

# Recruitment Pack



## Post of Chair Ort Gallery

### Contents

About Ort Gallery  
Job Description  
Person Specification  
How to apply  
Application Guidance Notes

#### Job Description:

Reporting to: Steering Committee

Location: Ort Gallery, 496 Moseley Road, Birmingham, B12 9AH

Salary: Unremunerated

Part-Time position (Minimum of 4 Steering Committee meetings a year, preparatory work for meetings and follow up work, some additional meetings with the directors, any partnership work on behalf of Ort Gallery)

#### About Ort Gallery:

Ort Gallery is an artist-led exhibition space in Balsall Heath, Birmingham with the social mission to facilitate dialogue in the community. Through our work we explore what role an international programme of contemporary art can play in community strengthening. We exhibit ambitious and daring new art work in an old art school and ensure every exhibition has a strong impact on the local area and its residents. We work with socially engaged acclaimed artists in order to ensure that the art-work is not just shown but lived through our audiences. This is done in a variety of ways such as workshops, poetry events, walks, talks and by the audiences becoming part of the projects. We are an approachable venue, inviting new audiences to the space and celebrating the diversity of Balsall Heath and Birmingham.

Ort Gallery is incorporated as a CIC and we therefore do not have a legally binding board. Our Steering Committee plays a crucial role in guiding and advising the directors and project management team, acting as a sounding board, ensuring that it delivers on its social, creative, financial and business objectives, and connecting the company with relevant individuals and organisations within the city.

We have just moved to a new venue and we are adapting to an ever changing political situation in which funding to the arts is becoming increasingly competitive. We feel that we bridge a gap in the city and industry bringing fresh and exciting art projects into the communities who do not

experience enough of it. We want to carry on our work for years to come and the role of the Chair will help us become stronger, more financially resourceful and better connected in the city.

## About the Post:

The role of the chair will be to manage our voluntary Steering Committee. Current committee members have been in post for over 2 years and we are therefore planning to review our group. The chair will take a lead on the recruitment of new board members by helping us to formalise their roles.

The chair will manage the new Committee, create a proper induction process for new members, help us formalise their roles through relevant paperwork and manage all future Steering Committee meetings (4 a year) by preparing the agendas, chairing the meetings and following up on actions following each meeting.

## Person Specification

We would like for the chair to be a good communicator who is capable of encouraging people to ask difficult questions, to challenge the Ort Gallery team and directors and to bring their expertise to the organisation. Ideally the chair would have a good network in the city to help us become better connected and make the most of the partnerships we have established.

We specifically welcome applications from people of colour, from the LGBTQI+ community, disabled individuals and people who live in South Birmingham. It is important to us that our chair helps us promote our ethos of inclusion and representation.

## How to Apply

To apply for this post please send a short letter detailing your interest in applying for this role, a current CV and a Monitoring Form (see below) electronically to: [info@ortgallery.co.uk](mailto:info@ortgallery.co.uk)

### Deadline

All applications must be received no later than 5pm on 13th August.  
Late applications will not be considered.

### Short-listing and Interviews

Shortlisted candidates will be informed at the latest by 6th September and will be invited to interviews, which will be held at Ort Gallery on the 13th September.

## Application Guidance Notes

### Equality and Diversity

Ort Gallery is firmly committed to principles of diversity and equality and this is firmly established in our recruitment process. Personal information and the equal opportunities monitoring section of the application form are removed before consideration by the panel. No job applicant or employee receives less favourable treatment than another on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Single Equality Act 2010).

As part of our recruitment process we pledge to interview every applicant from a B10, B11 and B12 postcode, disabled and QTPOC applicants who fulfil the basic requirements for the post.

## Monitoring Form

(Please complete this monitoring form to help us report to our funders successfully. Failure to fill out this form will not affect your application. We will remove this form before considering your application.)

What is your gender? \_\_\_\_\_

What is your age? Under 16   16-24   25-34   35-44   45-64   over 65

How would you describe your ethnicity? \_\_\_\_\_

Have you got a disability? \_\_\_\_\_

How would you describe your religion? \_\_\_\_\_

What area of Birmingham or the UK do you live in? (first half of your postcode):

\_\_\_\_\_

How would you describe your social class? \_\_\_\_\_