



WYSING ARTS CENTRE
FOX ROAD BOURN
CAMBRIDGE CB23 2TX
WWW.WYSINGARTSCENTRE.ORG

T + 44 (0) 1954 718881
INFO@WYSINGARTSCENTRE.ORG

WYSING ARTS CENTRE DEPUTY DIRECTOR

RECRUITMENT PACK JUNE 2022

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Ravioli Me Away, *The View From Behind The Futuristic Rose Trellis*, 2019. Photograph: Jay Parekh

About Wysing Arts Centre

“Wysing was founded with a utopian vision to create space for artists to live & work. Today it is ... pioneering an experimental approach to artistic practice, learning & curating.” Louise Benson, Elephant Magazine, 2019

Established in 1989, Wysing Arts Centre is a progressive organisation in a rural setting. We enable artists and publics to engage their imagination freely and take creative risks; we believe that everybody has the right to time and space for creativity, away from the distractions of daily life.

The site is ten miles from Cambridge city. It holds 20 subsidised studios, accommodation for up to 80 visiting artists annually, recording and ceramics studios, flexible space to experiment, present and learn, fields, woodland, and several outdoor artworks. Work made at Wysing is seen worldwide. An accessible digital offer increases reach and archives our work; our youth programme empowers future generations.

Wysing invites artists from across the world to stay and reflect on their practice without the pressure of producing new work: time spent without a plan can often be when the best new ideas emerge. We take a proactive, intersectional approach to equity and inclusion, and often support artists who have not been well supported by mainstream gallery and funding systems. Several artists who have spent time at Wysing have gone on to be Turner-prize or Paul Hamlyn Award winners. Some artists go on to be commissioned by Wysing to make artworks, music and performance; many participate in Wysing’s lively events.

Wysing engages people of all ages through artist-led workshops, events, online projects, gatherings and an alternative art school called *The Syllabus*. Our young people’s programme has a focus on reaching people from rural areas. We are currently building a Youth Council who will have decision-making powers in the organisation.

We are funded principally by Arts Council England through its National Portfolio scheme. Further funds are raised through Trusts, Foundations and via individual giving. Wysing recently received significant support from the Freelands Foundation to grow and deliver *The Syllabus* over the next decade. More can be discovered about Wysing’s programme and history at wysingartscentre.org/ and wysingbroadcasts.art/



Opening event: Ain Bailey, *Version*, 2021. Photograph: Chloe Page

The Role: Overview

The Deputy Director is central to the delivery of Wysing's ambitious activity. The Deputy Director works closely with the Director and Wysing's senior management team, contributing actively and creatively to the shaping and delivery of Wysing's sustainability, as well as overseeing organisational operations. Line managing a team of four people, in addition to freelancers and contractors, the Deputy Director supervises administration, site and resource management, financial management, staffing and governance.

We're looking for someone with experience of managing organisational operations, and preferably with knowledge of commercial income generation. We'd like to appoint someone with shared values, who has the same desire to create a more equitable world, a commitment to environmental sustainability, and who understands the importance of supporting and championing artists, creativity and imagination.

Wysing is committed to equity and we acknowledge that certain areas of society are not proportionally represented within the arts sector. We are doing what we can to correct this. We are committed to providing equal opportunities for everyone, regardless of their background. We are particularly keen to receive applications from those who identify as from marginalised backgrounds based on any protected characteristic including age, racialisation, gender identity or sexuality, disability or long term health condition, pregnancy, maternity or marital status, religion or belief, and class background or class identity.



Wysing Ceramic Studio Open Morning, 2022. Photograph: Chloe Page

Position: Deputy Director

Hours: 37.5 hours per week

Working pattern & location: flexible working will be considered, however this role requires on-site working at least four days per week; occasional evening and weekend working is necessary due to event delivery.

Salary: Between £39,000 and £42,000 dependent on experience

Contract: Permanent, subject to review in the first six months

Reporting to: Director

Key Duties

- To take responsibility for Finance, Resources, and Governance at Wysing Arts Centre.
- To work with the Director to develop and review Wysing's strategy, objectives and vision, Business Plan and Arts Council England National Portfolio funding agreement, monitoring performance against key objectives.
- To play an active role in shaping a sustainable future for Wysing, including maximising income generation, reducing environmental impact and working with the Director and Senior Management to develop and implement Wysing's equality, diversity and inclusion plan.
- To represent Wysing amongst stakeholders, and deputise for the Director as appropriate.

Operations

- To oversee the day to day running of Wysing Arts Centre and its 11-acre site, studios, facilities and accommodation, ensuring smooth operation and efficient use of resources and capacity.
- To line manage the Site and Technical Manager, Housekeeper, and Programme and Operations Assistant.
- To support the planning, delivery and evaluation of programmes and activities; to ensure operational support across the organisation.
- To ensure that environmental impact is reduced, year-on-year, according to agreed and regularly reviewed targets.
- To be responsible for the organisation's IT, ensuring adherence to data protection laws, and to manage the external IT consultant.
- To lead on the preparation and implementation of supplier contracts where required.
- To provide general office management duties.
- To act as Wysing Arts Centre's Health and Safety Officer, ensuring that the Health and Safety Policy, including Mental Health, is regularly reviewed and updated and that necessary risk assessments are carried out.
- To update and monitor Wysing's risk register.

Finance

- To lead on all aspects of financial management of the organisation including line management of the Finance Manager.
- To work with the Director to set and manage budgets and financial resources, in line with organisational priorities and procedures.
- To be responsible for reporting on the financial management of the organisation, ensuring clear audit trails, that budgets are adhered to and effective cost control mechanisms are in place, in addition to regularly updating and implementing finance policy in line with UK Charity law and HMRC legislation.
- To ensure that all donations are recorded accurately, that individuals are credited appropriately, and that Wysing's Ethical Fundraising policy is adhered to.

- To ensure Wysing's payroll is processed accurately, on time, that tax and National Insurance payments are made and that statutory employer responsibilities are met.
- To oversee the accuracy of Wysing's asset register.
- To provide accurate monitoring and financial reporting for funders.

Resources

- To liaise with Wysing's onsite tenants, including studio artists, in the preparation of licence agreements, inductions and exits, ensuring rent payment is made, and that building-related issues are addressed promptly and efficiently.
- To work with Wysing's wider team to promote and coordinate external bookings of facilities, including corporate and private hire, ceramics and recording studio membership, adult art courses, and the licensing of artist studios.
- To ensure inventories across the site are accurately maintained.
- To lead on the recruitment of new employees, volunteers, Trustees and their inductions, working in line with Wysing's equality, diversity and inclusion policies.
- To ensure Staff Handbooks are updated and appropriately distributed.
- To keep confidential, up to date personnel records on all members of staff, including appraisals, sickness and absence records.
- To support and develop the role of volunteers within the organisation and take lead responsibility for volunteers in the delegated operational areas.
- To ensure that Wysing's buildings, assets and resources are fully insured, and that public liability insurance is kept up to date and reflective of organisational need.

Governance

- To act as Company Secretary, attending and servicing Board meetings. To attend / lead 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 organisational policies and procedures.
- To co-ordinate the annual returns for Companies House, Charity Commission and funding bodies and to fulfil 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 Wysing Arts Centre's Code of Conduct, Equality and Diversity Policy and within the organisation's Health and Safety Policy.

Person specification

Essential

- At least two years' experience in a senior management role.
- Outstanding organisational skills and the ability to work under pressure and manage multiple priorities.
- Strong verbal and written communications skills.
- Excellent interpersonal and problem-solving skills.
- Relevant experience of making operational improvements and developing sustainable funding sources.
- Financially literate, with experience of managing complex budgets across multiple areas and departments.
- A high level of computer literacy, including use of Microsoft Word and Excel.
- Willingness to work occasional evenings and weekends as required.
- An empathy with the aims and values of Wysing Arts Centre.

- An understanding of, and commitment to, equality, diversity and inclusion, and environmental sustainability.

Desirable

- Experienced in the accurate presentation and interrogation of management and statutory accounts, setting of budgets, budgetary management and control.
- Experience in site and building management.
- Experience of developing commercial income generation opportunities, especially those that maximise site resources.
- Experience of devising, implementation and monitoring of policies and plans.
- Knowledge of national arts policies, networks and trends.
- An interest in contemporary visual arts.
- Experience of working with artists.



Young people working in Wysing's Ceramics Studio and Recording Studio 2021. Photographs: Lucy Shipp

Wysing's Vision, Mission, Values and Aims

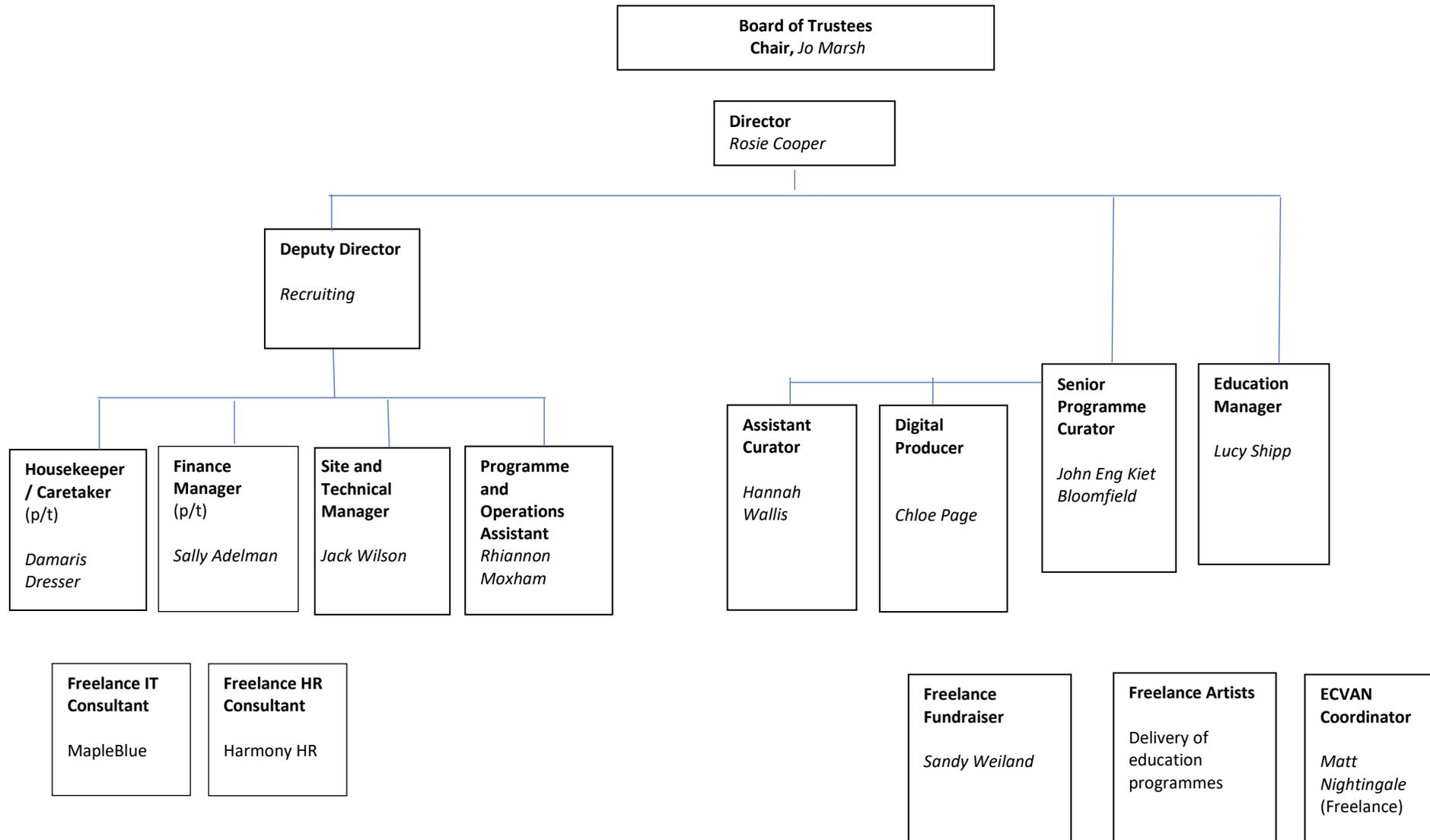
Vision: To cultivate the freewheeling imagination.

Mission: Wysing believes in the transformative social and personal benefits of art and creativity, and that a more just world can only be achieved if everyone has equal access to the time and space needed to imagine it. Wysing provides accessible opportunities and resources to think and create, outside the habits of daily life. We support artists to develop their talent; we advocate for the immense value they have in the world, and we work to create the conditions necessary for them to have sustainable careers.

Values and Aims:

- **Collaborative:** Work together to build resources.
- **Generous:** Model change, sharing our resources equitably.
- **Agile:** Create and seize opportunity.
- **Attentive:** Listen to what people have to say, and respond effectively.
- **Transparent:** Build trust, and be open about how we work.
- **Ethical:** Avoid causing harm to people and the planet.

Organisation chart



Recruitment Process

The deadline for applications is **midnight on Friday 22 July 2022**.

First round interviews will take place week commencing **1 August 2022**.

Second round interviews will take place week commencing **8 August 2022**.

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

Applications can also be made in video or audio format if required. If you have any other access needs to be able to make an application to us, please contact us.

Once you have set up a Submittable account you can return to your application any time up until the deadline, midnight on Friday 22 July. 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.

As a Disability Confident Leader, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate you are d/Deaf or disabled in your application so that you can be interviewed if you meet the minimum criteria.

Wysing's Director, Rosie Cooper, is available to have an informal conversation about the position. Please email rosie.cooper@wysingartscentre.org.