

Role: Executive Director, Chisenhale Art Place

Contract: Permanent

Hours: Full-Time (based on a 35 hour week).

Location: Office based at 64-84 Chisenhale Rd, London E3 5QZ, with potential for some hybrid working

Salary: £45,000 – £50,000 (dependent on experience)

ABOUT CHISENHALE ART PLACE (CAP)

Chisenhale Art Place (CAP) is an arts education charity in East London. It occupies a special position in London's East End, providing valuable space for the production and experience of contemporary visual arts and dance – all under one roof.

CAP was established in 1980 when a group of artists and dancers were evicted from their studios at Butler's Wharf by property developers. Over in East London vast numbers of buildings lay empty, and so the group focused their search for a new home there. Chisenhale Works, a former factory, had been derelict for over a decade. Founding members recall a filthy, empty shell – apart from an enormous pile of silver shoes – with little to suggest its future purpose. To the group however, the place was ideal. Rubbish and graffiti had to be removed, roofing, electrics, glazing, walls and doors all had to be installed – with most of the work being carried out by the artists and dancers themselves. It took over two years to create Chisenhale Art Place, complete with 40 artists studios and two dance studios. In time, the Gallery was created to provide a public exhibition space.

Today, Chisenhale Art Place is thriving. Home to three distinct initiatives – Chisenhale Dance Space, Chisenhale Gallery and Chisenhale Studios – with each operating unique programmes that enable emerging and established artists and dancers to develop, experiment and make exceptional work. And in turn, creating extensive opportunities for audiences and communities near and far to participate, learn and engage.

Chisenhale Studios (CS) offer secure affordable workspace to visual artists at all stages of their career. The work of the Studio artists reflects the diversity of contemporary art practice and promotes a wider public understanding of artistic processes through open sharing events, classes, studio visits and professional development programmes. The Studios are directly managed by Chisenhale Art Place.

Chisenhale Dance Space (CDS) makes space for artists to lead, experiment and create. The only independent artist-led dance centre in England, CDS facilitates a more vibrant, diverse and inclusive sector through supporting hundreds of marginalised artists to develop their practice, access affordable space, invest in peer-to-peer learning and develop meaningful creative and career development opportunities.

Chisenhale Gallery (CG) was founded by artists. The same spirit of possibility that changed an empty veneer factory into an art gallery guides its work today. Chisenhale Gallery commissions and produces contemporary art, supporting international and UK-based artists to make their most ambitious work to date. The gallery is committed to its audiences having access to the energy and ideas of an ever-expanding artist community.

Chisenhale Art Place is responsible for the upkeep and management of the Chisenhale Buildings within which these three distinct entities reside. CAP also directly manages the Chisenhale Studios. The Chisenhale Buildings are owned by London Borough of Tower Hamlets with an eight-year lease remaining and require renovation. Chisenhale Art Place, with CG, CDS and CS, is currently partnering with Creative Land Trust, with support from the GLA, to negotiate a long-term sustainable future for the Chisenhale Buildings which is likely to see a large-scale Capital Build take place in the near future to renovate the existing buildings and redevelop some derelict areas into new affordable creative workspaces.

ABOUT THE EXECUTIVE DIRECTOR ROLE

The Board of Trustees of Chisenhale Art Place is seeking an inspirational and forward-thinking Executive Director with a passion and vision for enabling affordable creative workspace and arts organisations to thrive in London. This is an exciting time to join Chisenhale Art Place and with your senior management experience, you will facilitate collaboration between members to build a long-term sustainable and vibrant, community facing future for Chisenhale Art Place and the organisations within.

You will be experienced at successfully leading a staff team and diverse stakeholders through substantial change, with an ability to balance creative ambition with strong financial management, bringing commercial acumen, entrepreneurial flair, and a track record of identifying and developing income generating opportunities from multiple sources. Empathetic and collaborative, the Executive Director will have a genuine commitment to equity, diversity and inclusion, and to the value of the arts to educate, inspire and foster well-being within local communities. The Board are looking for this role to actively pursue new sources of funding, develop new partner strategies and be innovative, to help achieve our aims, and ensure we have the funding, financial model, infrastructure, staffing and policies in place to make everything work effectively.

The Executive Director is responsible for the Chisenhale Building's estates strategy, management, processes, financial planning, systems and controls. They need to provide leadership and strategic direction across building development, property management, capital works, procurement, maintenance, facilities management, charitable governance and sustainability as well as creative public programming. In addition, you will need to develop a strategic plan for ensuring the Chisenhale Building embeds added value for its members and develops an outward looking approach to community engagement and collaboration.

The successful candidate will be an authentic and confident leader, with strong influencing skills. Outstanding communication skills are essential, with the ability to motivate, inspire and speak with credibility and conviction to the Board, with stakeholders, funders and the wider public, and to build a sense of passion and engagement.

The Executive Director will be supported by an Administrator, self-employed facilities staff and a programme role to be developed. The Executive Director also works closely with the senior leadership of the member organisations Chisenhale Gallery (CG), Chisenhale Dance Space (CDS) and the Chisenhale Studios Artists Advisory Committee (AAC). The ED is accountable to the Chisenhale Art Place Board of Trustees and must work closely with the Landlord London Borough of Tower Hamlets.

DUTIES AND RESPONSIBILITIES

Business and Strategic Planning:

Reporting to the Board of Trustees:

- Further develop and implement Chisenhale Art Place's mission, vision and values, to meet the needs of a forward-looking organisation within London's creative and cultural landscape, working closely with senior leadership of the AAC, CG and CDS
- Develop and deliver a sustainable business strategy for Chisenhale Art Place and the Chisenhale Building which enables security, longevity and affordability for the resident member organisations
- Ensure that CAP achieves its charitable aims, meets its legal obligations and addresses the goals of its BOD, members, funders and other stakeholders.
- Lead engagement with the landlord LBTH, the GLA and other potential stakeholders on the future of the Chisenhale building, in partnership with senior leadership of the AAC, CG, CDS.
- Lead the communications strategy for Chisenhale Art Place including website, newsletters and social media with support from the administrator to share the activities of Chisenhale Art Place and advocate

- for the value of the building and resident organisations within Tower Hamlets and the wider London cultural and creative landscape.
- Liaise with local stakeholders and organisations to support advocacy for CAP within Tower Hamlets and the wider London creative and cultural landscape

Operations and Building Management:

- Responsible for the long-term redevelopment strategy and day-to-day management and maintenance of the Chisenhale Building
- Responsible for managing efficient financial systems from day-to-day bookkeeping through to end of year procedures, including monitoring all income and expenditure, payroll, annual budget planning and forecasting, banking, invoicing and reconciliation.
- Responsible for identifying small- and large-scale repair and maintenance work required for both the external building and internal communal areas, managing the internal facilities and maintenance support and contracting external cost-effective and high-quality providers as required
- Communicate with the Landlord LBTH on all relevant building and lease related matters
- Line manage a team comprised of: Administrator, self-employed cleaning and maintenance staff, and a new programmes role. And support staff professional development in line with roles and responsibilities
- With support from the administrator, ensure all utilities, waste management, insurances, safety checks, fire safety and other building management requirements are undertaken
- Lead on workforce planning and all recruitment and HR matters, including liaison with the external HR company, keeping up to date with best practice.
- Review, update, initiate and ensure compliance with policies including but not limited to Safeguarding, Health & Safety, GDPR, Community Engagement, ED&I and Complaints Procedures.
- Liaise with members on repair and maintenance works specific to their sub-leases
- Ensure statutory and legal compliance as a registered charity and company limited by guarantee including annual reports
- Fundraise for building maintenance and capital development
- Provide the Board of Trustees with timely management information on operational, financial, governance and member matters
- Initiate BOD meetings, preparing agendas, financial reports, member reports, ad hoc reports, providing quarterly management accounts
- Main point of contact for external accountant who prepares annual accounts and conducts the Independent Examination.
- Lead Competent Person for fire safety
- Shared responsibility for out of hours contact for building emergencies.

Membership Management:

- Supported by a full-time administrator, work closely with the AAC and Senior Leadership of CG and CDS to ensure the smooth running of the Chisenhale Building.
- Ensure sub-leased spaces are used to maximum potential, meet the obligations of the lease agreement and contribute to CAP's public benefit including meeting the charitable objectives of CAP in relation to community engagement and arts education
- Responsible for managing and addressing membership induction, queries, concerns, disputes, complaints or infringements supported by a full-time administrator
- Attend members meetings including but not limited to: monthly AAC meetings (early evening); fortnightly senior leadership meetings with AAC, CDS and CG and quarterly Chairs and Directors meeting with AAC, CDS and CG

Public Programme:

- Further develop a role to deliver a public programme of activities which supports the public benefit of CAP and encompasses visual and performance arts practice development, arts education and community engagement.
- Work in collaboration with the AAC, CDS and CG on public programmes to support individual members/organisations and membership-wide public facing events.
- Fundraise to achieve a sustainable public programme of activity with support from the programme role
- Evaluate and provide timely and accurate reporting to funders and stakeholders on public programme activity to demonstrate impact.

SKILLS REQUIRED**Essential**

- Experience of working at a senior leadership level
- Experience of buildings, estates and facilities management with multiple stakeholders
- Experience of strategic operational and financial planning, human resource management and monitoring of ongoing performance and evaluation
- A genuine passion for, understanding of and experience working within the cultural and creative sector
- Proven fundraising success with both creative and cultural project funding and also capital and core funding
- Ability to work effectively with a Board of Trustees and Senior Stakeholders to develop and maintain high performing governance
- Exceptional communications skills in nurturing relationships and partnerships and strong empathetic and diplomatic stakeholder management
- Demonstrate the skills and experience necessary to run a building in a safe and well-maintained way alongside a commitment to providing a warm and welcoming environment for tenants, visitors, staff and hirers
- Strong and confident financial monitoring and management skills
- Experience of risk assessment and managing Health & Safety
- Fluency in Microsoft Office packages such as Outlook, Word, PowerPoint, and Excel

Desirable

- Experience of developing and delivering capital build programmes
- An in depth understanding of and interest in artist studio management structures and affordable creative workspaces
- An interest in and experience of working with artists and communities to further the creative and cultural sector
- Knowledge of the creative and cultural sector within a London property context working with Borough Councils
- Organisational advocacy
- Understanding of environmental responsibility and how sustainability affects strategy and leadership within businesses

Equality, Diversity & Inclusion

We are looking for people who reflect the diversity of Britain, to help us shape and change the arts, cultural and education sectors and make them more relevant to the communities and places with which we work. Disabled people, those from a global majority background and LGBTQ+ colleagues are under-represented in our industry, and we are committed to addressing this under-representation and welcome applicants from these backgrounds, identities and experiences.

Environmental responsibility

We take our role in trying to minimise our impact on the environment seriously and recognise the importance of championing and influencing change within our organisation, through partner collaboration and across all our activities.

Data Protection

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration then please notify us by emailing: andrea@chisenhale.co.uk

Terms and Benefits

Full time staff receive 28 days annual leave, including bank holidays.

A pension plan is available, currently through NEST. A monthly 8% contribution will be made, consisting of 3% by the charity and 5% by the employee.

Employee professional development and training is encouraged and each employee is eligible for an annual training budget to be used as agreed during regular reviews. Employee wellbeing assistance is also externally available, with up to six sessions in a structured programme.

The role is subject to a probationary period. The successful applicant will be expected to undergo a Disclosure and Barring Service Check during this period, at our expense. Following successful completion, the notice period required will be three months.

Application Process

To apply, please submit a covering letter outlining your interest in the role and how your skills and experience meet the job requirements. Your letter must be no more than 1000 words and should include details of two current referees.

Please also submit a current CV, with the two documents combined into a single PDF. Please label this document with your first name and surname followed by the letters ED, and email to recruitment@chisenhale.co.uk

Please also complete our Equality & Diversity Monitoring form [here](#), once your application is submitted. It is anonymous and not connected to your application.

Deadline for applications is 12noon on 4th January 2024.

First interviews are planned for 17/18 January 2024.

Please note that the Chisenhale Art Place office will close for the holidays at 6pm on 21st December and will reopen 3rd January 2024. Any queries should be directed to andrea@chisenhale.co.uk