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WYSING ARTS CENTRE Deputy Director

Recruitment Pack January 2025



Babeworld FC Low Key Football Match as part of Queer Utopias festival, 2024. Photo: Nurbanu Asena.

CONTENTS

Page 2	About Wysing Arts Centre
Page 3	The role: Overview
Page 4-7	Job Description
Page 7	Wysing's Vision, Mission and Values
Page 9	Organisation Chart
Page 10	How to Apply and Recruitment Process

About Wysing Arts Centre

“Wysing was founded with a utopian vision to create space for artists to live & work. Today it is ... pioneering an experimental approach to artistic practice, learning & curating.” Louise Benson, Elephant Magazine

Wysing Arts Centre is a progressive organisation in a rural setting that was established in 1989. We enable artists and publics to engage their imagination freely and take creative risks; we believe that everybody has the right to time and space for creativity, away from the distractions of daily life.

The site is ten miles from Cambridge city. It holds 20 subsidised studios for locally based artists, accommodation for up to 80 visiting artists annually, recording and ceramics studios, flexible space to experiment, present and learn, fields, woodland, and several outdoor outworks. Work made at Wysing is seen worldwide. An accessible digital offer increases reach and archives our work; our youth programme empowers future generations.

Wysing invites artists from across the world to stay and reflect on their practice without the pressure of producing new work: time spent without a plan can often be when the best new ideas emerge. We take a proactive, intersectional approach to equity and inclusion, and often support artists who have not been well supported by mainstream gallery and funding systems. Several artists who have spent time at Wysing have gone on to be Turner-prize or Paul Hamlyn Award winners. Some artists go on to be commissioned by Wysing to make artworks, music and performance; many participate in Wysing’s lively events and young people’s programmes.

Wysing engages people of all ages through artist-led workshops, events, commissions, online projects and gatherings. Partnerships enable us to support artists better; this includes *The Syllabus* artist-led alternative learning programme, the Donna Lynas Residency award, and a new partnership with Raspberry Pi Foundation. Our youth-led learning programme focuses on reaching marginalised people from rural areas, engaging over 1,300 annually.

Environmental sustainability plays an increasingly central role in our work, and in 2025, Wysing begins an ambitious capital project with a focus on accessibility, green energy, and improved biodiversity across our rural site. In 2025, we are launching a new website and re-brand.

We are funded principally by Arts Council England through its National Portfolio scheme. Further funds are raised through Trusts, Foundations and via individual giving. Wysing recently received significant support from the Freelands Foundation to grow and deliver *The Syllabus* over the six years. Wysing leads Eastern Contemporary Visual Arts Network and is part of Plus Tate. More can be discovered about Wysing’s programme and history at wysingartscentre.org/ and wysingbroadcasts.art/



Delaine Le Bas, *Incipit Vita Nova: Here Begins a New Life* (2023), created at Wysing Arts Centre in 2022 and shown at Tate Britain, 2024, as part of the Turner Prize.

Position: Deputy Director

Hours: 37.5 hours per week

Working pattern and location: flexible working will be considered, however this role requires on-site working at least 4 days per week. Occasional evening and weekend working necessary.

Salary: Between £40,000 and £45,000 dependent on experience

Contract: Permanent, subject to review in the first six months

Reporting to: Director

Wysing Arts Centre is seeking a collaborative, imaginative and dynamic Deputy Director to join the team. We are looking for someone passionate about nurturing a creative, inclusive working environment and committed to a sustainable, accessible arts sector for all.

Working closely with the Director, the Deputy will manage day-to-day operations, focusing on financial and operational oversight. Responsibilities include overseeing the organisation's budgets, producing management accounts, reporting to funders, and overseeing staff, HR, site operations, and governance. In 2025, the Deputy will also play a critical role in delivering Wysing's capital project, as well as working with the Director and wider team to secure National Portfolio funding from Arts Council England in the 2027-30 cycle.

The Deputy Director will also play a key role in ensuring the implementation of Wysing's mission, vision, values, and strategic aims, and will revise and update policies to align with the organisation's goals and funder agreements. The Deputy will represent Wysing and stand in for the Director when necessary.

Wysing is committed to equity. We acknowledge that certain areas of society are not proportionally represented within the arts sector; we are doing what we can to correct this. We are committed to providing equal opportunities for everyone, regardless of their background. We welcome applications from all backgrounds including, but not limited to, those who identify as from marginalised backgrounds based on any protected characteristic including age, racialisation, gender identity or sexuality, disability or long-term health condition, pregnancy, maternity or marital status, religion or belief, and class background or class identity.



Wysing Ceramic Studio Open Morning, with Isobel Meredith-Hardy, 2022. Photo: Chloe Page

Role Specification:

Operations

- To oversee the day to day running of Wysing Arts Centre and its 11-acre site, studios, facilities and accommodation, ensuring smooth operation and efficient, environmentally sustainable use of resources and capacity.
- To line manage the Site and Environmental Futures Manager, Resource and Enterprise Coordinator, and Programme and Operations Assistant.
- To support the planning, delivery and evaluation of programmes and activities, ensuring operational support across the organisation and excellent, clear communication between operations and programme work areas.

- To ensure that environmental impact is reduced, year-on-year, and lead on revising and taking action against Wysing's environmental policy.
- To be responsible for the organisation's IT, ensuring adherence to data protection laws, and to manage the external IT consultant.
- To lead on the preparation and implementation of supplier contracts where required.
- To provide general office management duties.
- To act as Wysing Arts Centre's Health and Safety Officer, ensuring that the Health and Safety Policy, including Mental Health, is regularly reviewed and updated and that necessary risk assessments are carried out.
- To update and monitor Wysing's risk register.

Finance and Funding

- To lead on all aspects of financial management of the organisation including line management of the Finance Manager.
- To have oversight of project budgets across the organisation.
- Ensuring that the organisation has effective financial systems in place, with an audit trail for all resources, including income streams such as studio rental, edition sales and commercial income generation.
- To work with the Director to set and manage budgets and financial resources, in line with organisational and funder priorities and procedures.
- To be responsible for reporting on the financial management of the organisation, ensuring clear audit trails, that budgets are adhered to and effective cost control mechanisms are in place, in addition to regularly updating and implementing finance policy in line with UK Charity law and HMRC legislation, including VAT and exhibition tax relief.
- To work with the Finance Manager to produce quarterly management accounts and cashflow reports.
- To ensure Wysing's payroll is processed accurately, on time, that tax and National Insurance payments are made and that statutory employer responsibilities are met.
- To maintain and manage Wysing's asset register.
- To provide accurate monitoring and financial reporting to funders, taking the lead on reporting to Arts Council England through their National Portfolio programme.
- To lead on ensuring that all funder reports, including evaluations, are produced accurately and in a timely fashion.
- Leading on monitoring and evaluation across the organisation.

Resources and HR

- To liaise with Wysing's onsite tenants, including studio artists, in the preparation of licence agreements, inductions and exits, ensuring rent payment is made, and that building-related issues are addressed promptly and efficiently.
- To work with Wysing's wider team and line manage the Resource and Enterprise Coordinator in order to promote and co-ordinate external bookings of facilities, including corporate and private hire, ceramics and recording studio membership and courses.

- To lead on the recruitment of new employees, volunteers, Trustees and their inductions, working in line with Wysing’s equality, diversity and inclusion policies.
- To support and develop training opportunities within the team, working with the Programme and Operations Assistant to coordinate and deliver these opportunities.
- To ensure Staff Handbooks are updated and appropriately distributed.
- To keep confidential, up to date personnel records on all members of staff, including appraisals, sickness and absence records.
- To support and develop the role of volunteers within the organisation and take lead responsibility for volunteers in the delegated operational areas.
- To ensure inventories across the site are accurately maintained.
- To ensure that Wysing’s buildings, assets and resources are fully insured, and that public liability insurance is kept up to date and reflective of organisational need.

Governance

- To act as Company Secretary, attending and servicing Board meetings. To attend / lead sub-committees as appropriate, including leading the Finance Sub-Committee meeting, preparing reports and papers as required.
- To work with the Board, Director and Senior Management Team to devise, monitor and review organisational policies and procedures.
- To co-ordinate the annual returns for Companies House, Charity Commission and funding bodies and to fulfil other legal requirements.
- To undertake any other duties related to the role as requested by the Director.
- The post-holder will be expected to work in accordance with Wysing Arts Centre’s Equality and Diversity Policy and within the organisation’s Health and Safety Policy.



Workshop led by Cal as part of Queer Utopias festival, in Wysing’s farmhouse, 2024. Photo: Nurbanu Asena.

Person specification:

Essential

- At least two years' experience in a senior management role, preferably in a Charity.
- Outstanding organisational skills and the ability to work under pressure and manage multiple priorities.
- Strong verbal and written communications skills.
- Excellent interpersonal and problem-solving skills, including the ability to manage a team with care and understanding.
- Relevant experience of making operational improvements and developing sustainable funding sources.
- Financially literate, with experience of managing complex budgets.
- A high level of computer literacy, including use of Microsoft Word and Excel.
- Willingness to work occasional evenings and weekends as required.
- An empathy with the aims and values of Wysing Arts Centre.
- An understanding of, and commitment to, equity, diversity and inclusion, and environmental sustainability.

Desirable

- Experienced in the accurate presentation and interrogation of management and statutory accounts, setting of budgets, budgetary management and control.
- Experience in site and building management.
- Experience of developing commercial income generation opportunities, especially those that maximise site resources.
- Experience of devising, implementation and monitoring of policies and plans.
- Knowledge of national arts policies, networks and trends.
- Experience of working with artists.
- An interest in contemporary visual arts.



Alexi Marshall working with young people to create leaf stencils for her commissioned mural as part of Wysing's Creative Youth Festival, 2024. Photo: Nurbanu Asena.

Wysing's Vision, Mission, Values and Aims

Vision: To cultivate the freewheeling imagination.

Mission: Wysing believes in the transformative social and personal benefits of art and creativity, and that a more just world can only be achieved if everyone has equal access to the time and space needed to imagine it. Wysing provides accessible opportunities and resources to think and create, outside the habits of daily life. We support artists to develop their talent; we advocate for the immense value they have in the world, and we work to create the conditions necessary for them to have sustainable careers.

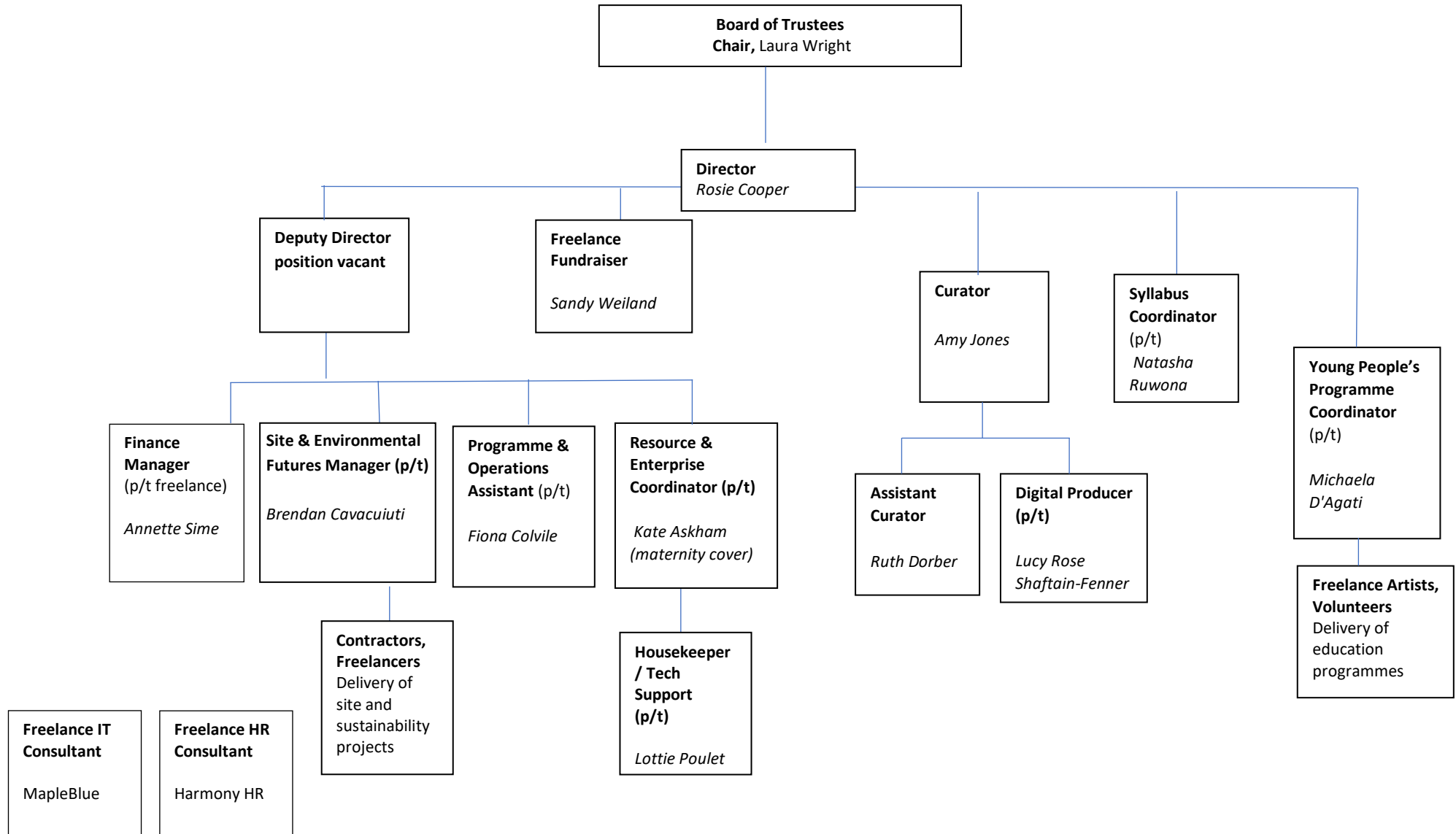
Values and Aims:

- **Collaborative:** Work together to build resources.
- **Generous:** Model change, sharing our resources equitably.
- **Agile:** Create and seize opportunity.
- **Attentive:** Listen to what people have to say, and respond effectively.
- **Transparent:** Build trust, and be open about how we work.
- **Ethical:** Avoid causing harm to people and the planet.



Residency artist Hannan Jones working in Wysing's recording studio, 2024. Photo: Nurbanu Asena.

Wysing Arts Centre's Organisation Chart





Eve Stainton, *Impact Driver*, 2023. Co-commissioned by Institute for Contemporary Arts, Take Me Somewhere, Wysing Arts Centre and Dansehallerne. Photo: Ann Tetzlaff.

Recruitment Process:

The deadline for applications is **midnight on Sunday 16 February 2025**.

We use Submittable (an online application portal) for applications. Applications can be made via text, audio or video – please use whichever methods you prefer.

[Access the Submittable portal here.](#)

You will need to create a Submittable account. Once you have set up an account you can return to your application any time up until the deadline. Please allow enough time to approach us with any questions or queries in using the Submittable website. We are not able to accept applications after the deadline.

Applications can also be made in video or audio format if required. If there is another method that you would prefer to use to apply due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

In your application, you will need to include information on:

- 1. What interests you about the post and working at Wysing Arts Centre?**
- 2. Clearly demonstrate how your skills, abilities, and experience match the key points in the job description and person specification, covering what you would uniquely bring to Wysing and why this role is right for you now.**
- 3. A CV, maximum 2 pages**
- 4. Your contact details.**
- 5. Contact details for two referees.**

After we have reviewed applications, we will contact shortlisted applicants to join us for an interview and site visit. At that point, you will be invited to share any access requirements you may have to attend interview.

We expect that interviews will be held on **Monday 24 February 2025**. Wysing reserves the right to amend this recruitment timeline.

Wysing's Director, Rosie Cooper, can be available to have an informal conversation about the position. Please email rosie.cooper@wysingartscentre.org

Equity, Diversity and Inclusion:

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in the arts sector, and we're committed to doing what we can to correct this. We are particularly keen to receive applications from those who identify as global majority; d/Deaf or disabled people; people who identify as being LGTBQ+; people who have a mental health condition; and people who identify as working class now or in the past.

As a Disability Confident Leader, where possible and proportionate within the number of interview spaces available, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate if you identify as disabled in your application so that we can aim to ensure that we shortlist you for interview should you meet the minimum criteria.