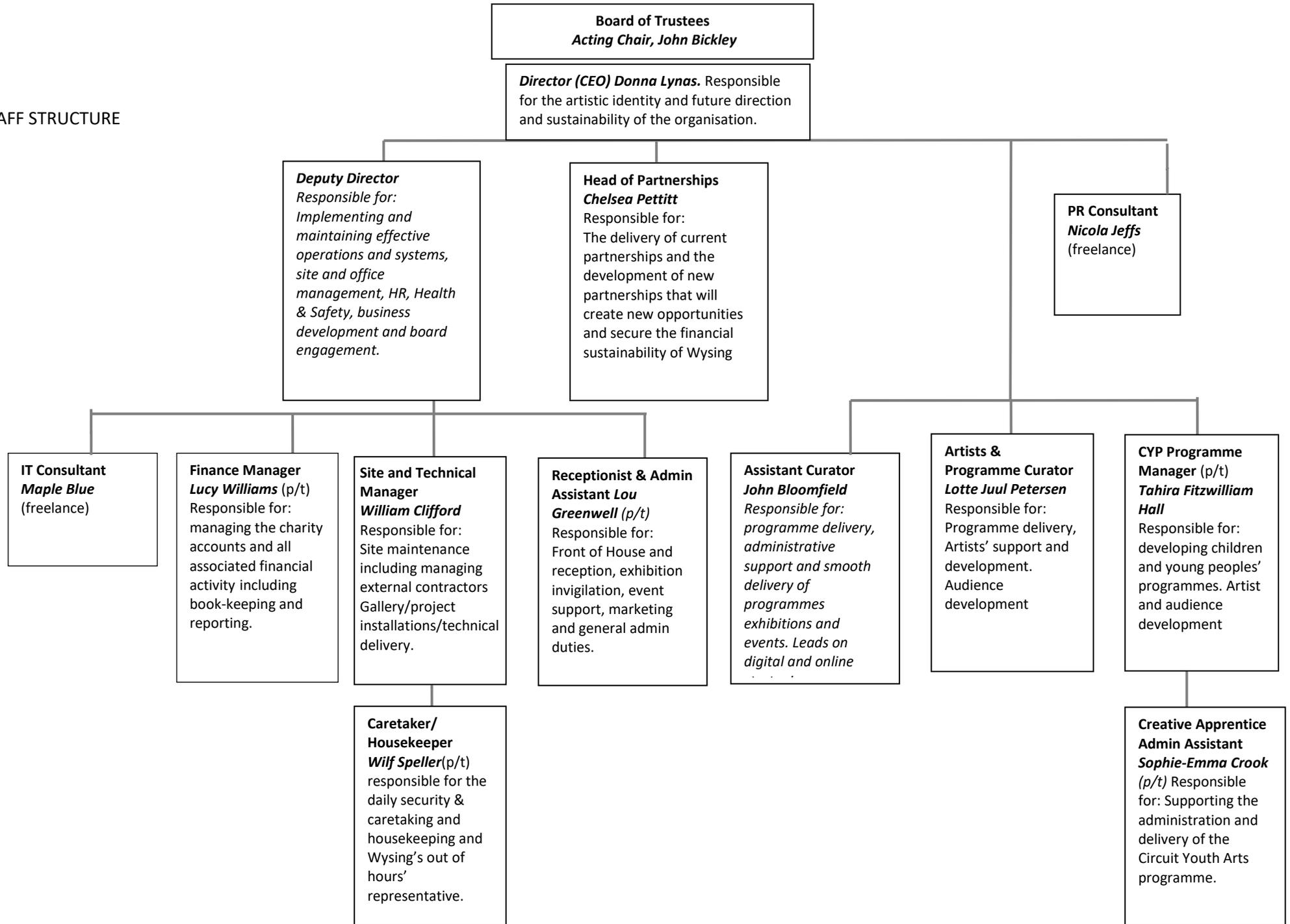
Wysing's strategy to increase earned and contributed income is driven primarily by responding to opportunities identified by our work with artists, and to increase opportunities for audiences to engage with our work or to improve their experiences. For example, a new on-site catering franchise has brought a new stream of rental income alongside creating an improved experience for our visitors and artists.

Wysing studios continue to be in high demand, along with hire of meeting rooms and other spaces. In addition, we have negotiated new partnerships with commercial galleries and private donors to rent our live/work studio to international artists.

Wysing has grown a strong reputation as a place to write and perform music through our annual music festival. The logical next step was to create the capacity to record and distribute these new compositions. In 2016 we tested the market to convert an existing space into a flexible space for artists and musicians to record in a high quality recording studio whilst staying on site in the farmhouse. Funding has been secured from the Foyle Foundation to create a recording studio that will be rented on a commercial basis. This capital development will be completed in September 2017 and open for bookings in November 2017.

Other potential initiatives include rental of the farmhouse during periods when not in use by artists, through commercial online rental companies.

STAFF STRUCTURE



## STAFF

### *Donna Lynas, Director*

Donna Lynas has been Director of Wysing Arts Centre since 2005 and has developed Wysing's identity as a research centre for the visual arts; introducing experimental artists' residencies and retreats and commissioning and curating ambitious projects including the annual festival of art and music. Donna is Chair of the Contemporary Visual Arts Network in the East and part of the Plus Tate network of Directors. Previously, Donna was Curator at South London Gallery (1999-2005) where she established the gallery's influential performance and off-site programmes and worked with artists including Christian Boltanski, On Kawara, Joelle Tuerlinckx and Keith Tyson on their solo exhibitions, alongside curating a number of group exhibitions. Prior to that, Donna was Curator (1997-99) and Touring Exhibitions Organiser (1995-1997) at Modern Art Oxford.

### *Chelsea Pettitt, Head of Partnerships*

Chelsea Pettitt joined Wysing in 2015 having previously worked at Southbank Centre, initially as Exhibitions Assistant for Hayward Gallery where she worked on a number of exhibitions including *The New Décor* (2010) and *Move: Choreographing You* (2010-11) which toured to Germany and Korea. She joined the Hayward Touring team as Assistant Curator in 2011, organising tours of exhibitions across the UK. She led on major collaborative projects for Hayward Touring including exhibitions *The Universal Addressability of Dumb Things* (2013) curated by Mark Leckey and *Art from Elsewhere* (2014-15). Born in California, and after a short period living in Beijing in 2006, Chelsea came to the UK to study Visual Anthropology at Goldsmiths College, London.

### *Lotte Juul Petersen, Artists and Programmes Curator*

Lotte has been a Curator at Wysing since 2008. She has a MA in art history and cultural studies from University of Copenhagen and University of Leeds. Before joining Wysing Lotte developed the residency and artistic program at the Factory of Art and Design, Copenhagen, during which time she was also employed as curator at the Fynen Art Academy. Prior to this she was part of the curatorial team at CPH Kunsthall, directed by Jacob Fabricius, and at Malmö Konsthall, Sweden. Lotte recently co-edited an anthology on curating with Sanne Kofod Olsen, Malene Vest Hansen and Malene Ratcliffe, published by the Museum of Contemporary Art, Roskilde.

### *John Bloomfield, Assistant Curator*

John was until recently an editor at Black Dog Publishing alongside which he worked as a freelance curator, developing exhibitions and projects for Arcadia Missa, Flat Time House, MOT International and Tate. John has held positions at the British Film Institute and Rich Mix, London and has also worked as researcher and talks and screenings manager for the artist Isaac Julien. John has an MA in Film Studies from UCL, London and takes a leading role in developing new online and digital curatorial platforms and content for Wysing.

### *Tahira Fitzwilliam-Hall, Children and Young Peoples Programme Manager*

Tahira Fitzwilliam-Hall joined Wysing in June 2013 as Circuit Youth Arts Programme Manager. Prior to this Tahira worked for The Crossway Foundation and Edge of Arabia in London for five years. Tahira has extensive experience of leading on Edge of Arabia exhibition outreach programmes which have included Saudi Arabia's first contemporary arts seminar and workshops with local artists and schools in London and Jeddah; managing youth arts projects including Adobe Youth Voices and leading Offscreen Expeditions both in the UK and Saudi Arabia, taking young artists aged 16-24 on creative journeys around these countries. Tahira's work has had a particular focus on engaging young people with least access to the arts.

### *William Clifford, Site and Technical Manager*

Will joined Wysing in March 2017 following two years as Installation Co-ordinator at Whitechapel Gallery, London. Prior to this he was Technician at the British Council where he installed the British Council's exhibition programme in both domestic and international venues and maintained the collection. Before

that he was Technician at Henry Moore Foundation, Perry Green and from 2006-2010 was Art Handler at The National Gallery, London.

*Lou Greenwell, Receptionist & Administration Assistant*

Lou joined Wysing as Receptionist and Administrative Assistant in November 2014. Lou first worked with Wysing as a Wysing Young Artist in 2012. She then completed a Creative Apprentice at Wysing 2012–2013, as part of a shared role with the Fitzwilliam Museum, and gained an NVQ in Cultural Heritage. Since 2013 Lou has been part of Cambridge Junction's Event Team alongside assisting with several UCM projects and events. Lou continues to make her own work, as well as being an active member of the Wysing and Kettle's Yard Circuit group.

*Lucy Williams, Finance Manager*

Lucy has extensive experience of working in the not-for-profit arts sector. Lucy was Finance Manager for Theatre de Complicité from 2010 to 2015 and Head of Finance at Watford Palace Theatre 2004 to 2008, alongside other freelance positions. She has an AAT NVQ level 2 (book keeping) and a first-class degree in Theatre Studies and English.

## BOARD OF TRUSTEES

*John Bickley, Acting Chair* - John is a freelance arts consultant and was previously Managing Director of the international choir The Sixteen. Prior to this he was Development Director at Britten Symphonia, and for twenty-five years an Artists' Manager. He joined the Board in 2009

*Jenny Brooks* - Jenny was one of four founding directors of Wysing in 1989, and then became a member of the Board when the organisation became a charity in 1994.

*Terry Brooks* - Terry was one of four founding directors of Wysing in 1989. He served as its chair until June 2002.

*Michaela Crimmin* - Michaela is a co-director of Culture+Conflict. She is also an independent curator and writer and is on the academic staff of the Royal College of Art where she teaches in the School of Humanities. She joined the board in 2013.

*Jessica Lack* - Jessica is writer and arts journalist writing regularly for the Guardian and other national broadsheets. She was the previews arts editor of The Guide for ten years and now contributes to G2 and the arts and culture section online. She joined the board in 2012.

*Roger Malbert* - Roger is Head of Hayward Touring at the Hayward Gallery, Southbank Centre, London where, amongst other things, he has developed a highly acclaimed series of artist-curated exhibitions alongside the five-yearly exhibition The British Art Show. He joined the board in 2011.

*Jo Marsh* - Jo is a Director at Jane Wentworth Associates, where she develops brand strategies for organisations in the cultural sector. She is also responsible for generating the company's new business and extensive network of international Associates. She joined the board in 2015.

*Mark Aerial Waller* - Mark is an artist working in video, sculpture and event based practices. His video works are distributed by LUX and is represented by Rodeo gallery. He joined the board in 2011.

*Sarah Wells* - Sarah is an experienced Finance Director and was previously Finance Manager at Wysing before moving onto the board. She has a wealth of financial experience including as CEO of The Arches, Glasgow. She joined the board in 2016.

*Soheila Sohkanvari* - Soheila is an Observer to the Board, representing Wysing's studio artists. Soheila is a multi-media artist whose work is rooted in her Iranian heritage. She joined Wysing as a studio artist in 2013.

## RECRUITMENT PROCESS

The deadline for applications is Sunday 28 May 2017.

Interviews will take place on Tuesday 6 June at Wysing Arts Centre.

Applications should be made online via Submittable, [here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline which is midnight on Sunday 28 May 2017. Please allow enough time to approach us with any questions or queries in using the Submittable website. We are not able to accept applications after the deadline.

Please include:

1. Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
2. What interests you about the post and working at Wysing Arts Centre? Please use this section to articulate why you want to work at Wysing.
3. Information on how your skills, abilities, and experience match the key points in the job description and person specification.
4. Your contact details
5. Contact details for two referees

Wysing's Director, Donna Lynas, is available to have an informal conversation about the position. Please call 01954 718881 or email [donna.lynas@wysingartscentre.org](mailto:donna.lynas@wysingartscentre.org)