

New ICA Committee Members Recruitment Pack



Institute of Contemporary Arts

The Mall London SW1Y 5AH www.ica.art

26 February 2020

Dear Applicant,

We currently have a number of exciting opportunities for you to get actively involved at a strategic and governance level with the Institute of Contemporary Arts (ICA), one of the world's most dynamic cultural organisations.

In October 2019, I became the Chair of the ICA's Board of Trustees. Since my student days, the ICA has given me the opportunity to see pioneering art of varying media first-hand. I am proud to serve this institution at a time when its importance as a progressive space for culture in the heart of London is becoming ever more vital.

We are looking to **appoint up to six new Committee members** who can help us deliver an exciting new chapter for the ICA while simultaneously broadening the variety of expertise within the organisation. Following a skills audit and review process, we have identified several key areas where we would benefit from new expertise: **Finance, Legal, Marketing & Communications, Membership, Digital, Media & Publishing** and **Fundraising**.

If any of these positions appeal and you feel you could make a positive contribution to the ICA, we would be delighted to hear from you. This pack includes information and guidance that we hope will help you to understand more about the roles and responsibilities of ICA Committee members – and to apply by the closing date of 4 April 2020.

If you would like an informal and confidential discussion about becoming an ICA Committee member, please contact Nicola Leong (nicola.leong@ica.art), who will make the appropriate arrangements for you to speak with the relevant Board member.

Thank you for your interest, and I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Wolfgang Tillmans', with a long horizontal stroke extending to the right.

Wolfgang Tillmans
Chair
Institute of Contemporary Arts

Overview

Opportunities

We are seeking up to six individuals with expertise in the key areas listed below to serve on three ICA Committees.

Finance & Audit Committee

- Charity accounting
- Legal (charity)

Marketing & Communications Committee

- Digital, PR and membership
- Media & publishing

Fundraising & Development Committee

- Fundraising, individual giving and public/private grants
- Brand and strategic partnerships

Term of appointment

2 years

Hours

Approximate time commitment of 1–2 days per month

Location

ICA, The Mall, London SW1Y 5AH

Remuneration

Not remunerated
Reasonable and fully documented expenses will be reimbursed

The ICA

The Institute of Contemporary Arts (ICA) in London has been the model for most ICAs that exist in the world today. Since its founding in 1946, the ICA has contextualised contemporary culture within the socio-political conditions of the times. The ICA was created as an institute (not a museum) for the contemporary and for all the arts (not just art).

Under Stefan Kalmár's direction, the ICA's foremost goal is to reconnect the organisation to this unique history: by leading conversations that stand to innovate and by upholding the idealistic promise on which the ICA was founded.

As we face some of the most complex ecological, ethical and social justice challenges of the 21st century, this critical approach is needed more than ever.

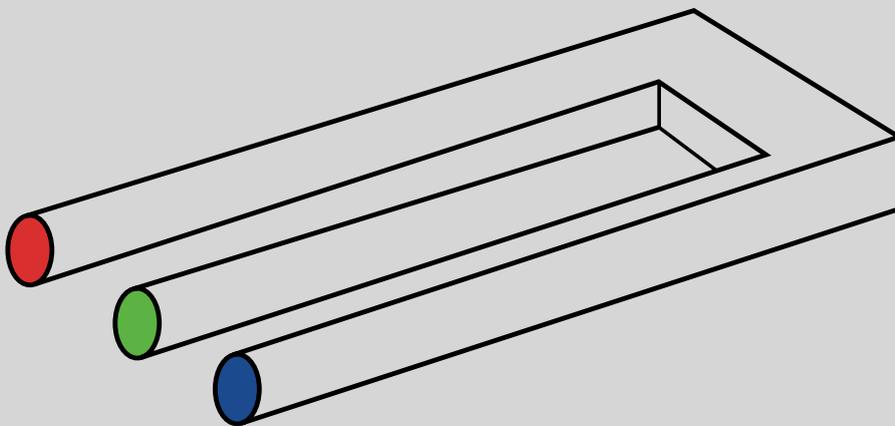
Board of Trustees

Wolfgang Tillmans (Chair)
Dilyara Allakhverdova
Sara Blonstein
Vanessa Carlos
Robert Devereux
Pesh Framjee
Prue O'Day
Jo Stella-Sawicka
Maria Sukkar

Three new exciting artist appointments to the Board of Trustees will be announced later in 2020. (More information: www.ica.art/board-and-staff)

Executive leadership

Executive leadership of the ICA rests with Stefan Kalmár, the Executive Director, and Kerry Bishop, the Managing Director, along with the members of the Senior Management Team (SMT) responsible for carrying out the day-to-day running of the organisation in line with the strategic direction recommended by the Committees and set by the Board of Trustees.



New Committee members

We are looking to appoint up to six new members across three ICA Committees – Finance & Audit, Marketing & Communications and Fundraising & Development – to help us deliver an exciting new chapter for the ICA.

New Committee members will be aligned with the organisation's objectives, values and vision, and will be willing to champion the ICA – offering a free exchange of advice.

As the ICA is a focal point for a nucleus of artists from all the contemporary arts to communicate urgent and important messages, we welcome applicants from all modes of cultural production, including but not limited to film, dance, theatre, music, academia, architecture, design, digital, publishing and visual arts.

The role of Committees

The ICA's specialist Committees influence our policy and strategy. Committees offer specialist advice to the Executive and the Board of Trustees, shaping and making recommendations to the accountable Trustee.

The ICA's Committees:

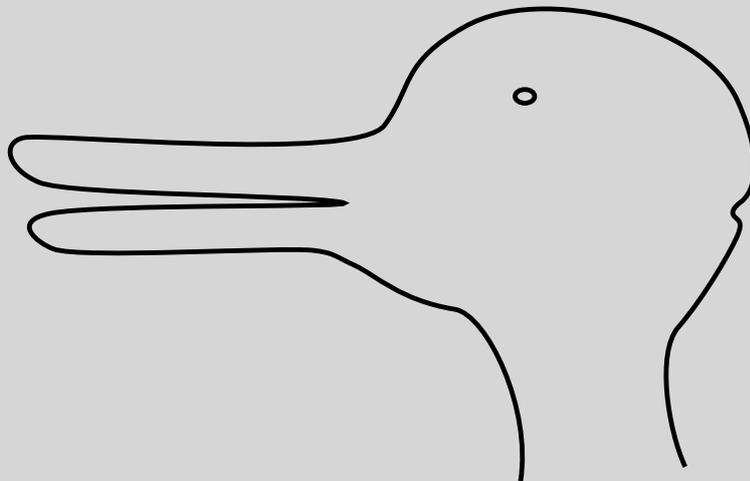
- support the Chair, Board of Trustees and Executive to ensure the ICA is continuously driving the next era of innovation, shaping strategy, policy and procedures and overseeing their implementation;

- act as passionate advocates for the ICA;
- offer advice, guidance and support to the Senior Management Team;
- contribute to successful relationships with stakeholders;
- help to attract funding, in-kind support and sponsorship;
- ensure the ICA meets its legal and financial responsibilities as a registered charity; and
- oversee the delivery of results by monitoring performance against targets.

The Finance & Audit Committee reviews financial performance, the financial plan and the internal and external audit processes; acts as the conscience of the ICA; and reports on the ICA's finances to the leading Trustee.

The Marketing & Communications Committee considers and recommends policies and strategies concerning the public reputation of the ICA; and champions digital development that helps to retain existing audiences and attract new ones.

The Fundraising & Development Committee is vital to the life and financial well-being of the ICA. The Committee and the Board of Trustees are actively involved in establishing and nurturing relationships, inviting individuals and organisations to become closer to the ICA's programme.



Committee members' responsibilities

Committee members are required to attend four three-hour Committee meetings per year, which are generally held at the ICA.

Committee members also attend ICA events and other engagements, such as openings, dinners and October's ICA Annual Dinner for Friends and Supporters. Some additional time to study papers and provide ad hoc advice will be required as necessary. The likely total time commitment is 1–2 days per month.

Candidate profile

Candidates should be able to demonstrate the following abilities and attributes:

- A global reputation and networks acquired through leadership roles
- A successful track record as the leader of or within a complex organisation
- Prominence and standing in the required field of expertise
- A strong interest in and commitment to contemporary culture
- Knowledge and awareness of the impact that not-for-profit organisations such as the ICA have in contributing to and transforming society
- A willingness to engage in fundraising and gaining in-kind support
- Fluent communication skills with the ability to represent the organisation externally
- A commitment to ensuring diversity throughout the organisation

- Appreciation of the non-executive nature of the role
- Readiness to support and mentor the Senior Management Team as appropriate

In addition, the ICA is looking for the following committee-specific skills and attributes:

Finance & Audit

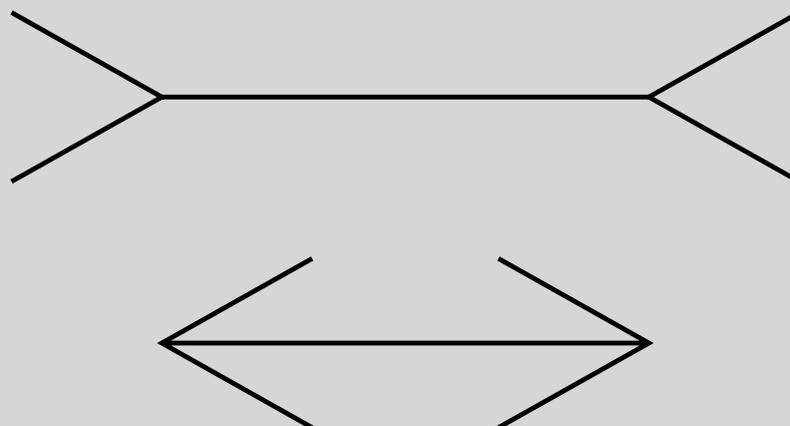
- Qualified accountant: a charity technical expert with practical experience of producing charity accounts and in-depth knowledge of the SORP.
- Legal professional: operating within the cultural sector, with a strong understanding of IP and charity laws.

Marketing & Communications

- Multiple experts in the fields of digital, PR, membership, media and publishing.

Fundraising & Development

- Multiple experts in fundraising with specialisms including brand partnerships, individual giving, and public and private grants, with proven records in six-figure sums.



Application and selection process

All vacancies will be advertised externally in the media and on the ICA's website in order to reach as diverse an audience as possible.

Applications will be assessed against the criteria set out in the role specifications. Individuals who are shortlisted will be asked to attend a meeting with a Board Trustee in April 2020. The application and selection process will be completed by the end of April, with successful Committee members taking up their positions from 1 June 2020. Successful applicants may be asked to attend meetings as observers in advance of this date.

The ICA is committed to equality and diversity, and welcomes applications from all sections of the community. In accordance with our Equal Opportunities Policy, we ask that each applicant complete our Equal Opportunities Monitoring form. Monitoring information is collected and processed separately to applications. If you do not wish to disclose this information, please return a blank form.

The ICA is an equal opportunities employer, and we are keen to ensure that all applicants have an equal experience when attending an interview. Should you have any queries or wish to make us aware of any support you may require to attend an interview, or if you would like this information in an alternative format, please contact Nicola Leong by telephone on 020 7766 1408 or via email on nicola.leong@ica.art

How to apply

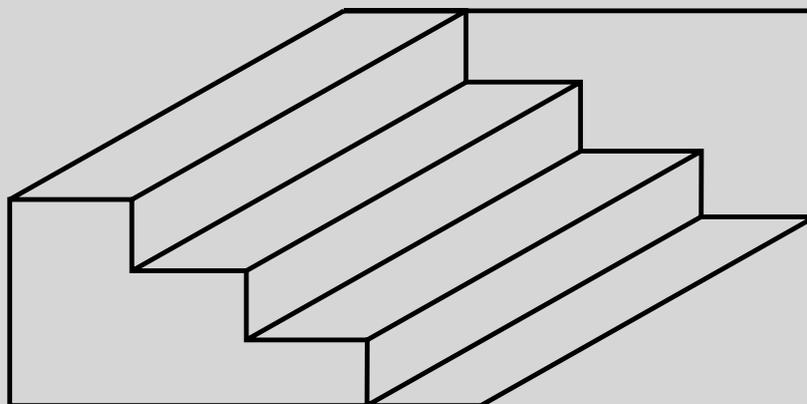
To apply, please send:

- A CV of no more than two sides of A4, which should provide details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any publications or awards.
- A succinct supporting statement stating your interests in the ICA and relevance to the role / Committee.
- Completed copies of the Conflicts of Interest and Equal Opportunities Monitoring forms.

Please send your completed application by email to nicola.leong@ica.art with 'ICA Committee member' in the subject title; or by post to Nicola Leong, ICA, 12 Carlton House Terrace, London SW1Y 5AH (marked 'Private and Confidential')

Closing date

The closing date for applications is 4 April 2020.



Equality and diversity

We encourage applications from all backgrounds, communities and industries, and we are committed to having an organisation that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by the ICA.

Data protection

Information provided by you as part of your application will be used in the process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are a successful candidate, your application will be retained and form the basis of your personal record. Information provided by you in the Equal Opportunities Monitoring form will be used to monitor the ICA's diversity policies and practices. By submitting your application, you are giving your consent to your data being stored and processed for the purpose of the recruitment process, diversity monitoring and your personal record if you are a successful candidate.

