

Trustee Role Description – QUAD

Role Title: Trustee (Board Member)

Organisation: QUAD (Derby QUAD Ltd)

Location: Derby (with option for hybrid/virtual attendance)

Remuneration: Voluntary (reasonable expenses reimbursed)

About QUAD

QUAD is Derby's centre for contemporary art, film, and digital creativity. We are a registered charity and all profits from our cinema, gallery, café bar and commercial activities are reinvested into our cultural and community programmes.

We connect people and communities to art and film, create opportunities for education and participation, and nurture creative talent. QUAD's year-round programme includes major exhibitions, independent film, learning and participation projects, artist commissions, and the FORMAT International Photography Biennale.

The Role of a Trustee

As a member of the Board of Trustees, you will contribute to QUAD's strategic leadership and governance. Trustees act collectively to safeguard QUAD's assets, ensure compliance with charity law and our Articles of Association, and provide strategic direction that enables QUAD to thrive.

Trustees are expected to:

- Ensure QUAD complies with its governing document, charity law, and company law.
- Act in the best interests of QUAD and safeguard its reputation and values.
- Contribute actively to setting policy, defining goals, and monitoring performance.
- Ensure the charity's resources are applied exclusively in pursuance of its objectives.
- Support the CEO and senior management team by offering constructive challenge and guidance.

- Act as an ambassador for QUAD, representing the charity at events and within your networks.
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Skills and Experience We Are Seeking

We welcome applications from people across all sectors, but are particularly keen to supplement our Board with individuals who bring experience in:

- Finance / Charity Finance – oversight, audit, and financial strategy.
- Fundraising & Income Generation – including philanthropy, corporate partnerships, and grant-making.
- Retail / Commercial / Hospitality – supporting QUAD's café, shop, and commercial activities.
- Building / Facilities Management - supporting QUAD's building & safeguarding it for the future in line with our sustainability targets & vision
- Community Insight & Representation – lived experience and networks that help us better reflect and serve Derby's diverse communities, especially younger and ethnically diverse voices.

In addition, we are always interested in candidates with skills in governance, HR, marketing/communications, and digital innovation.

Time Commitment

- Board Meetings: Around six per year (2 hours each, usually evenings, with papers circulated in advance).
 - Subcommittees: Trustees are expected to join at least one (Finance, Fundraising, Marketing/Comms, Programme, Governance, etc.). Subcommittees meet up to six times a year.
 - Events: Attendance at occasional QUAD events to act as an ambassador.
 - Total commitment: On average, 2–5 hours per month.
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Term of Appointment

- Trustees are appointed for a three-year term, renewable once (maximum of six years).
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Person Specification

We are looking for individuals who:

- Share QUAD's vision of making art, film, and digital creativity accessible to all.
 - Bring professional skills, knowledge, or lived experience relevant to our work.
 - Are committed to diversity, equity, and inclusion.
 - Are willing to speak their mind, challenge constructively, and work as part of a collective.
 - Have the time and motivation to actively engage in the work of the Board.
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Safeguarding and Equality

QUAD is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Trustee appointments are subject to appropriate checks (including enhanced DBS).

We welcome applications from underrepresented groups in the arts, particularly those from Black, Asian, or minority ethnic backgrounds, younger people, and disabled people.

How to Apply

Please send: trustees@derbyquad.co.uk

- A current CV
- A covering letter (or short video, up to 2 minutes) explaining your interest in the role and what you can bring to the Board