



Recruitment Pack

Chair of The Board of Trustees, Lighthouse

Summary

Lighthouse is a forward-thinking contemporary culture agency based in Brighton in the UK, with an established history of working with exceptional artists and filmmakers, a fantastic building in the heart of the city, a rich and valuable network of collaborators – regionally, nationally and internationally - and a bright future.

Over the past four years Lighthouse has had a transformational period of growth, expanding in profile and reach and leading to major new international partnerships and high demand for our award-winning work. Our position is now firmly established as a regional and national leader in the fields of digital culture and film through our year-round programme and the established biennale Brighton Digital Festival which is celebrating it's 10th year.

Thanks to support through the Cultural Recovery Funding, Lighthouse is in a secure financial position and poised to enter an exciting and ambitious new phase of development to become a leading organisation that supports the connections between art, technology and society within the UK and across the globe. We are seeking to recruit a Chair to support us on this journey.

The current Chair of the Board is Anthony Mayfield, who is founder and CEO of Brilliant Noise. Now approaching the end of a successful five-year tenure with Lighthouse, Anthony will stand down as Chair in 2021.

We are looking for individuals with a passion for contemporary culture - specifically art, film and technology - and a range of skills and experience that may include fundraising, capital development, advocacy, philanthropy, data analysis, media relations, advertising and marketing as well as access to influential national and international networks.

We are keen for the Board to reflect the diversity of the communities we serve, so we particularly encourage expressions of interest from women, disabled people, LGBTQIA+ people from Black, Asian, diverse backgrounds and people who identify as coming from marginalised community groups.

Trustees are expected to attend an average of 5 - 6 meetings per year as well as attendance of our events in return for the opportunity to work with one of the UK's leading innovators of contemporary digital art and culture.

This Opportunity

The Chair of the Board will play an important and integral role supporting the next phase of development for Lighthouse and Brighton Digital Festival. This will require management of the Co-Directors and stakeholder advocacy across regional and national stakeholders. The Chair will benefit from working with a small but enthusiastic team on the strategic vision of the organisation, helping us to build our role as one of the most important and forward-thinking institutions to champion international contemporary culture in the UK.

A key focus of the next business planning phase, from 2022 - 2027, will be to connect more people to our programmes through initiatives that encourage dialogue and participation. This work will include examining the potential to evolve Lighthouse's physical presence, by developing a fit for purpose venue for world-class exhibitions, screenings and live events, either in our existing building or in new premises.

Our Ideal Candidate

You will be an experienced senior leader and/or chair from the public, corporate or third sectors. You will be comfortable working at a strategic level and happy to make effective use of your networks on behalf of Lighthouse. You will have a strong desire to contribute to evolving Lighthouse in its next phase, providing inspiration and guidance to the Trustees and Executive team and actively supporting artistic, commercial and fundraising activity.

You will already be someone who attends arts events and who is committed to building arts audiences. You may have past experience of leading a capital project for a cultural organisation, including advising on capital fundraising. A connection to Brighton or the South East of England would be an advantage but is not essential.

Application Procedure

Interested candidates should send their submission by completing the online application form here:

<https://form.jotform.com/212791805339360>

After completing the application form you will receive a link to a diversity monitoring form.

Key Dates

Advertisement of position issued: 8 October 2021

Applications Due: 10 December 2021

Interviews: 16 & 17 December 2021

Guaranteed Interview Scheme

We are a committed Disability Confident Employer, so all application processes run equally to this - where disabled applicants who meet the minimum criteria for this position will be offered an interview under our guaranteed interview scheme. If you have any access needs please get in touch with Emma Wickham, Head of Operations emma@lighthouse.org.uk

Enquiries

Enquiries should be addressed by email to Emma Wickham, Head of Operations:

emma@lighthouse.org.uk. If you would like an informal confidential discussion about this role prior to applying please contact Emma Wickham.

Contact

Tel: +44 1273 647197 / Address: 28 Kensington Street, Brighton, BN1 4AJ, UK

Twitter: <http://twitter.com/LighthouseArts> / <http://www.lighthouse.org.uk>

Job Description – Chair of Board of Trustees, Lighthouse

Job title: Chair of the Board of Trustees

Responsible for: CEO & Artistic Director

Purpose

The Chair of the Trustees provides leadership & direction to the Board of Trustees of the charity. The aim of the role is to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.

The Chair will ensure that the organisation complies with its governing document, company law and any other relevant legislation or regulations and has a responsibility to ensure that the organisation pursues its objects as defined in its governing document.

The Chair will work to support and enable the Co-Directors to manage and to achieve the aims of the organisation. The Board of Trustees meet five – six times a year.

Main Responsibilities

- To help establish Lighthouse as a leading institution for international contemporary culture, with the help of the executive team.
- To review Board policy & procedure in agreement with the executive team.
- To provide leadership for the Board of Trustees in their role of setting the strategy & policy of the organisation.
- To ensure that the Board are aware the responsibilities of their role and that the organisation operates in accordance with all legal requirements.
- To chair & facilitate Board meetings.
- To provide direction to the Board in areas of policy.
- To plan both the annual cycle of Board Meetings and set the agenda for those meetings together with the executive staff team.
- To monitor the work of the organisation to ensure that decisions taken at Board level are implemented.
- To actively support the fundraising aims of the organisation.
- To represent the organisation at appropriate events, meetings & functions.
- To act as a spokesperson and advocate for the organisation where appropriate.
- To provide support when required to the executive staff team.
- To review & appraise the performance of the executive staff team.
- To sit on recruitment panels as required.
- To attend & take part as a member of committees or working groups when appropriate in the role of Chair.
- To act as the final stage adjudicator for disciplinary & grievance procedures if required.

In addition to the responsibilities above, the Chair has the following general Trustee responsibilities:

- To ensure that the organisation applies its resources exclusively in pursuing its objectives.
- To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets & evaluating performance against agreed targets.
- To declare any conflict of interest while carrying out the duties of a Trustee.
- To be collectively responsible for the actions of the organisation and other Trustees.
- To ensure the effective & efficient administration of the charity's affairs.
- To ensure the financial stability of the organisation & the proper use of the organisation's funds.
- To protect & manage the property of the organisation.

- To attend meetings & read relevant papers in advance of those meetings.
- To attend subcommittee meetings & participate in other tasks as they arise: such as attending events and strategy meetings.
- To keep informed about the activities of the organisation.

Person Specification - Chair of Board of Trustees, Lighthouse

Essential

- Experience of working in the arts, culture or business sector - with acknowledged success in a leadership role.
- Enthusiasm for contemporary culture at the intersection of art, film and technology and commitment to Lighthouse's aims and objectives.
- A good understanding of the cultural, artistic, economic and political context at local, regional and national levels within which Lighthouse operates.
- Excellent networks with which to help advocate for and support the aims of Lighthouse.
- Excellent communication and networking skills.
- Willingness to devote time and effort to the role including chairing Board meetings, attending strategy meetings, working groups and ad hoc meetings and events as required.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Strategic vision and good independent judgement.
- Tact, diplomacy, impartiality, fairness and the ability to respect confidences.
- A commitment to equality and diversity.
- The ability to speak and present publicly on behalf of Lighthouse.

Desirable

- Experience of leading or advising on a capital development project for a contemporary art gallery or cultural venue, contributing to its architectural vision, fundraising strategy or commercial strategy.
- Knowledge of the cultural and civic infrastructure in Brighton and the South East of England.
- Experience of contributing to the commercial strategy for a cultural organisation, through its public venue.

We are keen for the Board to reflect the diversity of the communities we serve, so we particularly encourage expressions of interest from women, disabled people, people from black, Asian and minority ethnic backgrounds, and from people under the age of 40.

Terms and Conditions of Service

Salary: This is a voluntary position.

Hours of work: 5 – 6 x Board Meetings per year, plus an average of two additional strategy meetings per year and additional informal meetings with Trustees and/or Co-Directors, as required.

The Chair is also expected to attend as many Lighthouse events as possible, to deepen understanding and awareness of our programmes, and to actively engage with our networks. This includes attending events such as exhibition launches, key screenings, conferences and other events, as required.