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# EAF24

TRUSTEE CANDIDATE PACK

Rabiya Choudhry: Give light and people will find the way (Ella Baker). Image Sally Jubbb



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## VACANT POSITION - TRUSTEE - 4 VACANCIES

Edinburgh Art Festival (EAF) has an exciting opportunity for individuals to join our Board of Trustees.

As a Trustee you will share responsibility for guiding and governing the Charity as it moves into its third decade of supporting local and international partners to present an ambitious and meaningful programme of exhibitions, events, and projects across the city. We are looking to recruit dynamic individuals who are passionate about promoting Edinburgh's vibrant visual arts.

Our Trustees offer their time, experience, and networks for the benefit of the Charity.

## ABOUT US

Details of the Festival can be found [here](#).

EAF is the UK's largest annual festival of visual art, taking place in August. Founded in 2004, we work with local and international partners to present an ambitious and meaningful programme of exhibitions, events, and projects across the city. We recognise EAF's unique position as being a network of many constituent parts and partners, as well as being dynamic and responsive to political change. We recognise that we have power as an organisation to collectively position work, support artists, influence policy and lobby for change.

The festival's year-round civic engagement programme has long-term relationships and partnerships across the city. We are committed to sharing our programme with the broadest possible audience, and to engaging new audiences for the festival and visual arts more generally.

## WHAT WE DO

We are a collaborative partner, working with artists as they explore and develop new projects, contexts, and ways of working.

Art and artists are at the core of what we do. We work with communities and collaborators in the development of creative work and conversations.

We cultivate connection, with and in-between artists, communities, programming partners and funders with commitment and with empathy.

## HOW WE DO IT

We work on projects that find the right context. Some are artist-led, and some are conceived and led by Edinburgh Art Festival. We work to develop and produce these projects and, with festival partners, bring them to audiences locally and globally.

We value projects that have a position on what we care about: social justice, equity, empowerment. We want the work that we produce to have a social relevance and be unafraid to address the difficulties with the world in which we live.

## OUR PROGRAMME

We work across these main areas:

- **Festival Projects** — We curate, develop and produce works with artists that connect with audiences locally, nationally, and internationally.
- **Civic Engagement** — We develop and deliver ongoing series of annual programmes, located in our locale at the intersection of art and communities.
- **Place** — Our home is in Edinburgh, and in dialogue with our core partners in the city. We collaborate and co-present projects in this festival city.
- **Platforms** — We make space to uphold Scottish-based practice and expertise. We develop projects with early-career practitioners across many art forms, and recognise the talent in our region, while giving opportunity for national and international relationships.



## ANALYSIS

- Recent years have seen a significant expansion in EAF's activities and audiences and a growth in the organisation's strengths. We are now going through a period of growth and shift, to be more responsive to the world around us.
- Our work is respected within the arts sector, considered critical and noted for its commitment to supporting early-career talent and Scotland-based talent.
- We have established a good network of contacts, peers, and partners both in the UK and internationally.
- We nurture the gallery, museum, and visual art partnerships in the city (25+), as well as our festival partners (10)
- We nurture emerging and aspiring talent through our development programmes.
- Our work and artists contribute to the local and regional visual arts infrastructure.
- We have a strong and experienced staff team and an effective and respected Board.
- Our management structure is designed to protect and nurture EAF's core artistic vision and enrich it through relationships with other partners.

We are at a critical point in our development. We enjoy the support of many **fund**ers and currently preparing our application for multi-year funding to Creative Scotland. We are committed to developing a multi-year multi funder model including the development of membership **funding**.

Our latest annual report can be found **here**.

Maria Fusco & Margaret Salmon, History of the Present. Image Rachel Mcbrinn



## TRUSTEE VACANCIES

Our Board of Trustees play a key role in the oversight of the charity, ensuring that it delivers against its charitable objectives, is financially sustainable, has strong governance and safeguards the reputation and values of the organisation.

Our Trustees uphold and represent our purpose, vision and mission in a personal and professional capacity and come from a range of backgrounds and relevant experience. Our current Board members can be found [here](#).

We have a Board skills matrix which helps to identify the mix of experience and knowledge on our Board and also highlights what gaps exist and prioritises future recruitment. We have recently undertaken a Board skills audit and identified skills gaps in our Board.

We are keen to ensure that our Board provides advice, constructive challenge to the executive team and provides governance oversight of the charity's operations. We are passionate about representation and as such we particularly welcome applications from people with diverse lived experience to bring diversity of voice to our Board – we particularly welcome applications from people who may be underrepresented in the arts in Scotland. This includes but not limited to people from the Global Majority, people with disabilities or long-term health conditions, people from low socio-economic backgrounds, and people facing intersecting barriers.

Previous Trustee experience is not essential, and we are particularly keen to receive applications from Trustees with experience or knowledge of the following areas:

- **Finance (CA qualified or similar)**
- **PR, Marketing and Communications**
- **Fundraising**
- **Human Resources/Employment Law**

We are committed to addressing equality, diversity, and inclusion across all our work. Our current staff team is predominantly white, cis-gender and non-disabled and for future recruitment, we will actively seek applicants from under-represented communities.

For our Trustee vacancies, we particularly welcome applications from people who may be underrepresented in the arts in Scotland. This includes but not limited to people from the Global Majority, people with disabilities or long-term health conditions, people from low socio-economic backgrounds, and people facing intersecting barriers.

We will be focusing our marketing efforts to engage with networks and organisations representing these communities and will also encourage applications from rural areas of Scotland.

Sean Burns, Dorothy Towers (Install).  
Image Stephen Lister



## COMMITMENT TO EAF

The term of office is 3 years with the option to serve for a further 3 years.

Trustees would be expected to commit to the following:

- Attending Board meetings: max 5 per year (hybrid/in person) – 2 hours per meeting
- Attending infrequent strategy sessions and Trustee training (usually no more than twice per year)
- Occasional meetings with Festival staff to support within an area of your specific expertise.

More widely, Trustees are expected to advocate on behalf of the festival using a wide range of networks and may become involved in representing, attending, and supporting various events throughout the year.

## TRUSTEE RESPONSIBILITIES

A charity Trustee must act in the interests of the charity and comply with 2005 Act. You will: -

- Be accountable for the overall strategic leadership and direction of Edinburgh Art Festival
- Champion and promote our work through your networks.
- Provide oversight of the charity through efficient, effective, and accountable governance
- Ensure the organisation is professionally run, manages risk, operates strict financial controls and acts in accordance with its aims and objectives.
- Uphold our core values.

As a responsible charity, we take best guidance in upholding our duties and responsibilities as Trustees. The following links provide a full overview of the current best governance practice we follow: [OSCR Guidelines](#) and [Governance in the Arts and Creative Industries](#).

## ROLE PROFILE/PERSON SPECIFICATION

Recruitment Process:

This is a voluntary position therefore the role is unpaid. Reasonable expenses would be reimbursed in line with the Charity's expense policy.

If you would like to be considered for a Trustee position with us, please provide the following information:

1. A written statement based (2 pages max) on what you feel you can bring to the Charity. Please explain your ability and experience in relation to supporting the Charity achieve its overall aims.
2. A CV outlining your employment history and a summary of main duties and responsibilities. If you are retired, please let us know about your last period of employment.
3. All applications will be asked to complete a voluntary equal opportunities [form](#).
4. If you are shortlisted for interview, this will take place Chair and one other member of our Board on Thursday 15 February 2024. At this stage you will be asked to provide contact details for two references (both references must know you in a professional capacity).



## WHAT YOU CAN EXPECT FROM US

We will undertake the recruitment and selection of Trustees in an open, fair, and inclusive manner. We will offer unsuccessful applicants feedback on your application.

For successful applicants, recommended to and approved by the Board, we will ensure that you have a full induction to EAF. This will include governance documents (Memorandum and Articles of Association), schedule of 2024 Board and committee meetings, contact details for all Board Trustees and Executive Staff, current Business Plan, and financial management accounts.

In advance of your first board meeting, our Chair will meet with you to discuss the Board Agenda and any relevant decision papers.

A formal review will be undertaken each year involving you and our Chair: ensuring that priorities are established, and that the Charity fully leverages your skills, experience, and interests.

## NOTES ON RECRUITMENT PROCESS

1. All prospective Trustees must be aged 18 years or over.
2. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankruptcies, and those disqualified from company directorships from acting as a charity Trustee.
3. If you require any adaptations to be made for any part of the recruitment process, please contact [alice@edinburghartfestival.com](mailto:alice@edinburghartfestival.com) in advance of the closing date.

To apply please send your CV, written statement and EO Form to  
[alice@edinburghartfestival.com](mailto:alice@edinburghartfestival.com)

**Closing date for applications is 5th February 2024 noon.**

Tarek Lakhri, BEAST!  
Image Innes Reid

