

THE HEPWORTH WAKEFIELD

Appointment of Director of Finance and Operations



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Welcome

Since opening in 2011, The Hepworth Wakefield has established itself as one of the most successful public art galleries in the UK, enjoying an outstanding reputation, critical acclaim for its exhibitions and growing art collection, and broad audience engagement and reach. We are now focused on entrepreneurial strategic priorities that have artistic excellence and environmental and financial sustainability as core objectives. These priorities are supported by a robust business plan that will ensure our long-term financial security.

It is an exciting time to join The Hepworth Wakefield as creative industry businesses have moved into Tileyard North, the newly restored Victorian mill complex opposite us, that occurred due to the success of the gallery. We are undertaking two capital projects to complete our wider waterfront site: an artist-designed playground and a Garden Workshop for our Cultural Gardener and her team of volunteers, designed by the acclaimed architect Mary Duggan. We are working to establish Wakefield Waterfront as a vibrant community of creative industries, one that fuses education, art, music and business for the benefit of all our visitors. There will also be a new hotel, restaurants and bars, for which construction is well underway.

As a member of the Executive Team, the Director of Finance & Operations leads on our IT strategies and oversees the financial management and performance of The Hepworth Wakefield (THW) and THW Enterprises Ltd. They will work closely with the Deputy Director to support the development and implementation of the organisation's business plan. This role leads the finance team and ensures sound integration and reporting of our fundraising, earned income, Arts Council Grant and Service Concession Agreement from Wakefield Council to ensure that THW is appropriately and confidently resourced into the future. They line manage our highly experienced Head of People and Head of Operations and Visitor Services, ensuring they are supported to deliver effective services across these areas. They also act as company secretary to the board of trustees, ensuring legal compliance and good practice is applied across the organisation.

We are looking for a senior finance professional with extensive experience within a similar organisation. You will have a proven creative entrepreneurial outlook, highly collegiate style, excellent communication skills, and be someone who enjoys working collaboratively to achieve results at a high level as part of a small team. You will need a clear understanding of our sector, enjoy relationship-building and leading a team to support them to achieve the organisation's objectives. If you have the vision, skills, experience and leadership qualities we are looking for, then we very much look forward to hearing from you.

Simon Wallis, Director

Our History

The Hepworth Wakefield opened in 2011 to house Wakefield's art collection and provide a legacy for Barbara Hepworth in the town in which she was born and grew up. The original Wakefield Art Gallery was established in 1934 and became one of the most forward-thinking galleries of its time, supporting artists including Hepworth and Moore early in their careers. The gallery built a collection of works by some of the most significant and avant-garde British artists of the 20th century. Supporting contemporary artists and strategically developing the collection for future generations is something The Hepworth Wakefield continues to be committed to today.

In 1996, Wakefield Council started to promote the benefits of investing in a new, purpose-built art gallery, which would act as a catalyst for wider regeneration, attract tourism and inward investment and increase local pride.

The generous donation of The Hepworth Family Gift to Wakefield by Hepworth's daughters via the Art Fund was integral to the development of the new gallery. The 44 plaster and aluminium prototypes, together with the artist's work bench and tools are on permanent display in galleries dedicated to Barbara Hepworth's working practice.

In 2003, Wakefield Council launched an international competition to find an architect to design the new art gallery for Wakefield. This led to the appointment of David Chipperfield Architects.

The Hepworth Wakefield opened in 2011 to international acclaim, reaching its initial annual target of 150,000 visitors in the first five weeks. In 2013, The Hepworth Wakefield won the Clore Learning Award for its ambitious and innovative learning programme and in 2017, was named Art Fund Museum of the Year. In 2019, The Hepworth Wakefield Garden was created, transforming the gallery's outdoor site into an inspiring free public garden, designed by leading landscape architect, Tom Stuart-Smith and presenting a rolling programme of outdoor sculptures. We have added over £55 million worth of works to the collection through philanthropy since the gallery opened.

The Hepworth Wakefield emerged from the challenges of Covid-19 lockdowns in robust financial shape and has secured renewed long-term funding from our two major supporters, Wakefield Council and Arts Council England. Charitable income is generated through commercial activity, fundraising and membership, ticket sales, public events, and car parking. Commercial activity is managed through a trading subsidiary to the charity and includes retail, venue hire, and catering.



Barbara Hepworth, *Mother and Child*, 1934
Purchased by Wakefield Corporation in 1951
© Bowness. Photo: Jerry Hardman-Jones

Vision, Mission and Values

OUR VISION

To be recognised as one of the world's leading art galleries, creating unforgettable art experiences for all, while inspiring positive change locally.

OUR MISSION

To create experiences that inspire, captivate, surprise and enhance everyone's lives.

OUR VALUES

Embrace innovation

From the way we work with colleagues and partners, to how we present our collections and exhibitions in an ever-changing world, we're always exploring new ways to innovate. Art doesn't stand still. Nor do we.

Be bold

Our people, our location, our building and our programming are all proof of how ambitious we are. We embrace a spirit of adventure to challenge and surprise. We create impact in everything we do to engage people in creative experiences.

Be open

Being open means we are inclusive, we collaborate freely and fairly, and are generous with our time and knowledge. We are welcoming and make the experiences we offer accessible to everyone.

Quality matters

We strive to achieve the highest possible quality. Being world-class is our goal, and everyone has a role to play in ensuring that excellence runs through every aspect of our work.



Economic Impact

- In the decade since The Hepworth Wakefield opened, it has become one of the most successful public art galleries outside of London, welcoming 2.5 million visitors.
- For every £1 of revenue funding invested in The Hepworth Wakefield by Wakefield Council, the gallery generates £9.43 to benefit the district's economy.
- The Hepworth Wakefield delivers one of the most extensive and high-profile gallery learning and engagement programmes in the country. It has 40,000 participants each year and provides regular employment for 21 local artists.
- The Hepworth Wakefield spends over £2.23 million in the local community annually, building community health and helping SMEs grow and survive.
- The Hepworth Wakefield has added £55m worth of art to Wakefield's collection since 2011 through philanthropy and fundraising with recent acquisitions including sculpture by Helen Marten and Michael Dean, and paintings by Jadé Fadojutimi and Alvaro Barrington.
- The Hepworth Wakefield has successfully built a significant local, national and international reputation as one of the UK's leading public art galleries, raising the profile of Wakefield as a city internationally recognised for its cultural offer.
- The Hepworth Wakefield fundraised £1.65 million to transform its outdoor site from unloved scrubland into a beautifully designed public garden by Tom Stuart-Smith, free for everyone to enjoy.
- The Hepworth Wakefield played a significant part in attracting a major cultural industries-led developer to transform Rutland Mills opposite the gallery. Tileyard North will create hundreds of new high-quality jobs for Wakefield.



Our Exhibition Programme

We present major temporary exhibitions of the best international modern and contemporary art, attracting local visitors and driving tourism to Wakefield, as well as successfully touring exhibitions both nationally and internationally. Showcasing the achievements of artists at all stages of their career and supporting emerging local talent are central to our vision. Using Wakefield's art collection as a starting point for our programme, we aim to balance international significance with local relevance and work to connect our exhibitions to our local area and audience. We have presented the first major UK exhibition of many international artists including Sheila Hicks (2022), Cristina Quarles (2019), Magdalene Odundo (2019), Lynda Benglis (2015) and Dana Schutz (2013) and highlighted the careers of important artists overlooked in art history including Gertrude Hermes (2015) Alina Szapocznikow (2017), Kim Lim (2024) and Ronald Moody (2024).

We are a founding partner of Yorkshire Sculpture International (YSI) together with Henry Moore Foundation, Leeds Art Gallery and Yorkshire Sculpture Park. YSI was devised to build the reputation of West Yorkshire as the home of sculpture in the UK and encourage broad engagement with sculpture. In 2019 we delivered the largest festival dedicated to sculpture in the UK, during which 1 million people experienced sculpture in Leeds and Wakefield. We continue to work together to raise the profile of West Yorkshire, support local artists and drive tourism.

Installation image of
Christina Quarles:
In Likeness, October 2019.
Photo: Lewis Ronald
(Plastiques)

Installation image of
*Disobedient Bodies: JW
Anderson Curates The
Hepworth Wakefield*, March
2017. Photo: Lewis Ronald
(Plastiques)



Installation image of *Magdalene Odundo*:
The Journey of Things, February 2019.
Photo: Lewis Ronald (Plastiques)

Installation image of *Sheila Hicks*:
Off Grid, May 2022. Photo: Tom Bird



The Collection

The Hepworth Wakefield is home to Wakefield's important art collection, which has strengths in modern British and contemporary art and covers many media including sculpture, ceramics, paintings, works on paper, and textiles. The collection was established in 1923 with the aim of nurturing an understanding of contemporary art and its relation to modern life – a collecting principle still followed by The Hepworth Wakefield today. We continue to strategically grow Wakefield's art collection through fundraising & philanthropy to address historic gaps and ensure it remains an important living collection that reflects our culturally diverse society.

'It's clear that The Hepworth has had an impact on Wakefield at many levels. In an area knocked hard by the loss of many traditional industries, David Chipperfield's riverside gallery has enriched the public realm and its success has clearly given the city a new confidence... it has opened new and wider horizons for its visitors and especially for its young women. And despite its national and international resonance, it remains just as firmly embedded in its place, in this part of Yorkshire, as the artist whose story it principally tells.'

Neil MacGregor, BBC Radio 4, March 2022

Installation images of *A Living Collection*, April 2022.
Left: Phyllida Barlow, *RIG: untitled; stagechairs*, 2011;
Stefanie Heinze, *Parasol (STICK THER F BOI)*, 2021.
Photo: George Baggaley.

Right: Henry Moore, *Two Piece Reclining Figure No. 4*, 1962;
Alvaro Barrington, *Em reclining sofa bed w/ Burberry pillow*,
2021. Photo: David Lindsay



Our Learning Programme

Inspiring creativity and providing opportunities for people of all ages to be creative has been at the heart of our mission since The Hepworth Wakefield was established. Our award-winning learning programme is devised in response to local need and is regularly reviewed in consultation with diverse groups to ensure our activities and engagement tools are inclusive for all. We work closely with Wakefield Council to respond to their strategic priorities to raise aspirations, achievement and wellbeing in the District. Through our impactful school projects we support teachers to encourage creative thinking across the curriculum and demonstrate the transformative impact of sustained work over several years.

'I'm proud to be a part of this year's project, which supports the teaching of black histories in the local curriculum. School is where I was first introduced to art, and education is key to developing a wider understanding around issues of representation.'

Yinka Shonibare CBE, School Prints 2021 artist



Job Description

JOB TITLE	Director of Finance & Operations
RESPONSIBLE TO	Director
RESPONSIBLE FOR	Head of Operations & Visitor Services Head of People Finance Assistant Finance Manager

The Director of Finance & Operations leads on our financial and IT strategies and oversees the financial management and performance of The Hepworth Wakefield (THW) and THW Enterprises Ltd. They will work closely with the Deputy Director to support the development and implementation of the organisation's business plan.

The Director of Finance & Operations acts as company secretary to the board of trustees, ensuring legal compliance and good practice is applied across the organisation.

The Director of Finance & Operations is a member of the Executive Team, working closely with colleagues to devise and oversee implementation of our current and future strategic priorities.

WHAT YOU'LL DO

- Proactively manage all financial matters.
- Oversee all business planning, budgeting and forecasting processes, including cash flow management and meeting performance targets.
- Responsible for communicating financial performance to the board(s), Finance committee, Wakefield Council (WMDC), Arts Council England (ACE) and staff.
- Oversee production of monthly consolidated management accounts with clear commentary for the senior management team.
- Lead on preparation of annual statutory accounts and liaise with the auditors and THW's Finance committee throughout the annual audit process.
- Lead on the reserves strategy and ensure an appropriate level of reserves is always maintained.
- Oversee restricted-fund reporting to ensure that all members of SMT recognise the level of funding they have available to ensure it is used appropriately.
- Ensure that the organisation is tax efficient and is fully compliant in all aspects of taxation; including VAT, Corporation Tax and Payroll Taxes.
- Oversee all internal financial controls and processes.
- Oversee the payroll function.
- Lead on strategic financial planning to maximise the use and impact of THW's resources:
- Provide strategic financial advice to the senior management team to maximise commercial and income-generating opportunities and manage expenditure effectively.
- Lead on the financial elements of major projects, where appropriate, and provide support for project managers.
- Lead on the procurement strategy and ensure it is implemented across the organisation. Build effective financial awareness and knowledge across the organisation. Ensure appropriate levels of insurance are in place.
- Ensure that THW's risk register is regularly reviewed with the senior management team and risks and mitigation measures communicated to the board(s) and its committees.
- Maintain an up-to-date knowledge of accountancy regulation and practice.
- Maintain an up-to-date understanding of the visual arts sector including future risks, challenges and opportunities, and establish an active network with peers across the sector regionally and nationally to share best practice.

STRATEGIC BUSINESS PLANNING AND MANAGEMENT

- Support the Deputy Director with the development of the organisation's business plan, ensuring it is an effective business tool that communicates clearly how we will deliver our Vision, Mission and Values and that it clearly demonstrates how we will meet ACE and WMDC goals.
- Lead on the financial and business development aspects of the ACE NPO funding application and subsequent funding agreement negotiations.
- Lead on the development of ACE business planning requirements, ensuring deadlines and NPO funding conditions are met.
- Support the Director and Deputy Director in negotiation of the Service Concession Agreement (SCA) and objectives with WMDC, ensuring their business planning requirements are met and SCA objectives are integrated into the business plan.
- Co-ordinate the financial aspects of the ACE and WMDC grant reporting, including the annual report.
- Lead on legal activity such as lease agreements, supplier contracts and insurance.

IT & ESTATES

- Lead on the IT strategy and strategically manage the relationship with our outsourced IT and telephony providers.
- Work closely with the Head of Operations & Visitor Services to develop THW's IT strategy to ensure it is fit for purpose in a changing environment.
- Build and maintain high-level relationships with relevant contacts at Wakefield Council to oversee management and delivery of our Service Concession Agreement (SCA) relating to the building and estate.
- Work closely with the Head of Operations & Visitor Services to ensure the building and estate are maintained, fit for purpose, sustainable and that any expenditure is cost-effective and in keeping with our SCA.

GOVERNANCE & CHARITY REGULATION

- Undertake the role of Company Secretary for THW and THW Enterprises Ltd.
- Support the Chair and Director in the planning and coordination of THW Board and Finance committee meetings, ensuring timely and accurate reporting processes are in place.
- Maintain an up-to-date understanding of the law and regulations and ensure that these are implemented and communicated within THW – particularly regarding finances, fundraising and data protection.

TEAM AND LINE MANAGEMENT

- Lead and manage the finance team to optimise the financial management of the organisation in line with our values.
- Line manage the Head of People, supporting them to ensure adherence to all relevant legislation alongside investment and development in our people.
- Line manage the Head of Operations & Visitor Services, supporting them to ensure a high level experience for all visitors, operational effectiveness and best practice across visitor services, the building and garden.
- Ensure a high performing team through effective performance management and continuous development of individuals.

ORGANISATIONAL LEADERSHIP

- Play an active leadership role in THW and participate in regular meetings of the Senior Management Team (SMT) and Executive Team.
- Ensure that THW's organisational culture promotes the highest standards of governance, ethical practices and social and environmental responsibility.
- Lead, along with all other members of SMT, on our commitment to anti-racism, diversity and equality and ensure that all policies and procedures are fully adhered to at all times, and that they are developed and reviewed to deliver organisational change with regard to staffing and programme.

- Build and maintain relationships with key stakeholders including Wakefield Council and Arts Council England, as well as the auditors, insurers, investment partners (Investec) and relevant advisers.

WHAT WE'RE LOOKING FOR

- A Chartered Accountancy qualification or equivalent (such as ICSA or higher education including a high proportion of accounting study), or in exceptional circumstances, qualified by proven equivalent experience (E)
- A proven track record of holding a senior financial management position within a similar organisation, ideally reporting at board level (E)
- An ability to work effectively with others who are less financially-literate and to explain complex ideas in straightforward language (E)
- A demonstrable ability to think strategically and to contribute at the highest level to the development and implementation of plans and policies (E)
- Strong technical financial skills underpinning a high level of commercial acumen and entrepreneurial spirit (E)
- Strong IT skills including MS Excel and recognised SME accounting software applications (E)
- Experience of using Sage Intacct (D)
- Strong line-management skills, with a people-focused approach and the ability to drive performance and develop staff (E)
- Excellent interpersonal and networking skills, including the ability to communicate strategic and operational direction to senior stakeholders and staff at all levels (E)
- A commitment to anti-racism, diversity & equality in the workplace and an understanding of the best methods to eradicate racism and unconscious bias within the creative sector (E)
- A collaborative, flexible and team-based approach to working (E)
- Energetic with a commitment to inspiring & developing others (E)
- Experience of contracting services, including tender processes, contracts, managing outsourced services and service specification (E)
- Demonstrable experience of major project management, including devising and maintaining budgets, planning and capital project experience and reporting to stakeholders (E)
- An interest in the visual arts (E)
- Experience of managing third party suppliers, including outsourced IT arrangements (D)
- Strong understanding of the operating and strategic issues facing arts organisations, current policy issues and opportunities for arts organisations and not-for-profit organisations, including experience of reporting to public funders (D)
- Knowledge and understanding of charity governance, company law, data protection and the regulation of charities (D)
- Experience of leading operational teams, including HR, IT, estates and visitor services (D)

WHAT WE OFFER

- £60,000 - £65,000 per annum dependent on experience.
- Permanent
- Full-time (37 hours) however flexible working will be considered
- Hybrid working
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days.
- Royal London stakeholder pension scheme, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.

DIVERSITY & INCLUSION

We are committed to improving diversity within our organisation and welcome and encourage applications from candidates who are under-represented within the arts sector.

Our inclusive recruitment practices include:

- Ensuring our jobs are widely advertised to reach a diverse range of applicants
- Using an anonymised application process for shortlisting where possible
- Applying positive action where legal and appropriate
- Actively monitoring the diversity of our applicants
- Ensuring our job descriptions are inclusive
- Ensuring shortlisting and interview panels are as diverse as possible
- Staff training

The Hepworth Wakefield is Disability Confident Committed and any applicants who identify as disabled and meet the minimum criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration or you require any reasonable adjustments for any part of the recruitment process, please contact Alexa Becker (Head of People) on alexabecker@hepworthwakefield.org

HOW TO APPLY

To apply for this role please complete an application form and an equal opportunities monitoring form, found at hepworthwakefield.org/jobs and return to recruitment@hepworthwakefield.org by 9am on Monday 22 April 2024. Interviews will take place Wednesday 8 May 2024. Please ensure forms are sent as Word documents only. If you would like to arrange a conversation about the role with our Director, please contact Georgie Booth on georgina.booth@hepworthwakefield.org

