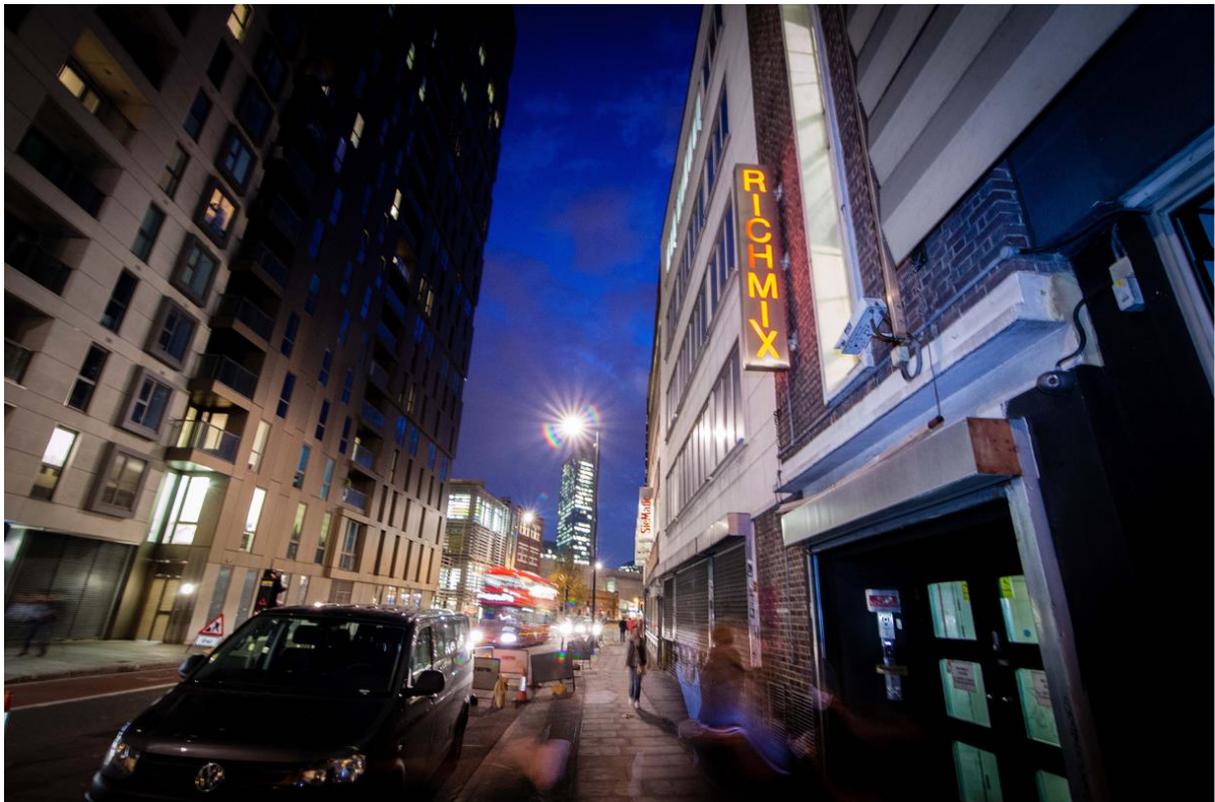


RICH MIX

EAST LONDON'S
INDEPENDENT
ARTS CENTRE

NEW TRUSTEES RECRUITMENT PACK



Would you like to help transform lives through culture and creativity?

The Rich Mix Cultural Foundation is seeking three new Trustees and a Chair of the Development Board.

We are looking for three new Trustees with expertise and extensive networks in capital projects or fundraising, finance and business planning, and digital/tech to join our Board as we prepare for a crucial period of growth and development.

We are also looking for an exceptional individual (possibly one of the new Trustees) with experience and knowledge of fundraising/capital projects to Chair our new Development Board which will oversee an exciting, transformational building scheme.

These are opportunities to make a real difference and be part of one of London's most vibrant creative enterprises.

Introduction

Rich Mix is an independent charity and contemporary arts centre based in the heart of Shoreditch in East London. Since our formation in 2006, Rich Mix has been at the forefront of the creative development of the area and hosts more than 500 different events every year ranging from cinema to live music, community projects to exhibitions. Rich Mix is also home to 25 creative businesses and plays an important role in connecting local talent with national and international partners and opportunities. We are a National Portfolio Organisation of Arts Council England, receiving multi-year investment, and we play our part in helping to support and deliver their strategic priorities.

In 2016 there were more than 250,000 visits to the building with 152,972 tickets sold for our cinemas and live events programme. We provided almost 5,000 hours of free space to 136 locally and London-based artists and companies at key stages of their career development, with 60% of the beneficiaries BAME. Our audience numbers are still increasing and our creative community continues to thrive and expand. We are now an essential part of the arts ecology of London.

These are exciting times for Rich Mix as we enter a new phase of development. Our vision is to be the one of the world's leading neighbourhood arts centres, a beacon for diversity and the home of the creative imagination in east London. We want to develop our venue into a destination through a combined capital project and building modernisation programme, creating new social, cultural, educational, commercial and work spaces, attracting more visitors, and building the income streams which will enable us to better fulfil our core purpose and long term strategic goals. We want to create more ways for more people to engage with and benefit from our work, developing new partnerships and reaching out further into our communities to ensure that we supply London's cultural and creative sectors with diverse new talent.

Rich Mix has a strong and committed board of trustees drawn from diverse backgrounds with a wide range of skills. We want to strengthen the existing Trustees knowledge, skills and expertise in a number of key areas by recruiting well-connected and experienced individuals with senior-level experience in fundraising and/or capital development, finance and business planning, as well as in digital and/or technology spheres.

We are also recruiting a Chair for a new Development Board to help oversee the capital project. It may be that one of the new Trustees undertakes this role, but we would welcome applications from people for this role alone.

Trustees skills, knowledge and expertise gaps that we're aiming to fill:

- **Fundraising** – especially with experience of individual giving, legacy giving and/or capital projects.
- **Finance and Business Planning** – knowledge and understanding of financial strategy, business planning, managing organisational and physical change, particularly in a commercial context.
- **Tech and Digital** – insights, knowledge and perspective of how digital is transforming society, culture, communication and consumption, and the opportunities that this might provide for Rich Mix.

Principal responsibilities of the Board of Trustees:

- Support the organisation in achieving its vision and mission.
- Review and approve all policies and procedures.
- Contribute to and approve medium and long term plans for the company.
- Act as ambassadors and advocates of the organisation and its work.
- Provide guidance, support and encouragement for the senior management team.
- Ensure the fulfilment of the objectives of the company.
- Ensure the financial solvency of the company – approving budgets, monitoring, financial planning.

Attributes of a Trustee:

- A commitment to the work of Rich Mix and alignment with our values, vision and mission.
- Understanding of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to think and act strategically.
- Sound independent judgement.
- An established reputation or profile with a willingness to use their contacts to advance the organisation's mission.
- A preparedness to offer personal and professional skills and experience to support the work of the staff when required.

Attributes of the Chair of the Development Board:

- Connections at senior levels with individuals and organisations that could potentially contribute to the development of Rich Mix.
- The ability to think and act strategically and contribute to the wider organisational vision.
- A background and experience of the mechanics of fundraising and/or capital developments.
- Excellent networking, communication and ambassadorial skills.
- The ability to work effectively and imaginatively with others in a governance or committee role.
- A commitment to supporting and developing the diversity of talent, ideas and audiences that characterises Rich Mix.

Time commitment

- There is a maximum of 4 evening Board of Trustees meetings per year. Each last approximately 2.5 hours and trustees are required to read and comment on any papers or documents sent out for discussion.
- It is anticipated that the Development Board will also meet quarterly in line with the cycle of Board of Trustee meetings.
- A Board of Trustee and staff away day is held once a year to discuss and review the organisation's business plan and key aims and objectives.
- Occasionally we set up working groups involving staff and trustees focusing on specific projects or questions.
- Trustees are invited to attend events at Rich Mix from time to time.

What's in it for you?

- An opportunity to make a genuine difference to the communities of east London.
- The chance to share your expertise with others and create positive change.
- The chance to learn about how creative and cultural organisations work and contribute to place-making and community wellbeing.

Compensation

This is a non-executive role and there is no remuneration for services, though all reasonable expenses will be paid.

Closing date for applications

Deadline for applications: **10am on Mon 5 Feb 2018**. Interviews will be held in mid-late Feb 2018.

How to apply

Please send a CV and a brief covering letter (no more than 2 pages of A4) setting out why you're interested in becoming a Trustee or Chair of the Development Board and what you may be able to contribute, for the attention of: Professor Michael Keith, Chair of the Board of Trustees, Rich Mix.

By post to: Rich Mix, 35-47 Bethnal Green Road, London, E1 6AL OR by email to: recruitment@richmix.org.uk. All applications to be received by 10am on Mon 5 Feb 2018

For an informal discussion about the trustee opportunities or the role of Chair of the Development Board, and about Rich Mix itself, please email Eddie Berg, Chief Executive of Rich Mix at eddie.berg@richmix.org.uk

More information about Rich Mix and the board of Trustees is available on our website at <https://www.richmix.org.uk/recruitment>