

# Recruitment Pack

For CVAN East Midlands Steering Group Members

Deadline Monday 20 June, 5pm

Contemporary Visual Arts Network East Midlands (CVAN EM) is looking to develop its Steering Group. We are seeking members who are interested in developing a more resilient visual arts sector in the region and emphasising equity and access for all arts workers. CVAN EM is looking for x8 new Steering Group members:

- 1) An early-career artist or arts worker living or professionally based in Derbyshire, sponsored by [Quad](#).
- 2) An artist or arts worker from the Global Majority, sponsored by [New Art Exchange](#).
- 3) An artist or arts worker living or professionally based in Ashfield, Bolsover, Boston, Chesterfield, East Lindsey, NE Derbyshire or Mansfield, sponsored by CVAN EM.
- 4) An East Midlands-based arts technician, sponsored by CVAN EM.
- 5) An East Midlands-based artist or arts worker, sponsored by CVAN EM.
- 6) Two representatives from organisations located across the East Midlands.
- 7) A representative from an organisation or project located in Ashfield, Bolsover, Boston, Chesterfield, East Lindsey, NE Derbyshire or Mansfield.

Our Steering Group brings a range of knowledges, experience, and skills to CVAN EM and we activity encourage artists and arts workers from backgrounds currently under-represented in the visual arts sector to apply.

## About CVAN East Midlands

**Mission:** CVAN EM celebrates and supports arts and culture in the region, fostering an inclusive long-term future for the sector, emphasising equity and access for all arts workers.

**What We Do:** CVAN EM is a free-to-access network for Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, and Rutland. We are part of the national [Contemporary Visual Arts Network](#) and work alongside 8 other regions to amplify voices, debate, and democratic change across the sector. Our strength lies in our network. Through our deeply rooted regionality we work with artists, arts workers, and organisations to build sustainable infrastructures and deliver development opportunities.

**Who we are:** [CVAN EM's Regional Director](#) is supported by a growing [Steering Group](#) made up of representatives from regional organisations and artists working across the East Midlands. Steering Group members act as advisors and advocates.

CVAN EM is hosted by [Leicester Print Workshop](#) and receives £20,000 per annum in its Arts Council England (ACE) National Portfolio Organisation (NPO) funding settlement.

In 2021/22 CVAN EM led activity aimed at addressing inequalities and under-representation in the Region's sector. Activity included a [network audit](#) with research-led strategic consultancy [Earthen Lamp](#), which presented empirical findings and recommendations on next steps. Current Steering Group members and organisations from across the region were consulted about areas such as:

- The organisations commitment to equity, diversity, and inclusion
- The organisations culture of co-production for organisational change
- Skills, experience, and training available to the team around EDI

The project's legacy is actively shaping CVAN EM's Steering Group, with targeted recruitment centring learning, equity, knowledges, experience, and skills found in organisations and the freelance creative workforce across the East Midlands, with emphasis on the region's [Priority Places](#).

## Opportunity Overview

CVAN EM is looking for x8 new Steering Group members. This is an exciting time to join us as we work together towards a new phase of activity and programme development:

- Steering Group members sponsored by CVAN EM, Quad or New Art Exchange will be paid a stipend of £200 to attend each quarterly meeting.
- The current sponsorship period runs from 1 April 2022 – 31 March 2023. At the end of this period sponsors will review sponsorship based on available funds.
- Steering Group members representing organisations will not receive a stipend to attend quarterly meetings, we ask that the organisation (employer) in question supports the member (employee) to attend.
- Expenses as necessary are available to cover travel for attendance at in-person meetings for sponsored Steering Group members.
- New Steering Group members will have access to 1-2-1 mentoring with a current member and be invited to participate in Steering Group 'subgroups', with different focus areas to ensure individuals have greater say and impact.
- CVAN EM will support Steering Group members' professional and / or organisational development.

## What does the Steering Group do?

Steering Group members act as advisors and advocates who use their knowledges, experience, and skills to inform and champion CVAN EM's work. Key responsibilities are to:

- Support the Regional Director to help them set and achieve measurable aims and objectives for CVAN EM.
- Contribute to network wide conversation and activity.
- Identify opportunities for partnerships and funding.
- Represent and champion CVAN EM within the sector and region, promoting CVAN EM and the wider network to relevant stakeholders.
- Demonstrate an interest in and enthusiasm for developing the role of CVAN EM in the sector, supporting it to strive for excellence.
- Support positive relationships with key stakeholders, including Arts Council England.
- Attend x4 Steering Group meetings per financial year. Quarterly meetings take place online or in-person, for in-person meetings there is the option to join remotely.
- Support recruitment for future new Steering Group members.
- Contribute to an annual review of the Steering Group's responsibilities to CVAN EM and CVAN EM's responsibilities to its Steering Group members.
- Support the development of 'subgroups' within the CVAN EM Steering Group, with different focus areas to ensure individuals have greater say and impact.

CVAN EM is neither a charity nor limited company, which means there are no personal liabilities associated with the membership of our Steering Group.

Please refer to our Terms of Reference for a full overview.

## Applicant Information

- **We are open to alternative means of application / application submission**, e.g., in the body of an email, presented as a recorded video or audio description.
- **We encourage and will prioritise applications from** disabled, D/Deaf, neurodivergent, Global Majority, working-class and under-class artists and arts workers, or those facing intersecting cultural or social barriers.
- **Applications are reviewed by a panel**, comprising current members of the CVAN EM Steering Group including the Chair, and CVAN EM's Regional Director.
- **If you have any access requirements** that you would like to discuss or want to request more information, please contact [info@cvaneastmidlands.co.uk](mailto:info@cvaneastmidlands.co.uk).

- **Applicants will be contacted Wednesday 29 June, 5pm.** Depending on the level of interest, applicants may be asked to interview. All applicants will receive feedback.
- **The next CVAN EM Steering Group meeting** will take place on Thursday 21 July at Quad, Derby and over Zoom (for members wishing to attend remotely).

## How to Apply

To apply for any of the Steering Group opportunities please submit:

- **Your name, address, contact details, website or social media.** If you are applying as a representative from an organisation or project, provide its name and your role.
- **A statement of no more than 600 words** (3 minutes for audio / video) explaining:
  - Why you are applying to become a CVAN EM Steering Group Member.
  - What knowledges, experience, and skills you will bring to the Steering Group.
  - Which position you are applying for. Positions are listed at the top of this document; positions are numbered. Your application may be relevant to more than one position, please list all that are relevant.
- **A completed equal opportunity monitoring form.**
- **A CV** (max. 2 pages), this is optional.
- **Submit your application to [info@cvaneastmidlands.co.uk](mailto:info@cvaneastmidlands.co.uk) by Monday 20 June, 5pm.** The email subject line should read: CVAN EM Steering Group\_ [Your Name].

## Glossary

<b>Arts worker</b>	Can include but is not limited to gallery staff, workshop facilitators, curators, creative producers, arts technicians etc.
<b>Early career</b>	What is understood as early career is defined by the applicant.
<b>Financial year</b>	The current financial year runs from 1 April 2022 – 31 March 2023.
<b>National Portfolio Organisation (NPO)</b>	National Portfolio Organisations are leaders in their areas, with a collective responsibility to protect and develop our national arts and cultural ecology.
<b>Priority Places</b>	Arts Council England (ACE) has identified 54 places across England where their investment and engagement is too low, but opportunity for ACE to effectively increase investment and engagement is high. Priority Places in the East Midlands are Ashfield, Bolsover, Boston, Chesterfield, East Lindsey, NE Derbyshire and Mansfield.

Thank you for your interest in supporting the development of CVAN EM, we look forward to hearing from you!