



TREASURER – BOARD MEMBER

Recruitment Pack

**OPEN
EYE
GALLERY**

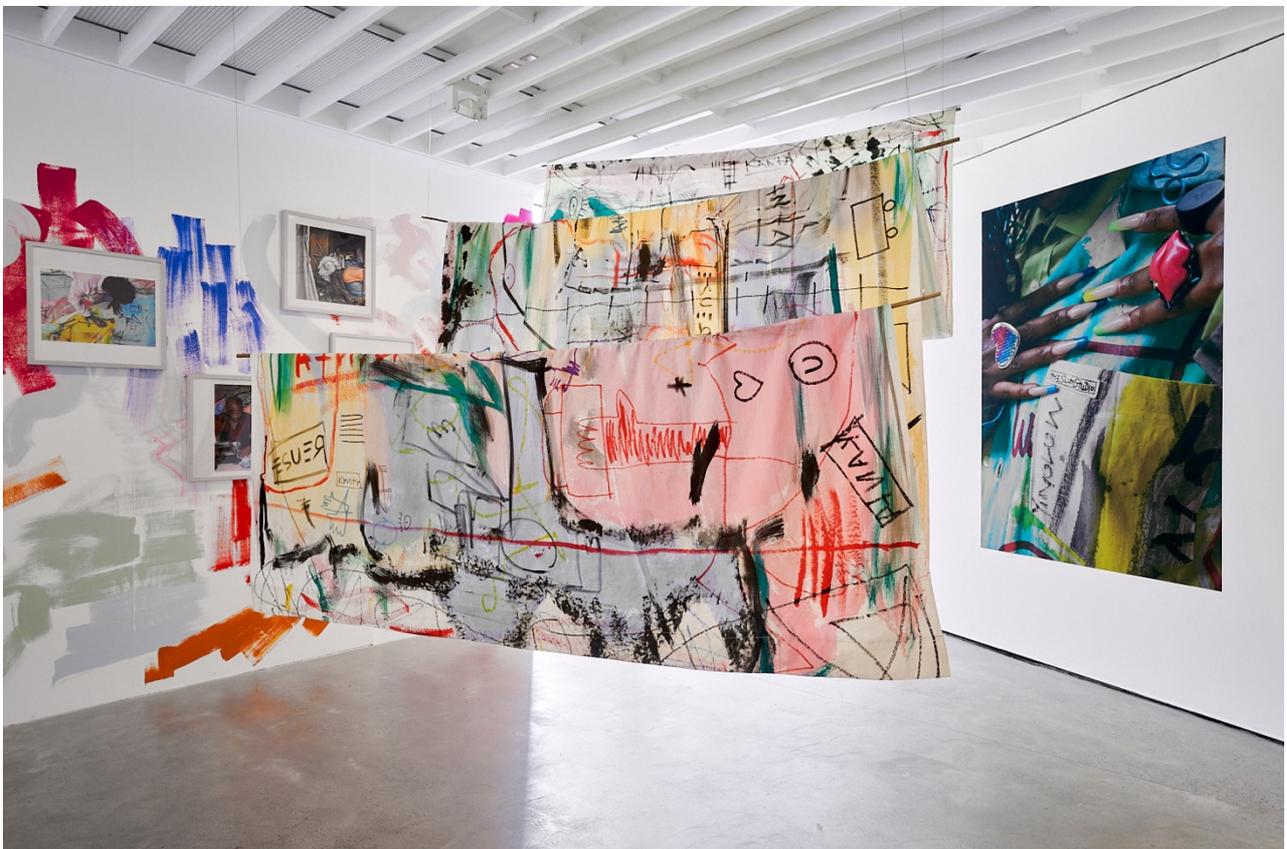
ABOUT US

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

Our scale enables us to be fleet and innovative and our partnership model enables us to be responsive, so we consistently punch above our weight. We proactively take risks to spark crucial

conversations and enable creative expression.

Our programme begins with people - with local, regional and international communities - and it is built around the agency of photographs and photographers. We work with people to push for social change and we lead on socially engaged photography nationally. Bringing different voices, photographers and communities together, we establish projects where the collaborative process is just as important as the final product.



The Slum Studio at Open Eye Gallery © Rob Battersby

We are more than a gallery. A wide range of partnerships have transformed our impact in recent years, enabling us to work extensively beyond the gallery, creating programmes with new communities, supporting diverse talent, developing exhibitions that are relevant, carrying out research and lab projects, hosting residencies and learning with communities.

We work closely with several universities, including jointly devising and running photography B.A. and M.A. courses.

All welcome, always! We act and communicate in a way that is generous, nurturing and friendly. We want everyone to make themselves at home in our spaces and join us in celebrating

difference, speaking out against racism and all discrimination. We seek to include, always.

We're open source and free to use. As much as possible, our staff, space, online channels and networks are open and free for people to use. Our open processes and platforms make it easy to contribute to and co-author our programme.

Our work goes from grassroots to global. Photography is a tremendously powerful way of bringing different cultures into conversation together. We work with local residents and international partners to support representation, empathy, equality and inclusivity.



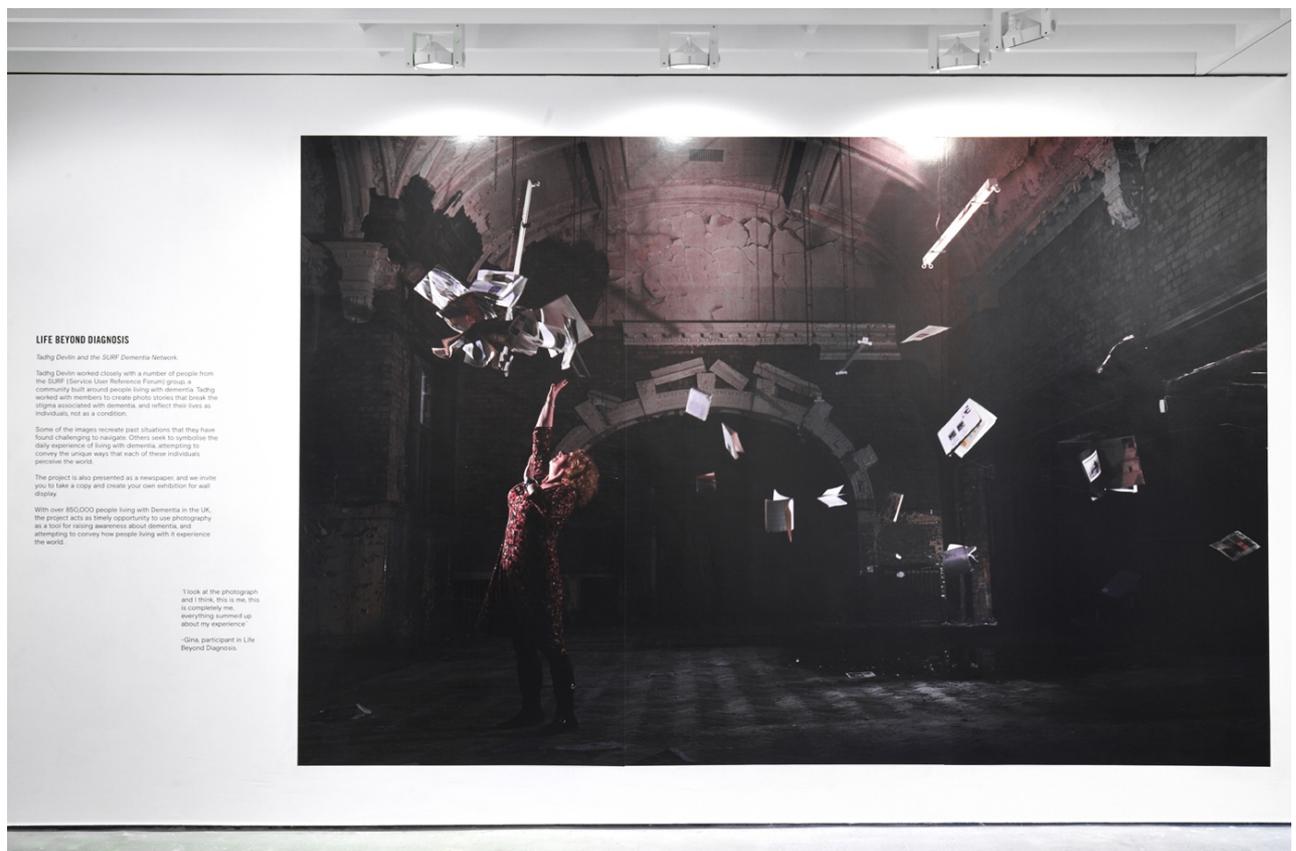
Forest, Yan Preston at Birkenhead Priory © Yan Preston

We believe photography is for everyone and can meaningfully inform our present and inspire 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.



One Day At A Time Boys © Gary Lambert



Gina - Life Beyond Diagnosis, Tadhg Devlin © Rob Battersby

“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.

“Today people are curating their lives using photography. With 4 billion images uploaded to social media each day, photography is now as important as text and oral communication in our understanding of the 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

Our exhibitions, in-gallery and offsite, reach over 250,000 people per year and over 5,000 people engage with our events, workshops or socially engaged programme, and many more engage online.

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.



Northwood Golden Years Group working with artist Tony Mallon in Kirkby © Jemma O'Brien

“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

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

the city region.

Open Eye Gallery is governed by a Board of Trustees, is a registered charity and company limited by guarantee. We have a core team of nine staff and an ability to adapt, frequently employing project staff so we can embrace new opportunities.

Many of our partnerships continue beyond an initial project so that over the years, partner staff have become very much part of our extended family. We have a reputation for friendliness and our excellent track record of supporting career development has established both a loyal volunteer programme and an impactful student placement programme.



TREASURER

ROLES AND RESPONSIBILITIES

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'.

Following the retirement of our Treasurer - who left the organisation in good financial health, we are seeking a new Board member with finance expertise to take on the role of Treasurer and become an active Board member and energetic champion of Open Eye Gallery.

The Treasurer's role is principally one of supporting the Board in its overall fiduciary responsibility: maintaining an overview of the organisation's work in relation to its financial viability; ensuring that proper financial records and procedures are maintained.

All Board members are asked to attend 4 Board meetings per year and the Treasurer also leads a Finance subcommittee, involving the Director and Finance Manager which meets before the Board papers are sent out and can be done 'virtually' if necessary.

Board members ideally serve a maximum of two consecutive three-year terms i.e. six years in total - in order to achieve the right blend of experience and knowledge, whilst also bringing in fresh ideas.

THE ROLE OF A BOARD MEMBER

Open Eye Gallery aims for its Board members to reflect the diverse communities of the UK, and we follow the Charity Governance Guide:

<https://www.charitygovernancecode.org/en/pdf>

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.

The Treasurer is required to:

- Provide an overview of the Finances to board
- Manage the Finance Subcommittee

Person specification (essential):

- An enthusiasm for the work of the Charity 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.

TO APPLY

To apply, please submit the following information to jobs@openeye.org.uk:

1. CV
2. Cover letter detailing your financial experience and interest in Open Eye Gallery
3. Please fill in our anonymous Equal Opportunities Monitoring Form online:
<https://forms.gle/r1ApToAPBFF8Lb2a9>

Email: jobs@openeye.org.uk

Post: Open Eye Gallery, 19 Mann Island, Liverpool Waterfront, Liverpool, L3 1BP.

We strongly encourage applications from all backgrounds, and we fully recognise the value of a team that is made up of diverse skills, experiences and abilities. We are particularly keen to hear from people of colour, and those living with disabilities.

Closing Date: Sunday 17 July 2022 at midnight