

DCA Trustee Recruitment Pack

DCA

Dundee Contemporary Arts



Introduction

We are pleased to announce that the Board of Dundee Contemporary Arts (DCA) is seeking new trustees with a diverse range of professional skills and lived experiences to help us achieve our vision: to enrich people's lives through art, culture and creativity; and to oversee a period of exciting growth and development.

About DCA

DCA is an internationally renowned centre for contemporary arts that enables audiences, artists and participants to see, experience and create through four programme areas: exhibitions, cinema, print and learning. Since opening in 1999 DCA has established itself as one of the UK's foremost cultural organisations, with a reputation for artistic excellence across all programme areas. DCA was a finalist for Art Fund Museum of the Year 2024.

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 around 85 staff, in artistic programme teams, operations, communications, visitor services, retail and events, HR and finance. We are open from 10am until midnight, 7 days a week, with around 300,000 visits a year. This includes working with thousands of participants across Dundee on targeted and community projects. We are proud to work with partners, charities and organisations across Dundee and Scotland to help deliver our work.

DCA is a registered charity and a company limited by guarantee, and is supported by the work of 152 Trading, our subsidiary company. We rely on funding and income 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](#).

This is a particularly exciting time to join DCA as we embark upon a new capital project, to expand our visitor offer, increase our ability to earn income and improve our environmental impact.



DCA Vision, Mission and Values

DCA Vision

Our vision is to enrich people's lives through art, culture and creativity through our four programme areas: Exhibitions, Cinema, Print Studio and Learning.

DCA Mission

DCA's mission is to inspire and engage, challenge and connect audiences, artists and participants through our vibrant programme of contemporary visual art, with exhibitions, cinema, printmaking and learning activity, in our acclaimed civic building and across the city.

DCA Values

All our work is underpinned by our values to be:

Bold: unafraid to take risk, proud of who and what we are

Open: welcoming, accessible, connected, civic

Meaningful: high quality, purposeful, stimulating, caring

Magical: belief in creating moments of joy, inspiration and transformation

Caring: we look out for each other, ourselves and our environment, operating with dignity and respect.



DCA Aims

1. Deliver a vibrant programme of contemporary visual art, with exhibitions cinema, printmaking and learning activity, including innovative collaboration between these core programme areas
2. Welcome diverse audiences to our acclaimed civic building to engage with our inspiring programmes, through effective communication, and outstanding visitor experiences
3. Support artists and creative practitioners by creating the very best conditions for them to make and share their work
4. Play a key role in Dundee and Scotland's cultural, civic and creative development, advocating for the city, Scotland and contemporary arts and artists' contribution to our shared cultural lives, using local, national and international platforms
5. Use our expertise in impactful partnership working to nurture existing relationships and develop new partnerships, bringing projects to Dundee and extending the reach of our own work
6. Value our workforce through a continued commitment to the principles of Fair Work and equity, diversity and inclusion
7. Improve our financial sustainability through advocacy, fundraising and entrepreneurial approaches
8. Reduce our carbon emissions and environmental impact across all areas of our programme and operations.



The Trustee Role

As a trustee, you will be responsible for providing overall governance to DCA with the Chair and the rest of the Board, ensuring we are working to our vision and mission, and upholding our values of being bold, open, meaningful, magical and caring.

Trustees are expected to attend Board meetings, which are held four times a year, from 16:00-18:00 on a Thursday, usually in March, June, September and December. These are held in person at DCA in the centre of Dundee and are also hybrid, to enable Trustees to join the meeting using Teams.

We expect Trustees to attend at least one Board meeting in person every year. There is also an annual Board development day in Dundee in September that Trustees are expected to attend. Travel, accommodation and childcare expenses are available for all meetings for those who live outwith Dundee, as well as support with access requirements and reasonable adjustments.

DCA board has three subcommittees: our Finance, Audit and Risk Committee, our HR and Organisational Development Committee, and our Capital Development Group. Meetings for subcommittees are also held quarterly, approximately two weeks before Board meetings. These are also hybrid meetings. All trustees are expected to join at least one subcommittee during the course of their term.

You must be able to give the necessary time to being an effective trustee, including reading reports and Board papers, attending Board meetings, and participating in sub-committees. Board papers are issued one week in advance of Board meetings and take 60-90 minutes to read.

We also ask that Trustees attend major events, for example exhibition openings, which are held three to four times a year, and around three to four other launches of film festivals and learning projects. Attendance at these events is not mandatory but appreciated.

As with all charities, the role of a Trustee is voluntary. This means Trustees are not paid for their time, but we are able to reimburse people for expenses incurred in travelling to attend Board meetings, for any access needs and/or childcare, or care of other dependants, while attending meetings.

Trustees are appointed for an initial term of four years. The maximum term for trustees is eight years (a maximum of two four-year terms).



Trustee Responsibilities

As a Trustee, you will:

- Support the Chair and the Director in the delivery of the DCA's vision, aims and strategy, ensuring we carry out our purpose for public benefit
- Oversee DCA's financial management, maintaining proper fiscal oversight, signing off and scrutinising reporting against budgets
- Oversee the management and mitigation of risks to DCA
- Ensure compliance with DCA's governing documents and the law
- Ensure accountability to funders and stakeholders
- Ensure accountability to aims on sustainability and to equity, diversity and inclusion
- Advise on, and help develop, organisational strategy and delivery, including policies that fall within their expertise
- Act in DCA's best interest, being accountable for our actions
- Champion and advocate for DCA's mission, activities and programmes
- Stay up to date with current thinking and issues impacting the cultural sector to support best practice
- Exemplify DCA values through ways of working and interacting
- Maintain effective board performance (including appointing new board members)
- Effectively work with, respect and support the expertise of DCA's team
- Act with reasonable care and skills to ensure that DCA is accountable



Person Specification

You do not need any prior experience of being a trustee and DCA will provide a full induction.

We would like Trustees to have the following skill and attributes:

- A commitment to DCA's vision, mission and aims
- A willingness to take on an important ambassadorial role for DCA
- An ability to think strategically and creatively
- Clear independent judgement
- A willingness to speak confidently and openly, with strong and constructive recommendations
- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work as a team member and to take decisions for the good of DCA
- A willingness to undertake training, including on safeguarding, anti-racism and disability awareness
- An ability to meet the minimum time requirement

For the purpose of this recruitment, and to ensure a breadth of skills at Board level, we are particularly interested in hearing from people with experience in:

- Fundraising
- Construction and engineering
- Risk management
- Environmental sustainability
- Delivering EDI programmes
- Working as an artist in Scotland.



The Nolan Principles

Trustees are expected to uphold The Seven Principles of Public Life (also known as The Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Skills and Diversity

DCA recognises, respects and values people's differences. We aim to create a workplace where diversity is valued, and our conditions support individuals' needs.

We are committed to transforming inequities in the cultural sector and in the communities we serve. We have an active EDI Group, with members from across DCA driving forward projects, plans and policies, but we acknowledge we need to do more.

We want to be a genuinely inclusive and accessible organisation by involving those from groups or backgrounds, or with identities, which are underrepresented in the cultural sector. This includes people who are disabled (including d/Deaf and neurodiverse people), from the Global Majority (including but not exclusive to people who are Black, Brown, Asian, dual-heritage or from racialised 'ethnic minority' backgrounds) and/or those who are socio-economically disadvantaged.

Support and Access

We are committed to making our opportunities accessible to all and supporting those facing barriers to apply or to become a trustee. If you would like to have an informal conversation about the role and any access requirements or reasonable adjustments, please contact dca.recruitment@dca.org.uk.

We will also work with each appointed trustee on an access rider document in order to outline and address any access requirements.

As a Disability Confident Committed Employer, we are committed to offering an interview to candidates with a disability who meet the essential criteria for the role.

We offer an inclusive recruitment process including the opportunity to talk about the role in advance of applying, offering an informal online information session, and providing interview questions in advance.

The informal online information session will be held with DCA Director Beth Bate and DCA Chair Steve Grimmond on Wed 16 July from 13:30 - 15:00. To attend, please email dca.recruitment@dca.org.uk.



How to apply

If you would like to have an informal conversation with DCA's Chair and Director ahead of applying, please email dca.recruitment@dca.org.uk.

An online Q&A session ran by Beth Bate, DCA Director, and Steve Grimmond, DCA Chair, will be held on Wed 16 July from 13:30 - 15:00. This is aimed at anyone who has questions about the role and responsibilities, or how to apply. To attend this session, please email dca.recruitment@dca.org.uk.

To apply, please send an email to dca.recruitment@dca.org.uk with the subject line: DCA Trustee 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 why you would like to be a trustee of DCA and how your skills and experience meet what we are seeking.
- A CV of no more than three sides of A4.
- Short application form

The closing date is 12:00 on Sun 20 July 2025.

Selection Process

Applications will be scored against how the applicant can meet the Trustee Responsibilities and Person Specification listed above.

If an applicant is shortlisted, they will be invited to an interview, held online on Teams on Wed 20 August from 10:00 - 17:00.

The interview panel will be Chair Steve Grimmond, Vice Chair Thomas Veit, Trustee Heidi Douglas, and Director Beth Bate, who attends as a non-voting panel member.

