

Creative Dundee - Board of Directors Vacancies

August 2021

Creative Dundee believes that culture and creativity are essential catalysts for positive change - that's why we amplify, connect, collaborate and cultivate the city's creativity. We exist to support the city's strong creative ecology.

We are excited to be seeking a number of voluntary Board Directors who understand the issues facing people working in the creative/cultural sectors; and residents of Dundee and the wider region.

We also have 2 designated roles available for young people who would like to join us and gain experience of being part of a Board. Our Directors will provide mentoring and support to ensure you feel able to fully contribute to our Board.

As a small and ambitious operational team, our Board is critical to our relevance, creating ripple effects to benefit the sustainability of creative communities, our sector and place.

We are looking for Board members with expertise and enthusiasm in assisting the organisation to drive the city as a sustainable, thriving base for creative people and organisations. In return we offer the opportunity to work with an innovative organisation which has collaboration, quality and experimentation at its core.

Our work is broad ranging, from our **Amps** supporters initiative, **Ampersand+** a peer exchange project, events like **PechaKucha Night Dundee** and our original content like **Guest Blogs**. We also lead **CULTIVATE**, one of 26 funded Culture Collective projects across Scotland, which is supporting creative practitioners, organisations and communities to work together to help shape the future of local cultural life.

More details about Creative Dundee's work, team and background can be found on our website: www.creativedundee.com/about. We also encourage you to view our recent **Annual Activities Overview Report 2020/21**.

Board of Director role

Directors help set the strategic direction of the organisation. As a social enterprise, Creative Dundee has a social responsibility towards the city, its creative communities and its residents.

Directors play an active role in providing leadership and direction of the organisation. Each board member brings different skills and experiences, and everyone has a responsibility for the organisation's overall viability, which includes monitoring finances and being supportive of the operational team.

Qualities sought in all Directors

- Understanding of Dundee's creative communities and the purpose and work of Creative Dundee.
- Ability to contribute to the strategic direction of Creative Dundee.
- A commitment to the general aims of Creative Dundee and ensuring that programmes and finances adhere to the organisation's constitution.

Creative Dundee has completed an audit of the skills and lived experiences of our Board, and we would like to recruit new Directors who have skills in the following areas; however if you feel you have additional skill/experiences to offer that are not listed here, please do let us know.

- Social justice
- Climate justice
- Social innovation and impact
- Accountancy
- Income generation and trading
- Organisational leadership
- Creative and cultural sector development.

Expectation and commitment

Directors are expected to attend Board meetings every quarter, with occasional themed meetings held in between; an AGM, Team/Board away day session, and review meeting are held annually.

Directors are expected to read Board papers in advance of meetings, to be curious, ask questions and contribute to the meetings. By ensuring our Board is diverse, engaged and enthusiastic, we support the Executive Director and the staff team in delivering the best for the organisation and the city.

Directors will be invited to attend Creative Dundee events and to share the wider activities of the organisation.

Remuneration and duration

The post of Director is voluntary; any approved expenses agreed in advance will be paid. The Board will be reviewed on an annual basis at each AGM, with an expected length of tenure for Directors to be no less than 2 years. For the young people's places on Board we'd ask you to commit to at least 6 months (though we'd be delighted for you to stay longer).

Equal opportunities

Creative Dundee is committed to being an equal opportunities organisation and welcomes all applications for consideration.

We know there are candidates who may not fit every criteria we've outlined here, or who have key skills we haven't listed. If this is you, please do apply if you feel your particular experience or skill set could enhance this role.

We want to ensure that our application process does not present any accessibility barriers to potential applicants. If we can provide any assistance to support you through this process (or if you want to discuss alternative ways to show your skills and relevant experience), please get in touch: andy@creativendundee.com.

Our aims

Working collaboratively with partners throughout the city, country and beyond, is at the heart of how we develop projects in and out of the creative industries.

We're committed to creating a culture where equality, diversity and inclusion are prioritised and promoted across everything we do. Advocating for fair, just and sustainable practices—socially, environmentally and economically—is key to all we do and our organisation's own relevance.

Responding to the pandemic in July 2020, we continue to prioritise activities across the organisation's four pillars: Amplify, Connect, Collaborate and Cultivate, relating to three key intersectional issues facing those in the city and creative industries:

- Mental Health and Wellbeing
- Structures of Inequality and
- Recovery: Green, Emerging, Local and Global.

How to apply

Please email us detailing your:

Name and contact details.

Let us know:

- What interests you about Creative Dundee?
- What can you bring to the organisation?

Up to 300 words per question please.

We would welcome you completing our Equalities, Diversity and Inclusion Form - this is entirely voluntary and anonymous, please find the form [here](#).

If you are interested in the role, but aren't sure if you have the right skills and want to discuss the role, then please get in touch. To speak more, or to apply, please contact: Andy Truscott, Team Administrator andy@creativendundee.com by the deadline:

9am, 14 September 2021.

Interviews: expected to be held on Zoom, **29 September 2021.**

Start date: we would like the appointed Directors to be in place and join our next Board meeting on 26 October 2021, 5-7pm.