



## Easier to Read



# NAWM Director Application Pack

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## Welcome from the CEO/ Artistic Director of DASH

Hi

A warm welcome to DASH and New Art West Midlands.

Thanks for thinking about applying for one of our new positions I hope our recruitment pack inspires you to think about joining our team.

DASH has been working in partnership with Disabled, d/Deaf and Neurodivergent artists, UK art galleries and museums and arts audiences for over 20 years.

Collaboration and representation is central to the work that we do.

We are beginning the next stage of this important work.

NAWM is part of the Contemporary Visual Arts Network England and is hosted by DASH.

NAWM works across the West Midlands championing and celebrating regional art practice and providing sector support.

It is part of a proactive, vibrant, national network and we are currently recruiting a Director to lead the work of NAWM. [www.cvan.art](http://www.cvan.art)

I became DASH Chief Executive Officer (CEO) and Artistic Director in the summer of 2023.

I am one of the few Autistic/ ADHD leaders in the arts. I look forward to leading DASH through this time of change and growth.

We are Artist-run and the work we do is led by research.

We understand that some systems and ways of working in our society are not always suitable for disabled and neurodivergent people. Our working timeframes, productivity and thinking makes time and space for this.

We also take a **neuroaffirming** approach to all our work, allowing for constant reflection and holding firm a **psychological safe space** for all our people.

We have some exciting and thoughtful work to do over the next few years. This will include:

- 'Future Curators Programme'
- Intersectional critical thinking programme
- DASH Artist commissions
- Systems change work

We are looking for people that are:

- Creative
- Curious
- Engaged
- Proactive

To be part of DASH and to do this work together.

Please read through the recruitment pack.

**\*There is a list of useful definitions on the DASH website.**

### **Have any questions?**

Contact us with your questions at:

- Email at [info@dasharts.org](mailto:info@dasharts.org)
- DM us on our Instagram @DashDisabilityArts
- There will be a **live Question & Answer information session**  
**Location:** Zoom  
**Date:** March 2024

I hope you will consider joining us for our next chapter.

With warmth

Heather Peak

Artist/CEO/Artistic Director



Image Credit: Linzi Stauvers



## Director

New Art West Midlands (NAWM) is seeking a new Director to lead the organisation in its next exciting phase.

We are looking for a visual arts professional that is:

- Curious
- Proactive
- Motivated
- Creative
- Resourceful

You should have a strong commitment to and knowledge of the arts and cultural sector in the West Midlands.

The new postholder will report to:

- Co-chairs of NAWM  
(Heather Peak - artist and CEO/Artistic Director of DASH, the second co-chair to be appointed in the new year)
- The NAWM steering group (to be appointed after the Director has started).

**Your role is to create and deliver inclusive activity** that will support the growth of the West Midlands visual arts sector.

NAWM is part of the Contemporary Visual Arts Network England.  
[www.cvan.art](http://www.cvan.art)

NAWM is hosted by DASH.

DASH is a Disabled-led, visual arts charity with a vision for a world where Disability Art is equally valued.

For the past 20 years, its mission has been:

- To affect sector change
- To remove barriers to access
- To establish Disability Arts practice as mainstream

DASH is now in a period of growth and expansion, building on its reputation and trust.

The new NAWM Director will join the DASH team to build an inclusive, creative, and artist-run organisation together.



## The Role

Job Title: Director

Responsible to: NAWM Co-Chair: DASH CEO/ Artistic Director  
NAWM Co-Chair: (Appointed in the new year)  
NAWM Steering Group

Salary: £22,800 per annum (£38,000 FTE)  
Fixed term until March 2026

Contract & hours: Part-time, 21 hours/ 3 days per week  
Flexible, hybrid, working with DASH/NAWM team  
in person once a week

Holidays: 25 days, plus public holidays (pro-rata)

Start date: May/June 2024

**Application deadline: Midnight, Friday 15 March 2024**



## Job Purpose

- The Director will be an ambassador for contemporary visual arts in the West Midlands, celebrating regional practices and activity.
- The Director will play a key role in delivering collaborative support to the visual arts sector across the West Midlands region.
- The Director will address barriers to **development and engagement** within the visual arts.
- The Director will identify gaps within **development and engagement** programmes within the visual arts.
- The Director will lead on the delivery of funded art programmes that champion arts activity that promote diversity, creativity and equity.
- They will uphold CVAN and DASH organisational values and be committed to inclusivity.
- You will join a creative team and board and offered a fully supported, open learning environment with system change at its heart.
- This post works remotely, with fortnightly in person meetings with the DASH team at IKON Gallery, Birmingham.



## Responsibilities

- Represent NAWM internally and externally.
- Share information and knowledge between the region and national contemporary visual arts network.
- Work with national and regional CVAN colleagues in support of campaigns and programmes.
- Responsible for strategy and operations of NAWM.
- Responsible for effective financial management of NAWM
- Responsible for identifying development and investment opportunities for West Midlands artists and NAWM
- Build and maintain strong and lasting relationships with stakeholders, partners and funders.
- Manage freelance staff and contractors.
- Shape and oversee NAWM marketing and communications.
- Establish and maintain monitoring and reporting to stakeholders, partners and funders.





## Tasks

- Build strong relationships with artists, visual arts practitioners, organisations, and other relevant organisations and individuals - opinion formers, policy makers, funders, and decision makers
- Curate and create programs for West Midlands artists
- Devise and deliver high-quality advocacy and sector support activity in consultation with the Steering Group
- Support recruitment of Steering Group members
- Facilitate and document Steering Group meetings, consultation and planning sessions
- Identify opportunities to promote regional arts practice and raise awareness of the public value of the visual arts in the region.
- Identify areas for research
- Gathering and sharing evidence data
- Work with DASH on research, programming and sector knowledge
- Ensure that NAWM work is equitable and accessible
- Establish and maintain effective administrative, monitoring and evaluation processes
- Prepare reports, monitoring data and evaluation to meet funders' requirements
- Set budgets and manage finances effectively, monitoring income and expenditure, producing cashflow forecasts and management accounts
- Lead on fundraising, including identifying opportunities, devising proposals, producing applications and reports
- Oversee development and delivery of effective marketing, engagement and communications activity, including social media

and website management, which raises NAWM's visibility and communicates the value of contemporary art

- Recruit and manage freelance staff, ensuring appropriate contracts are in place and monitored
- Support a positive, supportive working environment
- Undertake other duties determined in consultation with NAWM's Steering Group



## **Person Specification**

### **We are looking for someone:**

- Who can demonstrate passion and curiosity for contemporary visual arts
- Who is a proactive networker and mapper with excellent interpersonal skills
- Who can demonstrate commitment to equal opportunities
- With strong networks across the visual arts, creative industries, Higher Education, local and national agencies
- With experience in a senior role in a small organisation or equivalent
- With an ability to work flexibly, prioritise tasks and meet deadlines
- With knowledge of the challenges facing the visual arts sector

### **We are looking for knowledge, skills, experience, and/or willingness to learn and train in the following areas:**

- Proven track record in fundraising and development work
- Capable in relationship building and partnership development
- Strong facilitation, administrative and organisational skills
- Excellent team working and ability to work independently and on own initiative
- Excellent written and/or verbal interpersonal and communication skills
- Experience of financial management and reporting
- Competent in IT use, including Microsoft Office suite



## How to apply

Please send a **current CV**. This should be no more than 3 sides of A4 (Approx 450 words per page, no smaller than 12 point).

Please include the names of **2 references** (to be contacted after appointment).

**As well as a written CV**, please respond to the following questions:

1. How do you meet the person specification?
2. Which West Midlands Artists interest you and why?
3. What relevant reading, watching or listening are you doing at the moment?

Please answer using **one** of these formats:

- A written proposal (max. 1000 words)
- A film (max. 7 mins)
- An audio recording (max. 7 mins)
- A visual collage or drawing\*

\*Please **email a digital photo** of your collage/drawing or [WeTransfer link](#) to your audio recording or film. We are **unable** to accept submissions in the post.

Please complete our **Equal Opportunities Monitoring** form [here](#).

You can download a word version from the DASH website if you would prefer.

**The Equal Opportunities monitoring form will be made available to the selection panel. It will be looked at alongside your application.**

Please let us know if you have any **access requirements**.

Please email your **CV, references** and **response** to the questions to [info@dasharts.org](mailto:info@dasharts.org) using '*NAWM Director*' in the subject line.

**Application deadline: Midnight, Friday 15 March 2024**



## Q&A Session

A live, informal, **Q&A session** with CEO/ Artist Director Heather Peak will take place online (via Zoom) in March.

This session will include a British Sign Language interpreter. These will be recorded, with camera off.

This will be a relaxed opportunity to:

- learn about DASH's programme
- future plans
- to ask more questions about the role

**No question is silly.**

**Book onto the session** by emailing: [info@dasharts.org](mailto:info@dasharts.org).

Or **sign up to our newsletter** [here](#) to receive updates.

Please let us know of any **Access Requirements** for attending these sessions.

A dedicated **Q&A** section will be available on our website for the Director role.

We will update the content in response to questions.

**Do you have a question?**

Please email us on: [info@dasharts.org](mailto:info@dasharts.org)

Please use '*Questions about the NAWM Director Role*' in the subject line.



## Interview Process

**Stage 1 Interviews:** **Tuesday 9 April**, online via Zoom (20mins)

**Stage 2 Interviews:** **Wednesday 17 April**, in person (45mins) Ikon Gallery, Birmingham

- If selected for the first-round interviews you will be notified on Wednesday 27 March 2024.
- The interview process includes two stages of panel discussions.
- The panel will include three people from CVAN and DASH.
- Questions provided to all candidates **1 week in advance** for each stage.
- **For stage 2**, you will be asked to give a presentation.
- Additional information will be sent to applicants before stage 2 interviews. We want to ensure you are comfortable and familiar with the travel and location.
- Please tell us if you have any additional access requirements.
- Feedback will be given to all applicants on request.
- Decisions will be made on Monday 22 April.
- Start date for successful candidate: May/June 2024.



## **Important Stuff**

DASH is a Disabled led visual arts organisation. Our values are based upon equality of opportunity and the **Social Model of Disability**.

We acknowledge that due to barriers and discrimination, people from protected characteristics don't have the same employment opportunities.

We encourage applications from people who face the highest barriers to accessing careers in the arts.

This includes those whose access requirements are less likely to be met in other spaces and who also experience racist and classist barriers.

All positions at DASH require a DBS check (enhanced or basic depending on the role). If you have any questions about the DBS process, please ask.

## **DASH is a Disability Confident Committed Employer**

## **GDPR personal data notice**

As part of our recruitment process, DASH collects and processes personal data relating to job applicants.

We want to be clear about how we collect and use data to meet our data protection obligations.

**To carry out the recruitment process we will share the personal data received from you in your application with the shortlisting and interview panel.**

**This information will be restricted to those involved in the recruitment process.**



## Application Checklist

Please check that you have included the following in your application.

A <b>current CV</b> (no more 3 sides of A4) Please forward this on email by word or PDF	
The names of <b>2 references</b> (to be contacted after appointment)	
<b>Your response to our questions:</b>  <ol style="list-style-type: none"><li>1. How do you meet the person specification?</li><li>2. Which West Midlands Artists interest you and why?</li><li>3. What relevant reading or watching or listening are you doing at the moment?</li></ol>	
You have completed the online <b>Equal Opportunities Monitoring</b> form <b>or</b> have attached word version.	
Included details of any <b>access requirements</b> in your email.	

Please email your **CV**, **references** and **response** to the questions to [info@dasharts.org](mailto:info@dasharts.org) using '*Director Application*' in the subject line.

**Please let us know if you have any difficulties submitting your application.**

**Thank you and Good Luck!**

