

# **INDEPENDENT ARTS PROJECTS**

**We at Independent Arts Projects (IAP) are looking for new volunteers to join our board of Trustees.**

IAP creates performance projects (artworks and experiences) connecting artists and communities. Projects explore identity and aim to make space for people to be themselves and see themselves. Our projects have been nominated for awards, included in case studies, shared as examples of good practice, and received critical acclaim from national media.

Notable recent projects include:

- **Sensory Collective** a 22-month-long collaboration between artists and people who face the most barriers to accessing mainstream arts activities including people of all ages living with autism, complex needs and dementia.
- **Sex Education Xplorers (S.E.X.)** by Mamoru Iriguchi, award-nominated, critically acclaimed, sold out run as part of EdFringe & Made in Scotland, and 2023 tour across Scotland of this trans-inclusive time travel ride through S.E.X.
- **Niqabi Ninja** by Sara Shaarawi, an audio-led, site-based promenade production presented as part of EIF, Shubbak & in 5 cities across Scotland in 2021.
- **NEA Youth Arts Residencies** - support for 5 artists with grants of £5,000 each to design & deliver youth arts projects with children and young people in Muirhouse, Nth Edinburgh.
- **Sound Symphony** by Ellie Griffiths created for and with autistic young people with complex needs, toured Scotland & rUK co-produced by Oily Cart Theatre.



## Member of the Board of Trustees (part-time, voluntary)

### Job Description

This job description will provide you with information about the company and clarify what is expected of a Trustee of the organisation.

We welcome applications from individuals from a variety of experiences & backgrounds. At the moment, we're particularly interested in hearing from people who have skills and experience in: Communications, Finance, Fundraising or Safeguarding.

This is a voluntary position; however reasonable expenses can be agreed in advance. Reasonable expenses might include travel, childcare costs, access costs. If you are unsure what else might count as a reasonable expense, please ask.

### Time commitment

- Around 5 meetings a year (minimum 4) taken place online or in Edinburgh (at least 1 in-person meeting per year). Regular meetings are 1-2hrs. There is usually 1 full day meeting a year with staff and board. Breaks are included.
- Papers will be sent approx. seven days in advance to give trustees the chance to review. Papers include the meeting agenda, minutes from last meeting, reports from Executive Producer, financial reports as well as policy documents in draft/review. Prep time must be factored in to read these papers ahead of the board meeting.
- Some email conversations between meetings if an important area needs actioned (recruitment, funding news, etc).
- An occasional phone call where specific advice is needed on an area that the Director has specialist experience/knowledge of.
- Trustees are invited to see the work of the company where feasible. This is optional for trustees.

### Application

To apply or find out more, please email [jobs@independentartsprojects.com](mailto:jobs@independentartsprojects.com) with a CV and cover letter, what interests you about Independent Arts Projects, and any questions.

Please let us know your preferred method of communication / access requirements. **We are currently open to accepting trustee applications and there is no fixed deadline at the moment.** Once you have submitted your application, please complete IAP's [Equalities Monitoring Form](#) (click to complete online).

### **Process for Board Recruitment**

Pre-Application Conversations	Please email to arrange.
Application Deadline	Rolling.
Interviews with Candidates	Arranged as required.
Decisions communicated	Within 7 days of interviews unless otherwise stated.
Trial period	Attending one of our quarterly board meetings (March, June, September or December.)

We will invite interested people to join board meetings as observers as part of the process in order to test the relationship. We hope this might attract interest from people from groups who have historically not been represented on boards.

## **Board of Trustees**

The Board of Trustees has overall responsibility and legal liability for the work of the organisation. The board of trustees meet regularly and work collectively taking decisions at board meetings. Trustees should ensure that the organisation is meeting its charitable purpose and acting appropriately with public money.

### **Trustees' duties & responsibilities**

- To lead, support and encourage the development of Independent Arts Projects
- To ensure that the company operates in a manner consistent with its purpose and principles
- To review & approve key staff appointments, business plans, policies & budgets
- To be an advocate for the work of Independent Arts Projects, building and promoting the company's identity
- To act with care, diligence, skill, honesty and in good faith
- To be fair and responsible employers
- To ensure the company complies with the law, particularly the requirements of the Companies Acts, as well as laws including but not limited to: Charities law, Employment laws, Equalities, Health & Safety, and Human Rights.
- To avoid and/or declare conflicts of interest
- To review and manage risk
- To ensure that the company acts within the terms of their grants
- To ensure the production and distribution of annual company accounts
- To treat company information as confidential
- To review and evaluate the performance of Independent Arts Projects Ltd.

### **Current Board of Trustees**

- Natasha Lee-Walsh (she/her), Managing Director, Edinburgh Open Workshop
- Leigh Mullin (he/him), Consultant/Technical Architect in Technology
- \*Hannah Roberts (she/her), Lead Producer, Royal Lyceum Theatre
- Michelle Rolfe (she/her), Producer, Birds of Paradise & Co-Dir., Stage Sight
- Ayo Schwartz (they/she), Head of HR, National Theatre of Scotland
- Sara Shaarawi (she/her), Playwright

\* Chair of the Board of Trustees

## About Independent Arts Projects (IAP)

**Purpose:** IAP creates performance projects (artworks and experiences) that connect artists and communities. Projects often explore themes of identity, or social justice, and aim to help us make sense of how we live our lives.

### Vision:

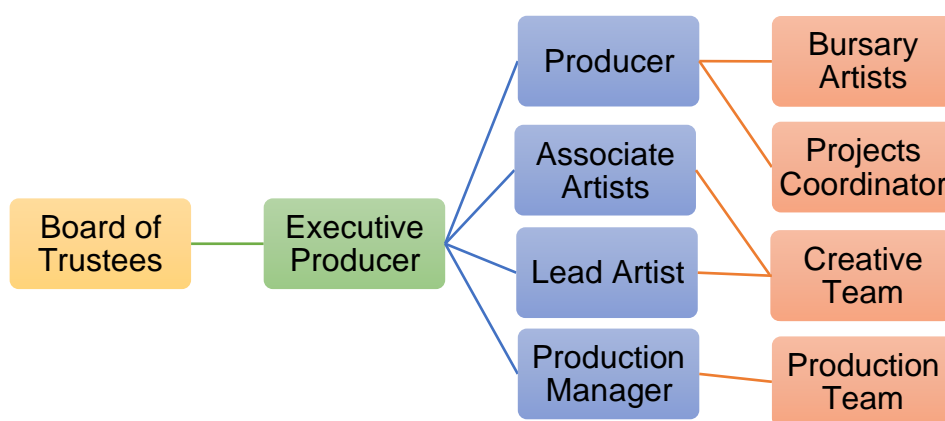
- IAP contributes to a vibrant community of artists and arts workers who make creative encounters for and with people across Edinburgh, Scotland and beyond.
- Successful work is artist-led, ideas-led & values-led, and can be accessible, fun, meaningful, and/or transformative. It can be for people to experience passively as audience or actively as co-creators.
- Our artists, audiences and participants are diverse and representative of people of different ages, from different backgrounds, cultures and experiences. <sup>[L]</sup><sub>[SEP]</sub>

### Values & Commitments

- Access & inclusion - everyone has a right to creativity.
- Becoming anti-ableist & becoming anti-racist - we work towards change.
- Environmentally sustainable - care and consideration in our work.
- Wellbeing & care is at the heart of all we do.
- Trust & respect for everybody we work with.

### Staffing & Structure

- Mhari Robinson (she/her), Executive Producer (1.0 FTE)
- Lou Brodie (she/her), Associate Artist (Engagement) (0.4 FTE)
- Nina Doherty (she/her), Producer (0.6 FTE)
- Rosie Ward (she/her), Projects Coordinator (0.6 FTE)
- Kirsty Biff Nicolson (they/them), Associate Artist (Sensory) (0.4 FTE)



**Independent Arts Projects Ltd.** is a Company Limited by Guarantee.

Company number: SC581505. Charity number: SC049294. Registered address:  
78/10 Mcdonald Road, Edinburgh, EH7 4NT. [www.independentartsprojects.com](http://www.independentartsprojects.com)