INDEPENDENT ARTS PROJECTS

Trustees Recruitment Pack

Thank you so much for your interest in Independent Arts Projects (IAP).

This pack contains:

- Job description & responsibilities
- Person specification / who we are looking for
- How to apply
- Information about IAP and our work

Please note: we particularly encourage applications from individuals who are historically under- represented on boards due to age, disability, ethnicity, faith or belief, sex, gender identity, sexual orientation, education, socio-economic background, or those with caring responsibilities. Candidates who may not think they fit the typical criteria required for Board membership, but who are inspired to contribute to our work, are warmly encouraged to apply.

Recruitment timeline

- Positions advertised: Monday 4th July
- Online information session: 1-2pm, Tuesday 12th July

- 1:1 online sessions: w/c 25th July & w/c 1st August
- Deadline for applications: 6pm, Monday 29th August
- Follow up conversations to be held on: In September & October
- Opportunities to observe board meetings: September, December & March

Applications

- Please send completed applications to jobs@independentartsprojects.com
- Please complete IAP's Equalities Monitoring Form once submitted.
- Please send any questions to: jobs@independentartsprojects.com

If you have any questions at all, please get in touch.

This pack is available in large print and in font colours of your choice. Alternatively, easy read, audio or video formats are available. Please email jobs@independentartsprojects.com.

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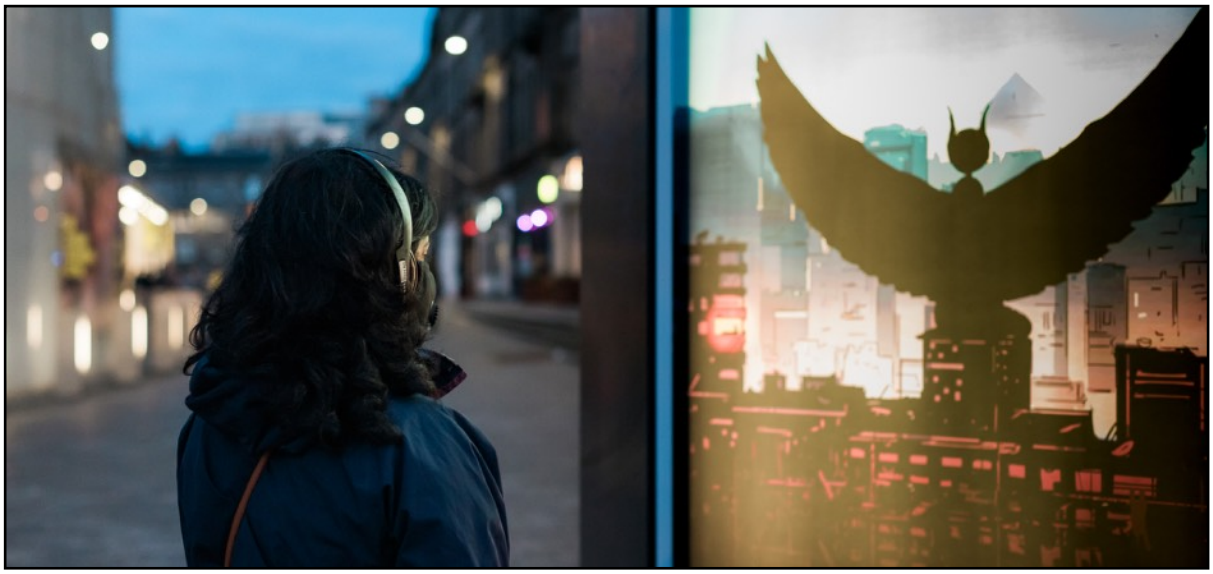
www.independentartsprojects.com



Pictured: Niqabi Ninja by Sara Shaarawi (image by Tiu Makkonen)

Independent Arts Projects
Board of Trustees

Job description

Application deadline: **6pm, Monday 29th August 2022** (and then rolling)

Job title	Member of the Board of Trustees (part-time, voluntary).

Time commitment	• Attendance at approximately 4 meetings a year, either online or in Edinburgh. Each meeting is usually between 2-3hrs. Breaks are included. • In addition, there is usually 1 whole or half day used to work with the board on company development. • Board papers are sent roughly seven days in advance to give members a chance to review. • Papers include a meeting agenda, minutes from previous meeting, reports from Executive Producer, financial reports, as well as policy documents in draft. • Between meetings some email conversations about urgent matters (recruitment, funding news, etc). • Occasionally between meetings a phone call or discussion over coffee - where specific/specialist advice is needed. • Attendance at performances and events, where possible.

Salary / fee	This is a voluntary role; however reasonable expenses can be agreed in advance. Reasonable expenses might include travel, childcare, and/or access costs. If you're unsure what else might count as a reasonable expense, please ask.
Length of term	Members are elected for an initial term of three years. Members can be re-elected once (for a second term of three years).
Supported by	Chair of the Board of Trustees
Location	Independent Arts Projects (IAP) is based in Edinburgh but remote working / attendance via online meetings is possible.
Trial period	Potential new Trustees are invited to attend 1-2 meetings as an observer before joining the board.
Notice period	Ideally 3-6 months.
Start date	To be mutually agreed.

Purpose of the role

The role of Trustees at Independent Arts Projects (IAP) is to ensure that we operate within the law and implement our charitable purposes. Collectively, the Trustees oversee and contribute to the good management and effective governance of the company; agree the company's strategic direction and work with other Trustees to maintain the company's purpose and aims.

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 and approve key staff appointments, business plans, policies and 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
- To be fair and responsible employers
- To act with honesty and in good faith
- To ensure the company complies with the law, particularly the requirements of the Companies

Acts, as well as: Employment Protection Act; Disability Discrimination Acts; Race Relations Acts; Equal Pay Act, Sex Discrimination Act, Health and Safety at Work Act, Pensions Acts, Insolvency Acts, Data Protection Acts; and Human Rights Acts

- To avoid and/or declare conflicts of interest
- To review and manage risk
- To ensure that the company acts within the terms of grants
- To ensure the production and distribution of accounts
- To treat company information as confidential
- To review and evaluate the performance of Independent Arts Projects

Who we are looking for

It is important that our Board is made up of people with a range of experiences, skills and backgrounds to help us to shape, support and realise our purpose and aims.

We are seeking people who:

- Have enthusiasm for Independent Arts Projects purpose and programme
- Are passionate about the impact and power of the arts and creativity
- Can bring sound, independent judgement, acting as a critical friend
- Have an understanding of governance (though training can be provided)
- Enjoy working collaboratively
- Can advocate for IAP and champion the company's work

We welcome applications from individuals from a variety of experiences and backgrounds, including but not limited to people who bring experience in:

- Business development & income generation
- Communications & marketing
- Disability advocacy
- Education & Research
- Human Resources / Legal

Please note: we particularly encourage applications from individuals who are historically under- represented on boards due to age, disability, ethnicity, faith or belief, sex, gender identity, sexual orientation, education, socio-economic background, or those with caring responsibilities. Candidates who may not think they fit the typical criteria required for Board membership, but who are inspired to contribute to our work, are warmly encouraged to apply.

Application

If you would like to apply to join our Board, please prepare a short statement or a 2-3 minute video message which outlines why you are interested in the role and the skills and experience you would be able to contribute as a Trustee. Please send this to jobs@independentartsprojects.com by **6pm on Monday 29th August 2022**.

Once you have submitted your application, please complete IAP's Equalities Monitoring Form (click to complete online).

If we're able to take your application forward, we'll invite you for a conversation, and then to attend a board meeting as an observer, so you can get a feel for meetings. After meeting, if everyone

agrees, we will invite you to join the Board where you will be legally enrolled as a Trustee/Director of Independent Arts Projects Ltd with Companies House.

If you have any questions about the application process, the Board or the work of our organisation please contact Mhari Robinson at jobs@independentartsprojects.com. Mhari can also put you in contact with current Board members if you would like to learn about their experience of the role. We look forward to hearing from you.

About Independent Arts Projects (IAP)

Based in Leith, IAP works with some of Scotland's most talented and innovative artists and theatre makers to develop, produce and tour a programme of productions, arts projects, events and opportunities for people across Scotland and beyond.

The company's programme has received four and five-star reviews from national media, sold out shows, and been nominated for awards.

Independent Arts Projects Ltd., was incorporated in 2017, began trading in April 2018 and became a registered charity in May 2019.

Purpose

IAP creates performance projects. IAP projects are artist-led & often explore identity, representation, or our contemporary world and aim to help us make sense of how we live our lives. We make creative works and experiences with people across Scotland and beyond.

Vision

- IAP contributes to a vibrant community of artists and arts workers who make creative

experiences for people across Edinburgh, Scotland and beyond.

- Successful work is accessible, fun, meaningful, and/or transformative. It can be for people to experience passively or actively, immersive and participatory.
- Our artists, audiences and participants are diverse and representative of people of different ages, from different backgrounds, cultures & experiences.

Values

- Access & inclusion - everyone has a right to creativity.
- Anti-ableist & Anti-racist - working towards change.
- Environmentally & ethically sustainable - care and consideration in how we work.
- Wellbeing & care is at the heart of all we do.
- Trust & respect for all individuals, arts workers and artists.

Recent programme highlights:

- **Sensory Collective** a 21-month-long collaboration between artists and people who face the most barriers to access including people of all ages living with Autism, PMLD 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.
- **Niqabi Ninja** by Sara Shaarawi, 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.
- **Eaten** by Mamoru Iriguchi for children & young people aged 6+ toured Scotland, Turkey, Palestine and invited to tour Japan in May 2020/Mar 2021. An adaption of Eaten, Lionel's Scottish Kitchen was presented live and via Zoom between Kanazawa and Leith in March '21
- **Sound Symphony** by Ellie Griffiths created for and with autistic young people with complex needs toured Scotland and invited to Sweden & USA

Pictured: Sound Symphony by Ellie Griffiths (image by Brian Hartley)

Critical acclaim

"This is a remarkable production" ★★★★★

Gareth K Vile, *The List* on **Niqabi Ninja** by Sara Shaarawi

"a crucial, important and relentlessly entertaining show" Infallibles Award 2021 - Best show for young audiences on **Sex Education Xplorers (S.E.X.)** by Mamoru Iriguchi

"an exquisite piece of storytelling… performed with choreographic grace and a mesmerising

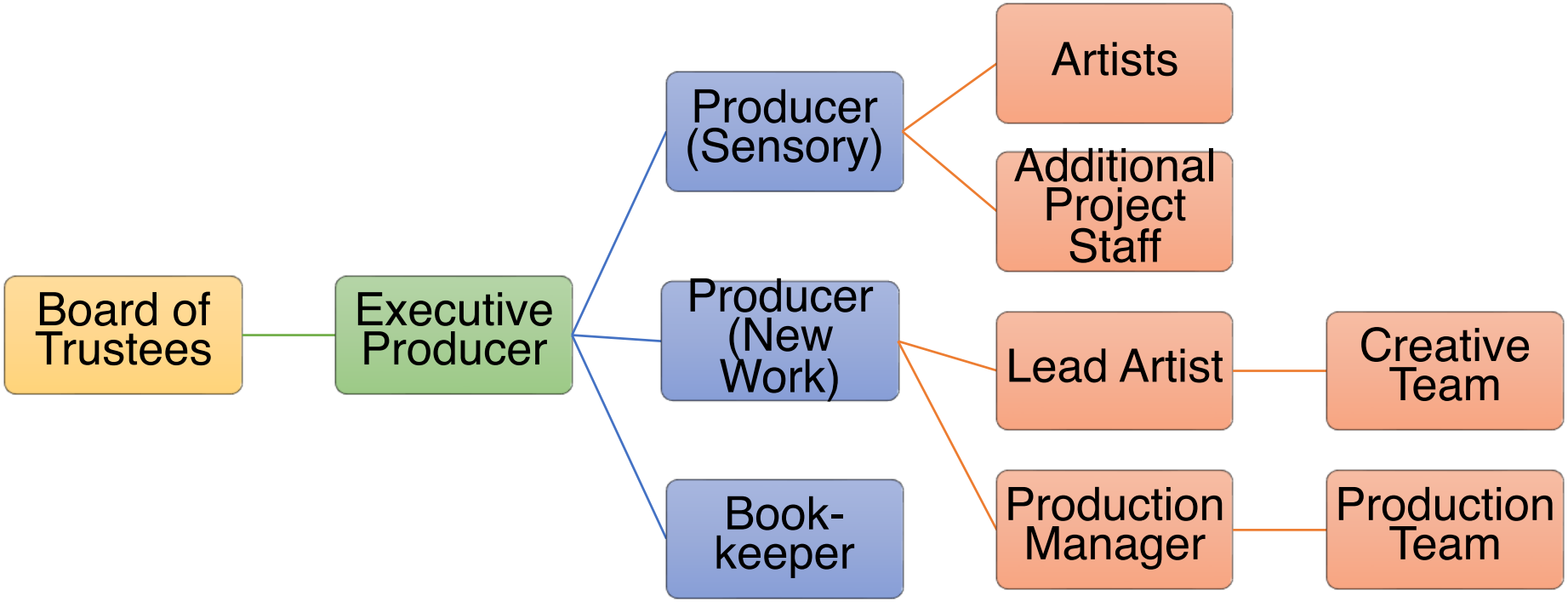
delivery” ★★★★ Mark Fisher, *The Guardian* on **Blood and Gold** by Mara Menzies

“Astoundingly original” ★★★★★ Mark Brown, *The Herald on Sunday* on **Eaten** by Mamoru Iriguchi

“A joyful and exquisite piece of work” ★★★★ Joyce McMillan, *The Scotsman* on **Sound Symphony** by Ellie Griffiths

Staffing & Structure

- Mhari Robinson, Executive Producer, Employed (1.0 FTE)
- Nina Doherty, Producer (Sensory), Employed (0.8 FTE)
- Kirstin Abraham, Kirsty Biff Nicolson, Joanna Young, Artists (Sensory), Employed (0.5 FTE)
- Max Alexander, Niroshini Thambar, Artists (Sensory), Freelance (0.5 FTE)
- Sonia Allori, Artist (Sensory), Employed (0.4 FTE)
- All other roles are freelance, temporary, not currently in post (these roles are brought in to deliver specific projects and subject to funding).


Board of Trustees
Executive Producer
Producer (Sensory)
Artists
Additional Project Staff
Producer (New Work)
Lead Artist
Creative Team
Book-keeper
Production Manager
Production Team

All IAP staff
Top row (left to right): Joanna Young, Max Alexander, Mhari Robinson & Kirsty Nicolson
Bottom row (left to right): Kirstin Abraham, Niroshini Thambar, Nina Doherty & Sonia Allori.