

Culture &

Arts and Heritage

Welcome

The Staff Handbook 2024

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Our History

Edited Highlights



- **Culture& Arts and Heritage** is an independent arts and education charity based in London and Stoke-on-Trent.
- Formally known as Cultural Co-operation, we have been working in partnership with leading artists and arts and heritage institutions and artists for nearly 30 years
- We open up who makes and enjoys arts and heritage, developing programmes that promote diversity in the workforce and with audiences
- To date, through our training strand New Museum School, we have enabled 130 young professionals to obtain a Level 3 Diploma in Cultural Heritage. 74% of New Museum School trainees have secured employment in the arts and heritage sector within 6 months of graduating



Thelonious Monk: Modernist Pioneer event at the British Library, 2017.

Our Mission

Opening up who makes and enjoys
arts and heritage

&



Memory Archives, London Metropolitan Archives, 2019.

How will we achieve this?

- By diversifying the workforce through workforce training
- By diversifying audiences through public programmes



Cyborgs, Wellcome Collection, London, 2019.

What matters to us?

As a black-led organisation, we are committed to supporting the sector to achieve the recommendations in the **Black Lives Matter Charter** for the UK heritage sector. The charter was co-authored by Culture& Arts and Heritage and New Museum School Trainees.



Memory Archives, London Metropolitan Archives, 2019.

The Black Lives Matter Charter



- The statements of horror about the killing of George Floyd in the US must be followed up by similar statements of support to the UK Black communities in relation to Black people who have died in similar circumstances in Britain
- Support decolonising collections and the imperial narratives around objects in museum collections that have supported or have been acquired by means of colonial aggression or with the profits of the transatlantic slave trade, must be identified as such, giving clear and explicit information to audiences on the history of the object and its acquisition, and how it came into the possession of the museum, investigating the reasons and deeper context
- Museums must make a commitment to the editing and rewording of racist artwork titles that include racially sensitive words or outdated descriptions of black people which are considered outdated in the present day
- Where collections or objects have been acquired by force or other means without consent, museums must start the process of restitution and repatriation to their rightful owners, and where museums have profited from the ownership and display of cultural property, they must make proportionate funds available to set up relationships of exchange and cooperation
- Arts and heritage organisations must be publicly accountable via their funders such as Race Equality Action Plans, Arts Council England and DCMS targets for their actions in relation to tackling institutional racism and decolonising their workforce by taking steps to deal with subconscious bias and ensure that staff at all levels are representative of the diversity of the UK population
- Arts and heritage organisations must devise programmes that appeal to Black people in our society by commissioning and supporting diverse contemporary curators and artists to make alternative interpretations to address the history and present-day issues around racism, prejudice and social exclusion
- Arts and heritage organisations must take steps to holistically protect the mental health, wellbeing, and lives of their Black workforce in relation to navigating and challenging racism, and acknowledging stress and trauma where it has occurred
- Arts and heritage organisations must take steps to protect the lives of their Black workforce and audiences who face disproportionate risks relating to COVID-19.

What sort of people work with Culture& Arts and Heritage?

Anyone who is T-shaped...



Broad ranged generalist & deep knowledge in one area



...and passionate about the power of diversity

We may be small in size...



**...but not in
impact**



or ambition



We work with amazing partners...



Sotheby's
INSTITUTE OF ART

wellcome
collection



a national
museum
wales
cymru



UNIVERSITY OF
LEICESTER

Pitt
Rivers
Museum



National
Trust

ROYAL
MUSEUMS
GREENWICH

...and funders

&



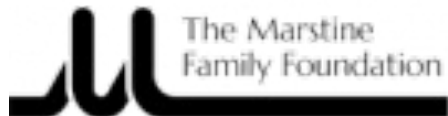
Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Garfield Weston
FOUNDATION



**HERITAGE
FUND**



The Marstine
Family Foundation



Esmée
Fairbairn
FOUNDATION

SUTTON



UNIVERSITY OF
LEICESTER

**...to produce
memorable work**

&



**...fund our flagship
training programme**

&

NEW MUSEUM SCHOOL

...and support our alumni to change the sector



The Basics

&



Vitreous Bodies, Pitt Rivers Museum, Oxford, 2019.

The Board

&

of Trustees



Chair

Miranda Lowe CBE

- Miranda is a Principal Curator at the Natural History Museum and an expert in crustacea and cnidaria. She is passionate about raising awareness of the contributions made by people of colour in natural history.
- Miranda received a CBE for her services to Science Communication and Diversity in Natural History in 2022.
- **Fact:** Miranda was awarded a place on BBC Women's Hour Power list.



Vice-Chair

Svetlana Sanbe

- Svetlana is a cultural strategy and communications specialist with a passion for diversity and representation in the arts.
- Born and raised in Trinidad and Tobago, Svetlana is an art historian by training.
- She is currently the PR Leader Europe at Gensler, a global design and architectural firm which is committed to creating a better world through the power of design.
- **Fact:** Svetlana is one of the youngest people of colour to hold a Vice Chair position in the art sector.



Board Member

Zahra Alidina

- Zahra has a Masters in Law, where the focus on her thesis was 'Human Rights on the Waitangi Treaty and Tribunal', addressing how certain courts and legal processes contribute to perpetuating racism in modern society both nationally and internationally.
- Zahra also has experience in managing music artists and handling their public relations and marketing.
- **Fact:** Zahra is the UK's youngest law graduate.



Board Member

Junier Browne MBE

- Junier previously worked as a senior manager in the water and environmental sectors, before leaving the Environment Agency in 2016 to set up his environmental consultancy, JBEL Environmental Services.
- Junier is a board trustee at RJC Dance (charity) Leeds, member of the National Black Governors Network, and contributed to the 2020 Lord Mayor of Leeds BLM strategy group, reviewing the disparities in the council services to BME adults and children in education, housing, employment, health and criminal justice system.
- **Fact:** Junier was awarded an MBE in 2017 for services to the environment, diversity and community in Leeds.



Board Member

Lyn Gilpin

- Lyn is currently employed as a Child Protection Chair. This involves managing large multi-professional meetings discussing the nature of safeguarding for children and young people.
- Lyn is a qualified teacher of Sociology, Health & Social Care, with experience of teaching children with learning needs and lecturing in Social Work.
- In her own words, Lyn became involved with Culture& because, “I want to support an organisation that can offer a true plan for an individual to make a difference in the art world”.
- **Fact:** Lyn was previously Vice-Chair of Croydon Council’s BAME group.



Board Member

Ellice Kenlock

- Ellice is an ICAEW chartered accountant working within the fashion industry, having previously been practice trained.
- Ellice has had a wide range of experience, both professionally working with charities and personally within archive photography.
- Prior to working, Ellice studied Law and Intellectual History, specialising in natural law, the American republic and constitutional debate.
- **Fact:** Ellice also leads New Gen Accountants, an accounting community aiming to diversify the accounting industry.



Board Member

Patricia Kingori

- Patricia is Professor of Global Health Ethics at the University of Oxford. She also leads a team of researchers investigating the issue of 'Genuine Fakes' – along with experts at the V&A, De Beers and London College of Fashion.
- In her professional life she advocates for greater Equality, Diversity and Inclusion in academia, spearheading the creation of a visiting scholarship for Black academics at the University of Oxford.
- **Fact:** Patricia is among the less than 1 percent of Professors at Oxford or Cambridge universities who are Black women.



Board Member

Cheryl Kwok

- Cheryl is a musician and cultural policy researcher with a passion for improving access and participation in the arts.
- Born and raised in Hong Kong, Cheryl went on to read Music at the University of Cambridge, and Education in Arts & Cultural Settings at King's College London.
- She is currently Partnerships Manager at Vialma, a streaming service for classical music and jazz and Project Manager at Young People in the Arts.
- **Fact:** Cheryl is a Fellow of the European Music Council.



Board Member

Kojo Marfo

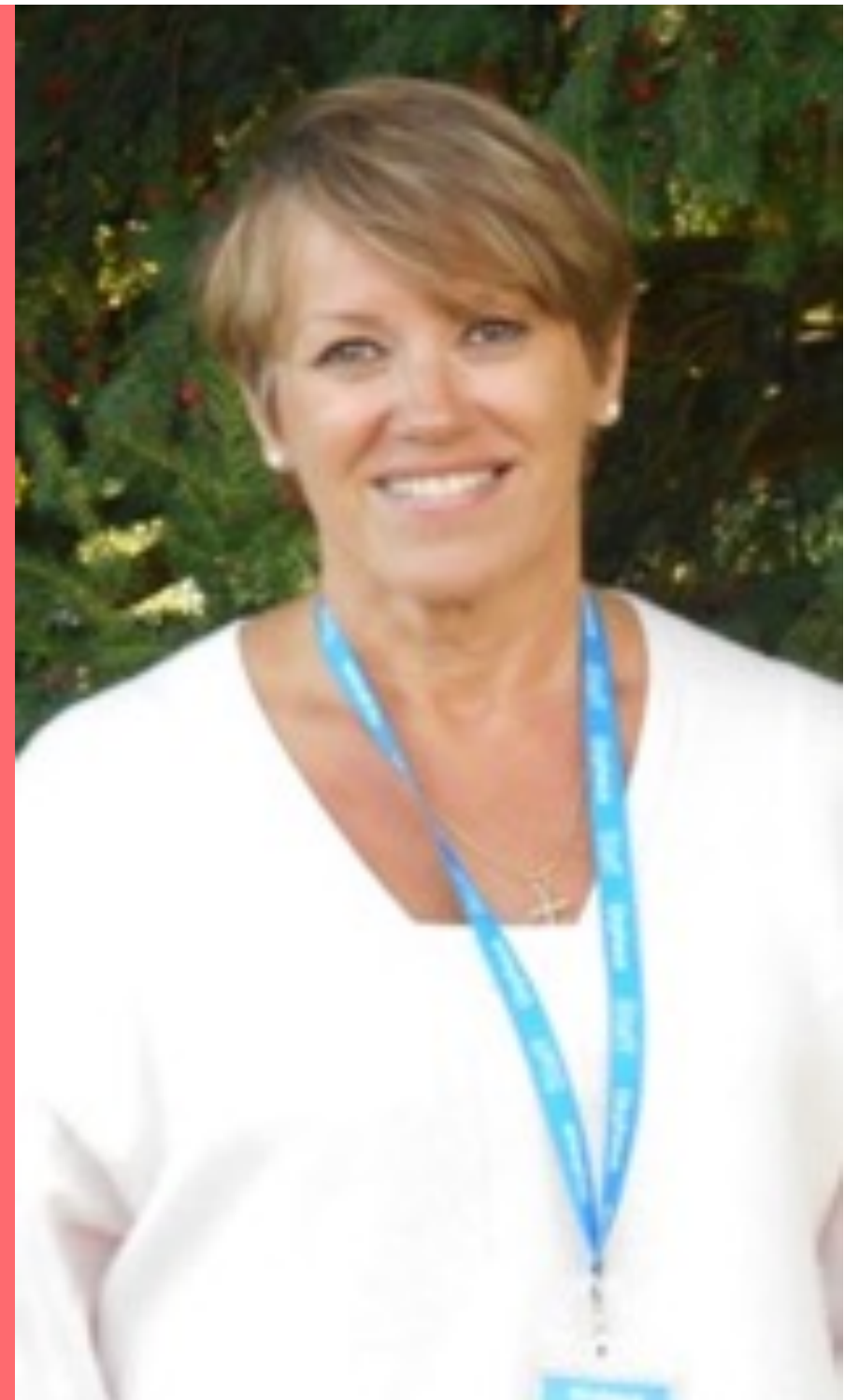
- Kojo is an entrepreneur and cultural strategist. His achievements include launching a store in London's Carnaby Street to showcase Black businesses.
- Kojo's venture, My Runway Group, is a community empowerment platform, designed to support under-represented communities with equal opportunities.
- **Fact:** Kojo is a member of the London Chamber of Commerce and Black Business Association.



Board Member

Jean Stevens

- Jean is a Chartered Accountant specialising in the Charity sector.
- In her own words, Jean describes herself as “a South London girl with a happy, but disadvantaged upbringing,” who discovered she loved learning once she had left school.
- Because Jean came late to the professional world, she has a very keen interest in opening up opportunities to other disadvantaged people so they can realise their own potential.
- **Fact:** Jean volunteers at Croydon Nightwatch, a project supporting people with experience of homelessness.



Main Objective of The Board



The Board works with the Executive Team to maintain the Charity's mission and vision. Each Trustee brings a unique skillset which together supports the effective governance of the charity, led by the Chair. The Chair also supports and works closely with the Chief Executive to ensure that the Board functions as a unit and works closely with the entire management team of the charity to achieve agreed objectives. The Board act as ambassadors and represent the public face of the charity in partnership with the Chief Executive.

Culture & Staff



& Consultants



Culture & CEO

Dr. Errol Francis

&

What next?

A bit of reading...



1

Complete the IT onboarding process to set up your email.

Provide a headshot for your pass (Stoke Office) and the website.

Write a short bio and include a fun fact about yourself!

2

A few of our favourite things:
Stuart Hall (1999) – Whose Heritage? Un-settling 'The Heritage', Re imagining the Post-nation

Audre Lorde (1984) – The Master's Tools Will Never Dismantle The Master's House

3

Familiarise yourself with the Arts Council NPO strategy (or watch the 90 second YouTube video):

<https://www.artscouncil.org.uk/investment23>

End Notes



Finally, if there is anything you need, please just ask any of us.
Here are a few starting tips...

Team Meetings: We meet regularly as a team to discuss how various projects are progressing. This will be added to your Outlook calendar.

Getting Paid: You will be paid on the 22nd of each month (unless the 22nd falls over a weekend, in which case you will be paid on the Friday prior).

Expenses: These need to be pre-approved by Errol. You will need to submit an expenses form along with your invoice. Please ask Sam for a form if you need one.