



Deadline For  
Submissions:

Thursday 7  
December,  
11pm

# PRIMARY

Primary Re-opening event. Photo by Tom Morley

**Recruitment for Board of Trustees  
Information and Application Pack**



# Welcome to Primary

Exhibitions

Events

Bakery & Café

Bookshop

Garden

Artist Studios

OPENING TIMES: Thursday–Saturday, 10am–6pm

[www.weareprimary.org](http://www.weareprimary.org) | [@weareprimary](https://www.instagram.com/weareprimary)





If you are able to pardon, do delay it.  
It is a form of resistance.



EJARADINI  
WELCOMET HOWEET

Controlled  
ZONE

20

Humps for  
180 yards

**Our mission is to commission,  
produce and present art exploring  
ideas that affect societal change.**

**We are a dynamic space for  
creative research, new work,  
and collaboration, expanding  
who is involved in making art  
and connecting local and global  
communities.**





Primary Re-opening event. Photo by Tom Morley

## About Primary

Primary is an artist-led contemporary visual arts organisation and charity housed in a characterful Grade II listed former school in Nottingham. We became an Arts Council England National Portfolio Organisation in 2018.

Our site and ethos create a unique environment for creative research where the value that we collectively produce is much more than the sum of its parts. We provide studios and strategic development for artists alongside a free public programme of commissions and events. We are home to 50 diverse artists from a broad range of critically engaged visual arts practice, workshops including clay, weave, and design, outdoor and garden spaces, independent galleries, a bookshop, and the award-winning Small Food Bakery.

Our approach is to invest in artistic research through participation and engagement, delivering a regular programme of commissions, learning and community events, and platforms for conversation and knowledge exchange. By employing a cycle of theory, practice, and reflection across all this activity, we create genuinely collaborative relationships between artists, audiences, and the wider community that surrounds us to further shape our work.

In 2020 we reached a significant milestone, securing the freehold of our site to ensure the long-term sustainability of our vision. We continue to transform this former school in the Radford neighbourhood of Nottingham into a valuable cultural resource through first-stage capital refurbishment, ensuring that we are increasingly accessible, welcoming and able to meet the needs of our different communities of interest.



Larry Achiamong, *Dividednation*. Photo by Reece Straw





Primary Re-opening event. Photo by Tom Morley

## Vacancy Description

Primary wishes to develop our Board to ensure we realise our mission and aims. We are inviting expressions of interest for new Trustees to join us, bringing diverse expertise to our Board and to the organisation.

We are looking for people with a range of lived and personal experiences as well as professional expertise to make a difference to our future. This role does not require previous experience of being on a Board and we actively welcome people who have not had this experience previously.

We are seeking applicants with strong knowledge and skills that align with one or more of the following areas:

- Strategic, operational, legal and financial management
- Fundraising including trusts and foundations, as well as commercial income generation
- Heritage building development and management including capital development
- Artists with national/international practice and networks
- Artist development to support people at different stages of their career
- Audience development including co-production with communities and shared learning programmes
- Marketing in all aspects particularly in respect of socially engaged artistic practices



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We expect all Board members to actively contribute to our work around Equity, Diversity & Inclusion, and support Primary in becoming a socially just organisation.

We acknowledge that people from certain backgrounds are currently under-represented on our Board and in the arts more broadly. We encourage people to apply who are under-represented in the visual arts sector, including individuals of the global majority<sup>1</sup> those who are disabled, D/Deaf, neurodivergent, LGBTQIA+ or facing intersecting cultural or socio-economic barriers.

Primary is also keen to broaden the age range of our Trustees and encourages individuals under the age of 30, who may not have previously considered joining a Board, to apply. We can work with you to identify and access training or learning opportunities required to support you taking on this role.

Board composition is important to many aspects of governance, and therefore we seek a balance of skills and experiences in its members. To be effective, our Board seeks individuals with a mix of:

- Teamwork, communication and problem-solving skills
- Different styles and approaches to leadership
- Knowledge of the communities around us, and the wider sector we work within

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<sup>1</sup> Primary defines global majority as a collective term that refers to people who are Black, Asian, Brown, dual heritage, indigenous to the global south, and/or have been racialised as ethnic minorities.





Arts and Place: Nottingham

## Trustee Role

All Trustees will be expected to:

- Attend quarterly board meetings (usually on a Tuesday, 6.30-8.30pm) in Nottingham and online
- Pro-actively monitor the delivery of Primary's mission, aims and objectives
- Support the strategic direction of the organisation, including Business Plan and policies
- Scrutinise and monitor financial information
- Support Primary in identifying new sources of income and feed into the development of our fundraising strategy
- Have knowledge and enthusiasm for the arts and cultural sector
- Advocate on behalf of the organisation, including with funders, donors and audiences
- Ensure compliance with the legal requirements of Charity Commission, Companies House and all relevant legislation

The time commitment for trustees is attendance at 4 board meetings per year; and an annual strategy day. Board papers are sent in advance of meetings and reading/preparation prior to the meeting is expected. We also encourage board members to provide additional time to support the development of specific areas of work relating to their area of expertise, to attend events or training, or to participate in a sub-committee, which consists of Board member(s), staff and resident artists who meet quarterly.

The role of a Trustee is voluntary and is not remunerated. Primary will pay travel expenses for Trustees to attend Board meetings and relevant training and development opportunities. We believe it is vital Board members see our artistic work and would also encourage Board members to represent the organisation at networking and other events.





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## Management And Governance

Over the last four years we have expanded the staff team, increasing capacity whilst keeping the team compact and sustainable in relation to our income.

**DIRECTOR:** Niki Russell

**OPERATIONS MANAGER:** Jess Colebourne-Viggers

**ENGAGEMENT CURATOR:** Rebecca Beinart

**PUBLIC PROGRAMME CURATOR:** Jade Foster

**ARTIST DEVELOPMENT CURATOR:** Colette Griffin

The Director takes organisational responsibility for an overview of strategy, fundraising, finance, and acts as key Board liaison. The staff structure welcomes individual members of the team taking strategic responsibility for organisation profile, fundraising and programme delivery in areas that directly relate to their role (e.g. operations, programme, engagement, artist development and marketing).

The staff team reports to the Board of Trustees. Our Board consists of 50% artists, some of whom are also residents at Primary, alongside members who bring a wealth of expertise including financial management, cultural strategy, programme and audience development, education, property and building management.

### **CURRENT BOARD MEMBERS AS OF NOVEMBER 2023**

- Michael Forbes (Chair)
- Shobna Bazzaz
- Rebecca Blackwood
- Iain Cockhill
- William Harvey
- Michael Marsden
- Nick Slater
- Christine Stevens

Further details of all Board Members can be found at:  
[www.weareprimary.org/people](http://www.weareprimary.org/people)





Emma Smith, 5Hz

## Visiting Primary

If you would like to find out more, speak to the Director/Chair of the Board, or would like to arrange to visit us, before submitting an expression of interest please contact us at:

[admin@weareprimary.org](mailto:admin@weareprimary.org)

If you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please let us know.

## Expressions of Interest

Please let us know what interests you about joining the Board of Primary and what you would like to contribute to the role. You can tell us either in writing (maximum 2 sides of A4), in a short audio/video recording of up to 3 minutes in length, or another approach of your choice.

Please also send us a short CV or summary of your personal and professional experience.

In addition, please complete the [Equal Opportunities survey](#). This data helps us understand the diversity of applicants we attract. All data is anonymised and not linked to the application process.

**Please send your expression of interest to:**  
[admin@weareprimary.org](mailto:admin@weareprimary.org)

**Deadline for Expressions of Interest:**  
**Thursday 7 December, 11pm**



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33 Seely Road, Nottingham NG7 1NU

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