



THE  
ART  
STATION

# Trustee

## Recruitment Pack



# Hello!

We are so pleased that you are interested in becoming a Trustee of **The Art Station**. This recruitment pack outlines our purpose and our recruitment process. This is an exciting year to join The Art Station as we embark on a capital programme to expand our physical spaces, exploring ways to make our buildings more sustainable, more accessible and better able to provide key studio space and community access areas for our engagement and artist support programmes.

We invite new Trustees to join us in our mission. People who are passionate about community engagement, contemporary art, learning, sustainability, social inclusion, and socio-economic development.





# Our Purpose

- ◆ We create space for making art, encountering art of high quality, for community social events and for learning opportunities so that we can make our community a better place to live and work.
- ◆ We are here to support artists as we believe they make positive change happen, playing a significant part in the progress toward a thriving, dynamic community.
- ◆ We are here to support our community as we believe that through engaging in art and social activities, social isolation can be reduced, creative careers can be supported, and positive development can happen for the whole community.
- ◆ We work with an entrepreneurial approach, trying new ideas, taking risks, learning when we fail and always putting community at the centre of our approach.



The Art Station is a dynamic inclusive arts organisation, offering an engaging and free high-quality Art and Learning Programme - exhibitions, events, talks, screenings, tours and creative sessions and workshops for all ages in our community. Our activities bring people together around creativity, offering enjoyable new creative experiences; providing volunteering, work placements, work experience for a community that has little access to recreation, local facilities or cultural opportunities. The core of our work is to support artists and our artist professional practice support work provides studio space, and a developing programme for creative practice.

Our presence and activities increase the development of the creative industries and the cultural and creative economy locally and support access to creative careers for young people. We are developing a supportive network that develops creative practice as well as sustainable careers in the arts through offering affordable workspace, an engaging art and learning programme which gives access to and encourages discourse about contemporary practice, creative mentoring, local freelance employment, careers support, peer crits, and support in making applications.

We work with partner organisations to ensure the impact of our work is effective and that we reach people who might experience more challenges to accessing culture and creativity.

We are committed to enriching our local area through art, social events, and educational opportunities.

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# Our History

We first started offering the local community, contemporary art installations and an-all ages art education programme in June 2017 and were developing Saxmundham station building as a new arts venue. Tragically, in Feb 2018 a devastating fire destroyed the building. We remained undeterred and focused on negotiating a lease on our new venue, a wonderful 5500 sq ft space in the former 1956 telephone exchange building.

We've been through it all – a fire, a strip out and refurbishment and two years of Covid restrictions and were delighted to open the studios in Nov 2020 and open to the public in May 2021. In the last three years we've established our Art and Learning programme which has had a very positive impact and a great response from our community. People enjoy being in our creative space and are excited about taking part and making new social connections here.





# Our Mission

The Art Station is a dynamic, ambitious, arts organisation and charity, developing and supporting the creative industries in Saxmundham, Suffolk; using its venue in a 1950s telephone exchange as a base for a dynamic Art and Learning Programme for local community and East Coastal Suffolk as well as providing attractive workspaces, a co-working area and tech space.

Our work and presence is creating a positive impact through an increase of both cultural and economic activity. Our Art and Learning programme comprises exhibitions, events, talks and screenings and we build our sessions for young people and children around this programme – creating access to and engagement with contemporary arts. We support the creation of art and the development of tech learning and creative tech in a rural context.

We are developing a peer support network for creatives to support creative practice as well as sustainable careers through offering an engaging art and learning programme giving access to contemporary practice, creative mentoring, local freelance employment, careers support, peer crits, and info/support in making applications.

See our website for more information: [theartstation.uk](http://theartstation.uk)



## We are looking to increase the size, diversity and experience of our board of Trustees this year and are recruiting for several vacancies.

While you will see specific skills listed in this pack, please keep in mind that we remain open to diverse contributions that can expand our reach and impact so please do reach out for a discussion.

We openly invite applications from communities historically under-represented in leadership and governance roles. This includes candidates from LGBTQIA+ groups, d/Disabled individuals, and those representing the global majority. We have a strong commitment to inclusion and diversity and would like to see more diversity on our board.

If you're contemplating a Trustee role but are uncertain, feel free to reach out for an informal chat. We can share insights about the role and address any questions to help you make an informed decision. We can also provide training for those new to the role.

We would be interested to hear and look forward to the possibility of you joining our team.

Please reach out to **Amy Stein** at [info@theartstation.uk](mailto:info@theartstation.uk)





We are inviting candidates who have skills, networks, or lived or worked experience especially in the following areas as these are a priority for our immediate development and plans:

- Finance
- Fundraising
- Capital Projects/Project Management/Architecture/Sustainable Building

If you also have experience in the following areas this would be really useful in supporting our organisation's development and current strategy:

- Charity governance
- Arts and Culture (including practising artists and cultural producers)
- Safeguarding, working with schools
- Commercial ventures and diversifying income generation
- Community Development

You don't have to have been a trustee before and training and support can be provided. To grow our diversity, we particularly welcome applications from candidates from all backgrounds who identify as LGBTQIA+, d/Disabled, Global Majority backgrounds.

We are interested in hearing from young trustees who may want to join as mentees to learn the trustee role, and/or Entrepreneurs/Business owners active in Suffolk who want to make a difference in the local community.

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# The Role of a Trustee

Trustees work with the board to provide leadership and governance, ensuring our priorities and strategies are consistent with our charitable aims and objectives; they monitor the implementation and effectiveness of these priorities and strategies; advance the aims of The Art Station; actively engaging in shaping the future strategy of The Art Station.

They assist in fundraising activities

Give support in leadership and strategy for the current capital project – a building retrofit programme

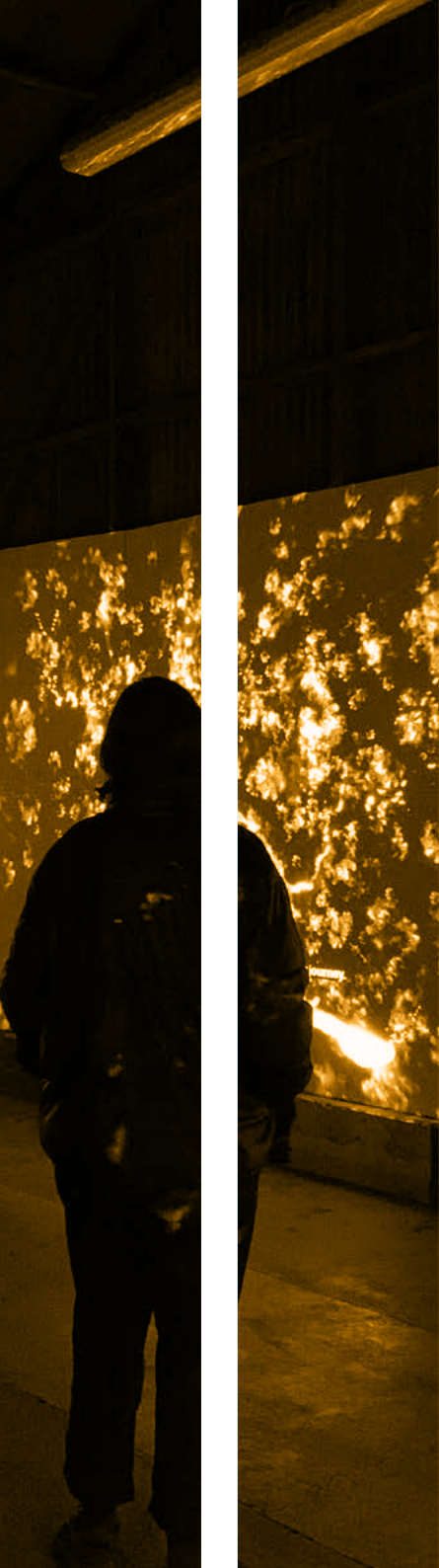
Provide leadership for at least one board sub-committee

Attend board meetings 4x per year in person and monthly sub-committee meetings (online or in person)

Being responsible for the performance of the charity and for its behaviour; they ensure that the charity complies with all legal and regulatory requirements; overseeing the prudent management and allocation of the charity's financial resources.

## **Our board roles include:**

Chairperson, Secretary, Head of Finance Sub-Committee, Safeguarding Lead, Vice-Chairperson, Trustee



**In addition to attending board meetings, Trustees get involved with lots of interesting things depending on their interests and availability:**

Participating in strategic sub-committees.

Attending various events and activities organised by The Art Station or partner organisations.

Assisting in the delivery of specific projects, especially in areas where certain skillsets are needed.

Engaging in networking and advocacy efforts on behalf of the organisation.

As a Trustee on the Board, your role will be integral in overseeing the strategic direction, sustainability, and governance of The Art Station.

You can find out more on the Charity Commission website about the six main duties of charity trustees and being a charity trustee, with their five minute guides. We are also happy to arrange an informal conversation with any of our trustees.

We will provide support during onboarding and training as required to trustees.

We understand that as a voluntary role your availability will need to be considered and would welcome a conversation regarding time commitments and how we can make being a Trustee work for your situation.





# How to apply

## **Pre-application**

If you are interested and would value an informal conversation about becoming a Trustee, we would love to hear from you and can arrange an informal conversation with any of our trustees.

Please email **Amy Stein** at [info@theartstation.uk](mailto:info@theartstation.uk) to express your interest.

## **Information to include**

Your skills and experience that you will bring to the role

Why you would like to become a Trustee of The Art Station

Your commitment availability (how much time you estimate you will have, your availability to come to meetings, your particular areas of interest)

Your full contact details (email, mobile, address) and the preferred time to contact you

## **Application**

We understand that there can be many individual approaches to applications, so we are happy to accept applications in a variety of ways. To apply you can do the following:

Provide a CV and cover letter   Or   Provide your LinkedIn profile and a cover letter

Or   Provide a 5 minute maximum video or voice recording explaining your interest, skills and experience

***Becoming a Trustee at The Art Station is more than attending meetings; it's about being a true part of a small and thriving team, engaging in purposeful activities, representing our mission and values as an ambassador, and actively contributing to our collective vision of supporting artists and reaching out to our community to provide opportunities to participate, and learning programmes that create positive social change.***

### **Terms of appointment:**

Trustees are appointed for an initial term of three years, with the possibility of renewal for a total tenure of up to six years.

It's important to note that Trustees do not receive a salary, fee, or any form of remuneration from the charity. However, reasonable expenses incurred in the course of their duties will be reimbursed. This includes reasonable travel expenses to travel to Saxmundham for board meetings (there is a train from London Liverpool Street).

Note: All Trustees are required to disclose any potential conflicts of interest that might affect their ability to act in the best interests of the Charity. They are also expected to adhere to the Board's Code of Conduct.

If you believe in our purpose and mission and feel you could be a part of our team, we would love to connect with you.

Reach out to **Amy Stein** at [info@theartstation.uk](mailto:info@theartstation.uk)





# Frequently asked questions

## **Do I have to have experience as a Trustee?**

No, training can be provided. Reach out to us to discuss more about what the role involves and if it would be right for you.

## **I am under 30, am I welcome to apply?**

Yes, Young Trustees are encouraged and will be mentored by more experienced Trustees. We believe that having a variety of ages can help us improve our diversity of thought and lead to better decision making.

## **Do I have to live in Suffolk to apply?**

No, as long as you live within reasonable travel distance to Saxmundham, Suffolk and/or are able to attend in person meetings without difficulty you can apply. Reasonable travel expenses can be reimbursed to make trustee work accessible to those on a low income. Ideally you would have an existing connection with Suffolk to help you understand our community mandate, but this is not a requirement, and you can get to know our community. There is a train service to Saxmundham from London Liverpool Street.

## **I have finance/business experience but no experience in the Arts, am I welcome to apply?**

Yes, we need trustees with all types of experience. Finance and entrepreneurial skills are especially important in any charity board, and we have a wealth of arts experience that we can share with you.

## **How much time commitment is required?**

You need to be prepared to attend in person at least 4 board meetings a year. In addition, about 1 day a month is needed for sub-committee work, depending on what work you get involved with. Sub-committee meetings are often once a month. Meetings can be held around your work schedule if needed. We also have one full away day each year to discuss strategy and annual plans.