



**Board Member
Recruitment Pack**

**OPEN
EYE
GALLERY**

Introduction

About Us

Open Eye Gallery is a leading photography organisation and charity based in a purpose-built space in an iconic new building on Liverpool's prestigious Waterfront. We are the only dedicated photography gallery in the North West of England and receive core-funding support from Arts Council England and Liverpool City Council.

Our scale enables us to be fleet and innovative, and our new Museum 3.0 partnership model enables us to be responsive, so we consistently punch above our weight.

Our programme begins with people - with local, regional and international communities - and it is built around the agency of photographs and photographers.

A wide range of partnerships have transformed our impact in recent years, enabling us to work beyond the gallery, reach new communities, support diversity and talent, develop relevant exhibitions, carry out research and lab projects, host residencies and offer learning opportunities.

'We believe photography is for everyone and can be meaningful, informing our present and inspiring positive futures.'

'We work with people to explore photography's unique ability to connect, to tell stories, to inquire, to reflect on humanity's past and present, and to celebrate its diversity and creativity.'

Open Eye Gallery Team.



“Open Eye Gallery, where I... discovered photography was what I’d do for the rest of my life. Having a voice that people want to hear is a rare privilege.”

Simon Norfolk
Photographer

“Open Eye Gallery, where I... showed when I was 40 and again when I was 70. We have grown up together.”

Richard Ross
Photographer

Over the last two years our audience has nearly doubled, achieving over 95,000 in 2016/17, a trajectory of growth we are set to continue this year. Crucially, in the same period, the number of people engaging more directly with and shaping our programme has tripled, to over 7,000.

We are motivated by both the insight of the photographer and the potential of photography to enable a diversity of voices to explore everyday creativity.

“Today people are curating their lives using photography. With 4 billion photographs up-loaded onto social media each day, photography is now as important as text and oral communication in understanding our world. At Open Eye Gallery we are privileged in working with the expertise and creativity of photographers, the vibrancy of communities and mutual respect of partners to explore the agency of photography at this moment in history.”

Sarah Fisher
Executive Director
Open Eye Gallery.



*“I look at the photograph and I think this is me, completely me, everything summed up about my experience” – Gina, participant in *Life Beyond Diagnosis*, a co-authored project from Tadhg Devlin and the Surf Group, commissioned as part of our region-wide socially engaged photography practice, *Culture Shifts*, involving 10 residencies and 7 exhibitions during 2016-18.*

Our track record of working with excellent photographers is reflected in our archive of over 1,600 prints, a valuable resource for scholarship, exhibition and education. It contains works gifted to the gallery - some of which date back to the 1930s - and works commissioned by the gallery with a strong emphasis on works made in the city region.

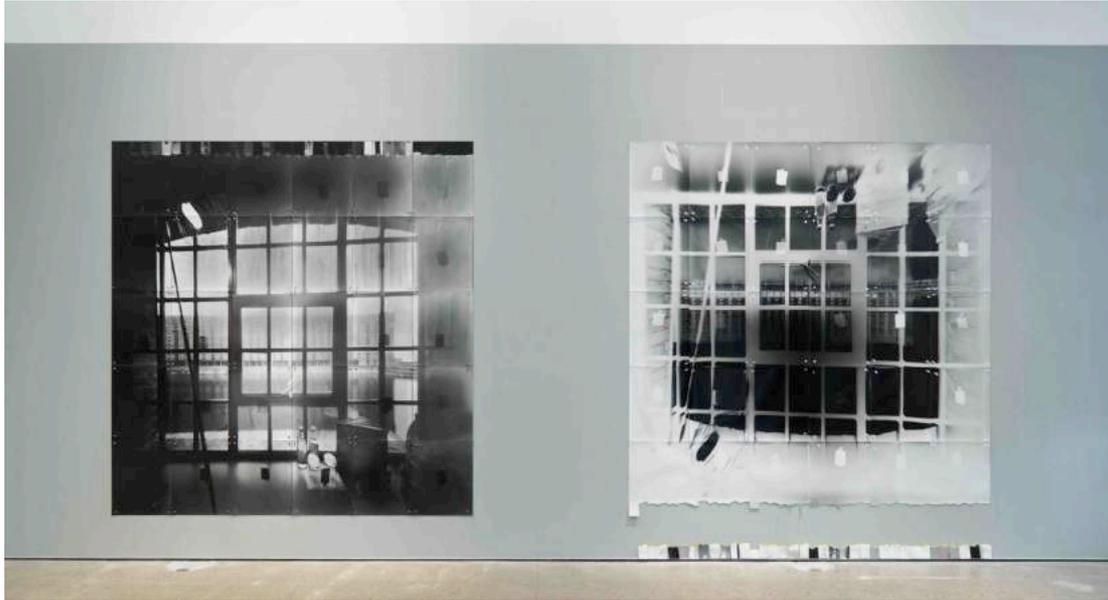


Photographers and artists continue to be key supporters of the gallery, not least by donating works to our benefit editions programme, Field Editions. Field Editions tours international art fairs, and is delivered in partnership with Redeye, the national photography network and Impressions Gallery.



**Outstanding,
yet affordable,
photographic
limited editions**

Open Eye Gallery is governed by a Board of Trustees, is a registered charity and a company Limited by Guarantee, our turnover is £360.000. We have developed the ability to adapt and flex in scale beyond our core staff of six (see Appendix 1). In 2016/17 we welcomed seven additional freelance project staff, paid internships or partners' staff to work with us on our programme from our premises. Our reputation for friendliness and our excellent record of supporting career development has established both a loyal volunteer programme and an impactful student placement programme (40 - 60 individuals per year).



Luke Ching turned a hotel bedroom into a pinhole camera to make work for Open Eye Gallery/ LOOK/ 17. This commission was supported by Titanic Hotel (free room/ venue), with paper supplied by Ilford, residency and commission supported by University of Salford Art Collection, and travel by Hong Kong Arts Development.

In 2017 we celebrated our 40th birthday through a year long programme championing the north of England, the city and its international conversations, photographers and communities. We also celebrated the recent announcement of a 27% uplift in funding from the Arts Council England for the 2018 -22 period, when we will be bringing *LOOK*, Liverpool International Photography Festival (biennial) in-house.

“Open Eye Gallery is a dynamic force, with a dedicated team and great partnerships, all is set to continue to thrive.”

Lindsey Fryer,
Chair of Open Eye Gallery
Board of Trustees.

Image from North: Identity, Photography, Fashion, sponsored by adidas, which opened our birthday year at Open Eye Gallery, and will show at Somerset House, London, as the end closes, from Nov. 2017



What kind of organisation do we want to be?

Open and enabling: we want many people to be at the centre of our ideas, perspectives, creativity and delivery. We have a fundamental role in enabling a diversity of voices to be heard through photography.

Exploring and learning: we will try things out, take risks, explore and learn and share this learning with the public, artists, photographers both amateur and professional, and communities.

Meaningful: we will work with artists, communities and partners to discuss and promote the many ways in which photography makes a meaningful contribution to the world.

Resilient: we will strive to be efficient, effective, entrepreneurial, as ecologically sustainable as possible, and useful to a broad range of partners and communities.

In demand: we will ensure the experience of engaging with us, or visiting our venue, is a good one, and we will actively work to encourage continued engagement.



Roles and responsibilities for board members

Open Eye Gallery is a registered charity and a company limited by guarantee. The trustees of the charity are also board members of the company. For simplicity, these 'dual' positions are referred to as 'Board members'.

We are seeking new Board members keen to become active and energetic champions for Open Eye Gallery who also have expertise, connections and contacts with whom they are willing to actively promote our organisation.

In order to achieve the right blend of experience and knowledge of the organisation with the need to bring in fresh ideas, members serve for a maximum of two consecutive three-year terms i.e. six years in total.

In day-to-day operation of the centre, the boards role is principally one of strategic overview with overall fiduciary responsibility.

Board members need to commit an average of 1/4 day per month or three days per annum. There is an expectation that members attend fifty percent of the four board meetings each year. Attendance can be done 'virtually' if attendance in person is not possible.

Open Eye Gallery aims for its Board members to reflect the diverse communities of the UK.

Current board members

Lindsey Fryer (Chair)

Head of Learning - Tate Liverpool

Jon Keeble

DWF Partner – Head of Employment (North West)

Tracey McGeagh

Director of Marketing and Communications - National Museums Liverpool

Jacqueline Butler

Director of Studies - Department of Media, Manchester Metropolitan University

Sue Grindrod

Chief Executive - Gower Street Estates Limited t/a Albert Dock Liverpool

Peter Mearns

Independent Marketing and Communications Advisor

Prof Caroline Wilkinson

Director – Liverpool School of Art and Design

Our treasurer has recently retired due to relocating for a new full time post; we are actively seeking a replacement. We are mindful of this contribution to the gallery and would be very keen to talk to anybody with experience of accounting and finance management. A Treasurer job description is available on request.



The Role of a Board Member

The Board's remit is identified as follows:

- Retains ultimate responsibility for the operation of the Company within the law.
- Agrees and approves artistic and business objectives and causes policies to be developed in line with them, and in accordance with any terms of reference set by funding bodies through funding agreement
- Approves policies in accordance with strategic objectives and oversees their implementation.
- Approves the Company's Business and Corporate Plans, oversees its implementation and monitors its progress.
- Approves the operational budget and oversees financial control and monitoring of income and expenditure in line with approved budgets
- Identifies and recommends new members within the terms of the Memorandum and Articles of Association
- Establishes and appoints/co-opts members to working groups or subcommittees (with agreed remits) as appropriate
- Receives and considers reports from working groups or subcommittees and key officers
- Elects a Chair in accordance with any restrictions on terms of office
- Appoints a Company Secretary, appropriate independent financial assessor and bank
- Appoints the Executive Director and supports the appointment process of other key staff members
- Reviews the terms of reference, skills specification and roles/responsibilities for the Board and its members at least every five years

Board members are required to:

- Regularly attend and to contribute to Board meetings, any delegated subcommittee meetings and away days.
- Ensure that adequate preparation is made for meetings by reading and scrutinising all relevant papers and reports.
- Pay particular attention to strategic and creative thinking when formulating policy.
- Attend functions, conference and other meetings as and when required in the interests of Open Eye Gallery.
- Attend appropriate training events.

Person specification (essential):

- An enthusiasm for the work of the Company and Commitment to the organisations core values and aims and objectives
- Willingness to devote the necessary time and effort

- A preparedness to offer personal and business skills and experience to support the work of the staff, if required
- Ability to assimilate complex information, often in report format
- Ability to work as a team member
- Ability to put forward opinions and to deal openly with staff and colleague Board Members when pleased or displeased about an issue.
- Ability to take responsibility for decisions made

Board members are required to act reasonably and prudently in all matters relating to Open Eye Gallery and must always bear the interests of Open Eye Gallery in mind.

They must also not be prevented from acting as a trustee because they:

- Have an unspent conviction for an offence involving dishonesty or deception
- Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- Have an individual voluntary arrangement (IVA) to pay off debts with creditors
- Are disqualified from being a company director
- Have previously been removed as a trustee by the Charity Commission or the High Court due to misconduct or mismanagement
- Are disqualified or barred from acting as a trustee of this charity under the Safeguarding Vulnerable Groups Act 2006

Prior to being approved by the Board as a Trustee you will also be asked to complete a Trustee Declaration Form, which can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/581249/Trustee_declaration.pdf

The Seven 'Nolan Principles' of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Recruitment and Selection Process

Open Eye Gallery advertise externally to attract a wide variety of individuals who can demonstrate the skills necessary.

We welcome applications from all prospective Board members, and we are particularly keen on extending our expertise and skills base from professionals from the finance, fundraising and business sectors.

All Board applicants are asked to complete an application form and equal opportunities form to ensure that we obtain consistent information for short listing. The forms will be reviewed by the Appointments Committee. CVs may be accepted in conjunction with a completed application forms. These forms are available to download from our website.

All applicants will need to declare any potential conflicts of interest, which may cause concern to Open Eye Gallery.

Short listed candidates will be asked to attend a selection interview to obtain further insight to applicant's skills and experience, to assess capability to undertake the role. If deemed appropriate a selection process may include a behavioural profiling designed to take into account the needs of the individual recruitment activity.

Feedback will be offered to all applicants and interviewed candidates. Offers will be made following the interview process.

If you would like an initial, informal conversation about applying for Open Eye Gallery's board please contact Sarah Fisher on 0151 236 6768 or sarah@openeye.org.uk

To find out more about Open Eye Gallery visit www.openeye.org.uk
For further information about charities and being a trustee please visit <https://www.gov.uk/running-charity/trustee-role-board>

Please email completed application forms to jobs@openeye.org.uk by 12.00pm on Friday 20th April.

Chair of Trustees, Lindsey Fryer
February 2018

Appendix 1
Open Eye Gallery Core Staff Structure

