

**g|39** **Executive Director**  
**Job pack**



## Dear applicant

g39 is seeking a new Chief Executive to take over from founding Company Director Chris Mooney-Brown when he steps down in summer 2022 after more than 20 years of inspiring leadership.

We are excited to share this brilliant opportunity to steer g39 into the future, in close collaboration with the team at g39 and the Trustees. Post-pandemic we feel compelled to re-shape and re-imagine how arts organisations work – to support previously excluded voices and dismantle structures that act as barriers. For us, one of the most significant of these is socio-economic inequality which is particularly prominent in the arts in Wales. In addressing this inequality as a barrier in itself, rather than implied within other protected characteristics, we need to understand how artists and audiences are prevented from accessing the arts and rethink structures of employment.

Upcoming priorities include a strategic look at internal capacity and resourcing, and a commitment to improving the social, cultural, environmental and economic well-being of Wales. In many ways, g39 has exceeded the challenges it originally set out to conquer – but as we enter a new chapter there are new opportunities for g39, the broader sector and the successful applicant.

In this job pack you'll find more information about this exciting role. Please do not hesitate to get in touch with us if you have any questions about the application process or the job itself. We are open to informal and confidential conversations – our contact details are below.

We look forward to receiving your application.

*Hoodi Ansari – Chair, g39's Board of Trustees*

**If you want to receive this information in a different format, or if you have any questions regarding our work to improve access and engagement at g39, please call 029 2047 3633 or email [post@g39.org](mailto:post@g39.org)**

## The g39 story

g39 is home to Wales's largest artist-run gallery and creative community for the visual arts. Established in Cardiff, g39 became a charity in 2019 and works as a bridge between communities, the public and artists. Artists are at the heart of g39's activities; from residencies to training and mentoring, informal gatherings, or realising the most ambitious of exhibitions – our aim is to encourage and enable anyone whose ambition it is to pursue a visual art practice.

g39 is part gallery, part community and part resource, a welcoming space for people to experience Wales's most exciting and relevant contemporary art. An open plan exhibition space, a cinema, workspaces, studios, a library and a social space are housed in a large light-industrial building.

Our story started in 1997, with an idea for a temporary artists' project, and by July 1998 we opened to the public on a tiny budget but with big ambitions. From a city-centre townhouse, we brought together networks, alliances and groups of artists that already existed in the region – connecting them to a committed and curious audience.

Six years later in 2004 we became the first artist-run client of the Arts Council of Wales and in 2011 we relocated to our current premises.

The Wales Artist Resource Programme (Warp) was formalised as a core area of g39's activity and was launched in 2008. It's a resource space



*Everything. All At Once. At The Same Time* exhibition. L-R: Cecile Johnson-Soliz, Sam Venables, William Roberts, Gaia Persico, Ruffles aka Clare Charles & Becca Thomas

and professional development programme for emerging and mid-career artists who live and work in Wales.

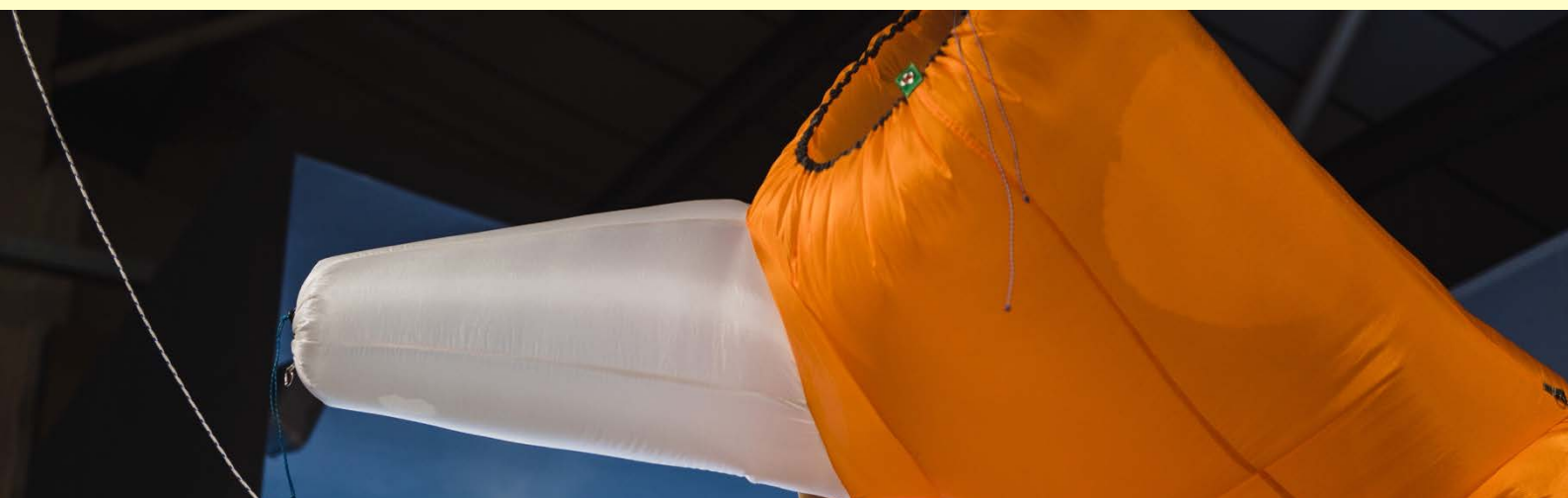
We became a registered charity in January 2019. The current articles of association were adopted in March 2018 and are in line with the Companies Act 2006.

We've worked with a vast number and range of artists – our professional support has contributed to the career development of many contemporary visual artists, who now have significant reputations both nationally and internationally.

g39 also works in collaboration with galleries abroad to host co-curated exhibitions. g39 is part of a network of artist-led spaces across Britain, pioneering alternative and innovative structures. We connect regularly with 600 artists, most of whom are living and working in Wales. Our on-site activities engage between 4,000 and 5,000 people annually; our off-site activity and contributions to festival programmes account for substantially more public encounters.

**Our Vision** is to contribute to the growth of a culturally articulate nation that understands the relevance and significance of artistic activity in a functioning and progressive society; a nation that places value and respect on artists' contributions.

At the core is our belief that artists are agents for change. In Wales, this change can be defined in part by the Wellbeing of Future Generations (Wales) Act 2015. Universal access to arts education and participation are highly effective means of achieving the goals set out in that legislation: our creative agility as a nation will influence the perception of Wales as a healthy, prosperous, equal and resilient country, both within our borders and internationally.







George Hampton Wale, *Sugarloaf*, 2022

### g39's mission:

- As developers of talent across Wales
- As advocates for the visual arts and all art forms for their inherent worth as well as their instrumental value to health and wellbeing
- As a public platform for visual art from Wales
- As champions for artistic pursuit and endeavour at all levels

**Our Values** have been at the core of what we do since day one. They are embedded in our actions and how we measure g39's performance.

**Co-operation** and mutual support is an essential positive characteristic of the arts sector in Wales. We share things that benefit our community – knowledge, expertise, advice, physical resources and assets.

**Artist-run** has been part of what sustains us. It means very different things to different groups; to us it is about being part of a network.

**Wales and Welshness** Understanding what makes the arts scene in Wales distinct and different, and that it is inclusive and plural.

**The right to culture is a human right** We reinforce the idea that artists belong to their communities, societies, nations. "At a time when artists, cultural minorities, cultural heritage and cultural expressions are increasingly under attack, defending the cultural rights of individuals and communities has never been more important." (Unesco, *The Right to Culture*, 2018).

**Small and independent (since 1998)** We think these are virtues that go hand in hand with long-term sustainability and operational stability. As a small and independent organisation we can engage beneficiaries personally and with authenticity.

Our welcoming, **informal but professional** approach, commitment to the arts sector and responsiveness to artists' needs has earned us considerable support from artists and respect from the sector as a whole.

**9.53 Investing in people** As with the best of all truly creative environments, our defining activity is as much behind the scenes as it is public facing. We ensure that g39's programme also includes creative space and time for artists and staff. We preserve this environment for people to develop, practise and rehearse ready for engaging audiences and presenting their work to the world.



Adam Moore, *Bright  
Dynasty*, Performance //  
Gosodwaith, 2022

## Commitment to equality, diversity and inclusion

g39 takes a holistic approach in its response to systemic injustices experienced by people who have protected characteristics recognised in the Equalities Act 2010, and those affected by socio-economic barriers of income, class, education and location. Since 2020 we've reflected deeply on how g39 can most effectively fulfil our mission to bring art and artists into more people's lives. The team took a collective decision to review every aspect of the organisation in terms of equality, diversity and inclusion. You can find out about the actions and goals we agreed by reading g39's Strategic Equality Action Plan.

g39's commitment to equality, diversity and inclusion is at the heart of this recruitment process. If you would like to have an informal, confidential conversation about the role with a trustee or Director, please contact us on [recruit@g39.org](mailto:recruit@g39.org) or 029 2047 3633.

## About the role

<b>Salary</b>	£32,000 per year (£19,200 pro rata)
<b>Hours of work</b>	Part-time, 22.5 hours per week
<b>Location</b>	g39, Cardiff
<b>Benefits</b>	Pension scheme, professional development and training opportunities, 17 days' holiday (including bank and public holidays), flexible working
<b>Contract type</b>	Permanent, following a 6-month probation period
<b>Start date</b>	September / October 2022

## Job description – purpose and objectives

The Executive Director ensures that the organisation operates ethically, efficiently and effectively. Reporting to the Board, they will be ultimately responsible for business planning and operational aspects of the organisation (including financial, procedural, HR, governance, fundraising and legislative obligations). Working alongside the compact team of salaried staff and contracted freelancers, the Executive Director represents g39 in the wider sector and sustains its creative working environment, ensuring delivery of its agreed targets. This is an exciting opportunity within a well-established charity and one of the largest spaces for contemporary visual art in Wales.

## Person specification

g39's Executive Director will be a creative, entrepreneurial and visionary leader with experience in arts management and finances. They will be driven by a passion for and commitment to contemporary art practice, and its place in a fair and modern future-focussed Wales. They will recognise artistic pursuit at every level, and will understand how this relates to g39's reputation. The successful postholder will thrive in a horizontal structure and use their strong communication skills to collaborate with staff, trustees, artists, funders and partners to ensure the smooth operation, administration and good governance of a well-regarded visual arts charity.

## Main duties and responsibilities

### Programme & Operations

- Manage the infrastructure that enables an engaging and varied programme of activity that will further the organisation's mission
- Provide leadership and line management for a small team of staff and freelancers
- Oversee recruitment processes and negotiating contracts
- Compile SMART targets and milestones for g39's activities
- Produce accurate reports (for trustees, funders and other stakeholders), and to ensure that data and records are collected and stored safely and legally
- Oversee building management and ensure the premises fulfils all legal and statutory obligations
- Support the board to ensure employer obligations are met and best practice is observed

### Fundraising & Financial

- Take financial responsibility for the organisation, working with the Office Manager, including budget planning and management, monitoring expenditure, regular reporting and overseeing auditing in line with Charities SORP
- Support the g39 team to ensure efficient budgeting and use of resources across projects
- To drive and deliver g39's fundraising strategy in collaboration with staff, including researching opportunities, application writing, individual giving, funder relationship management and reporting
- Set targets for earned income generation and donations; develop suitable commercial ventures and initiatives
- Oversee maintenance of accurate and up-to-date accounts with support from external accountants
- Prepare annual budgets and quarterly/annual management accounts, as required by the Board and funders

### Partnerships & Stakeholders

- Work closely with Staff to develop and maintain excellent working relationships with partners and funders including Arts Council of Wales; advocating confidently for the visual arts
- Represent g39 and its mission publicly and at strategic levels
- Ensure Trustees, staff and volunteers understand and can effectively communicate g39's message when required



- Develop and maintain relationships with stakeholders and local organisations to attract new participants and audiences

## Governance

- Ensure g39's governance duties as a registered company and charity are met
- Ensure the organisation operates with respect to its various policies and legal requirements (including Employment, Equality and Diversity, Environmental, Health and Safety, Data Protection and Safeguarding); lead on resolving any issues
- Take responsibility for authoring and the ongoing development of corporate documents and strategies including business plans, annual reports, policies, risk register and action plans
- Support Trustees to facilitate their role and input including training provision

## General

- Represent or be an appropriate presence at g39 events and visual arts events, and be available to work occasional evenings and weekends when required
- Keep abreast of developments in charity, finance, building management and HR to upload best practice.
- Undertake other duties as reasonably required.



JackArts: (L-R) Ian Watson, Clare Charles & Becca Thomas, Rebecca Gould



Becca+Clare, *You Are Invited*, 2021

### Essential person criteria

- *Understanding of contemporary creative practice and artist-led initiatives in Wales, Britain and Internationally*
- *Experience of strategic leadership*
- *Project management experience with strong organisational skills and attention to detail*
- *An understanding of business planning within an arts / cultural or similar not-for-profit environment*
- *Proven track record of fundraising from a variety of sources*
- *Experience of budgeting, budget management and financial reporting*
- *Proven commitment to equality, diversity and inclusion*
- *Excellent written and oral communication skills, and a natural collaborator*
- *Emotional intelligence, ability to get the best from colleagues within a creative environment*
- *Ability to speak Welsh or a willingness to learn*

### Desirable person criteria

- *A good knowledge of the wider culture sector, its current priorities and ambitions*
- *Experience of line management and knowledge of HR procedures*
- *Asset management including premises*
- *An ability to manage change*
- *Familiar with company law, charity legislation and governance*

## How to apply

Please send a statement (maximum 2 sides of A4) detailing why you are the right person for the role and how you meet the person specification. Please also include

- Your CV (maximum 2 sides of A4)
- Names and contact details of two referees, including their position and relationship to you

You can submit your application in an audio format as an alternative to written documents. The audio recording of each document should be no more than 12 minutes long and a maximum file size of 20MB each. If you would like to submit your application in another format, please contact us via [recruit@g39.org](mailto:recruit@g39.org) or 029 2047 3633.

Send your application to [recruit@g39.org](mailto:recruit@g39.org). You should expect an auto response as a confirmation of receipt; this will include a link to g39's Equality Monitoring form. We kindly ask you to fill out this form to complete your application as this helps us understand if we're achieving what we've set out to do.

**Deadline for applications:** 23:59, Wednesday 20 July 2022

**Interviews will take place on:** Wednesday 3 August 2022 (at g39 / online)

We anticipate the successful candidate will be in post no later than October 2022.

If you would like to have an informal, confidential conversation about the role with a trustee or Director, please contact us on [recruit@g39.org](mailto:recruit@g39.org) or 029 2047 3633.

## Get in touch

We are working to make our opportunities accessible, easy to apply for and the process as user-friendly as we can. We welcome and encourage applicants facing barriers to applying and hope that we can accommodate as wide a range of applicants as possible.

Please contact [post@g39.org](mailto:post@g39.org). We work part time and will acknowledge your message within three working days and aim to answer your question or set a time and date to chat further within five working days.





YOU DON'T HAVE  
TO BE AN  
ARTIST.

Lydia Meehan, *You Don't Have To Be An Artist*, 2018