

DCA Chair Recruitment Pack



DCA is seeking a new Chair of Trustees, to succeed Jacquie Roberts who steps down after a successful and impactful tenure as Chair. Jacquie, together with the Director Beth Bate has led the organisation through very challenging times since 2019.

As DCA celebrates its 25th birthday in March 2024, we are looking for someone who can lead our dynamic and much-loved organisation through its next phase, help drive our strategic direction and enable us to achieve our vision: to enrich people's lives through art, culture, and creativity.

DCA is an internationally renowned centre for contemporary art that enables audiences, artists and participants to see, experience and create. With two beautiful large-scale gallery spaces, two thriving cinema screens, a busy print studio, an award-winning learning programme, a popular shop and Jute Café Bar, as well as a packed programme of events, workshops, classes and activities aimed at all ages and abilities, DCA is a vibrant cultural hub open to all, located in the heart of the city.

DCA employs 80 staff, in artistic programme teams, operations, communications, visitor services, fundraising, retail, events, HR and finance. We are open from 10am until midnight (1am on a Friday and Saturday), 7 days a week and receive around 300,000 visits a year. We are proud to work with partners, charities and organisations across Dundee, Scotland and the UK to help deliver our work.

DCA is a registered charity and a company limited by guarantee registered at Companies House. It relies on support from a wide range of sources to fulfil our mission. DCA is grateful to receive core funding from Creative Scotland and Dundee City Council, and further generous support from trusts, foundations, corporate partners, members, friends and patrons, together with donations from visitors online and in our building.

Our most recent annual report can be read here: [DCA Annual Report](#)



Role Description

As Chair you will be responsible for providing leadership to the Board of Trustees, giving governance guidance and support, along with our Vice Chair and the Board, ensuring we are working to our vision and mission, and upholding our values of being bold, open, meaningful, magical and caring.

You will be completely committed to DCA and our purpose, able to promote and advocate for our work, to give advice and to be prepared to make strong and constructive recommendations, and to be able to give the necessary time to being an effective Chair, including attending and chairing quarterly Board meetings, participating in sub-committees, and attending major events, including exhibition openings and film festival launches.

Responsibilities of the Chair

- Provide leadership to the Board, focusing on constructive relationships, clarity of purpose, coherent decision making and cohesion.
- Ensure the provision of accurate, timely and clear information to Trustees and ensure the effectiveness of individual Trustees and the Board as a whole.
- Set the Board agenda, working with the Director and Executive Team.
- Ensure that the Board concentrates on strategy and the monitoring of decisions delegated to management, making sure Board decisions are carried out.
- Ensure that Trustees are given sufficient time to consider critical issues and given realistic deadlines for decision-making.
- Provide line management and support for the Director.
- Manage potential conflicts of interest to ensure probity is maintained and there is appropriate transparency.
- Address the development needs of the board with a view to enhancing its effectiveness, including regular revision sessions on subjects such as legal status, governance and risk responsibilities.
- Play an active role in the recruitment of Trustees, ensuring a balance of skills, experience and backgrounds are represented.
- Ensure that there is a comprehensive induction programme for all new Trustees, supported by the Director and Company Secretary.
- Review the performance of themselves, the Trustees and Director once a year.
- Represent the organisation as a public ambassador, advocate and champion together with the Director.

Person Specification

We are looking for someone who is totally committed to contemporary art, cinema, community engagement and civic responsibility: someone who shares the belief that arts and culture enriches everyone's life.

The ideal candidate will have:

- An understanding of and commitment to the mission, vision and values of DCA.
- Leadership experience, including line management of a senior executive.
- Experience of being a charity Trustee, including a thorough understanding and experience of charity governance and the legal duties, responsibilities and liabilities of Trusteeship.
- Experience of working collaboratively with high performing individuals from a range of backgrounds.
- An understanding of and commitment to equity, diversity, inclusion, anti-racism and anti-ableism.
- Networks across Scotland and the UK that may benefit DCA.
- Credibility with high level decision makers.
- Experience of working with arts organisations.
- Clear knowledge of issues affecting the arts and charities sectors.
- Excellent communication and chairing skills: able to listen, inspire and motivate.
- A sound understanding of financial management, across different types of business models.
- A strong track record of developing a strategic vision.
- An appreciation of the need for DCA to diversify its income and a willingness to support the organisation's fundraising strategy.
- Time to commit to the role and the organisation, both for internal meetings, and in acting as an ambassador and advocate.
- Absolute adherence to the Nolan Committee's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Terms of Appointment

DCA Trustees are appointed for a four-year period. A maximum of two terms of four years can be served.

Time Commitment

Board meetings are held quarterly with a development day once a year. Sub-committees for Finance, Audit and Risk (FAR) and Human Resources and Organisational Development (HROD) are held quarterly and the Chair is invited to attend. Papers are issued one week in advance of all meetings.

All Trustees are invited and encouraged to attend exhibition openings, learning programme events, cinema special events and film festival launches, as well as patron and friend activities.

The time commitment required is typically 2 to 3 days per month. The Chair is a voluntary position and is not remunerated. We reimburse expenses incurred in travelling to attend Board meetings, for any access needs or childcare, or care of other dependents, while attending meetings. Our meetings are hybrid with Trustees joining in-person and online and we will continue virtual means of joining meetings.

Access

We are committed to making our opportunities accessible to all and want to support those facing barriers to applying or becoming Chair. If you would like to have an informal conversation about the role and any access requirements – please contact People Manager, Faith McDonald: hrenquiries@dca.org.uk We will also work with the appointed Chair on an access rider document in order to outline and address any access requirements as necessary.



Application Process

Please send an email to **dca.recruitment@dca.org.uk** with the subject line: *DCA Chair application*. We will also accept audio or video files. Please include the following information:

- A cover letter of no more than two sides of A4 or 4 minutes long for an audio or video file, outlining how you meet the role specification, with examples of skills and experience.
- A CV of no more than two sides of A4.
- Short application form, with equalities information, that does not form part of the application assessment but enables DCA to monitor the diversity of our applicants and recruitment reach.

The closing date is 12.00 midday on Monday 22nd April.

Selection Process

Applications will be scored against how well the applicant can demonstrate they meet the role specification. If an applicant is shortlisted, they will be contacted by 26th April and invited to an interview, held in person at DCA on **Friday 3rd May**. Interviews will last no longer than one hour, and questions will be sent to shortlisted candidates in advance, who may bring notes with them if they wish.

The interview panel will be chaired by Thomas Veit, Vice Chair of DCA and Chair of the HROD Committee, and Trustees Amira Abougazia, Heidi Douglas, Doug Forbes, Alasdair McGill and Heather Anderson, who is also an elected member of Dundee City Council. DCA Director Beth Bate will also attend as a non-voting panel member.

We hope to invite the proposed new Chair to a Board meeting at DCA on Thursday 27th June 2024 from 16:00 - 18:00.



DCA

Dundee Contemporary Arts

