



Chair of Trustees,

Recruitment Pack, 2026

Kingsgate Workshops Trust

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The History of Kingsgate Workshops

Kingsgate Workshops Trust (KWT) is a converted 19th century warehouse. It was first built by John Allen and Sons as their builders' workshops. The building included a sawmill to produce the large number of doors and windows needed to construct homes in many of the surrounding streets.

The building next became a furniture depository, and after that was used as a sheet metal folding factory and by various other businesses, until it became derelict and empty.

In 1978, a small group of local people put forward a scheme to Camden Council to stop it being demolished and give it a new life as an artists' studio complex.

Kingsgate Workshops is now a provider of affordable studios for artists and craft makers. Kingsgate Workshops Trust purchased a 150 year lease on the building in 2005.



About our Studios

Kingsgate's ethos is to continue to provide artists and craft makers with **affordable, long term studio space**. We have 43 studios on site, our cohort of studio licensees include makers who have been at Kingsgate for 30+ years and others who are newly graduated or emerging practitioners.

Approximately 60% of our studio users are involved in crafts including jewelry, ceramics, glass and furniture making. The rest of the studios are used by painters, sculptors, printmakers and interdisciplinary artists. This mix of skills and methodologies makes Kingsgate a lively and friendly working environment where collaboration and support between makers is common.

Art and craft work by our makers has been exhibited at Collect, London; Turner Contemporary, Margate; Walker Art Gallery, Liverpool; Mendes Wood Gallery, São Paulo; Sadie Coles Gallery, London alongside advertising campaigns and tv features including Doc Martens, *The Great Pottery Throwdown*, *All That Glitters* and more.

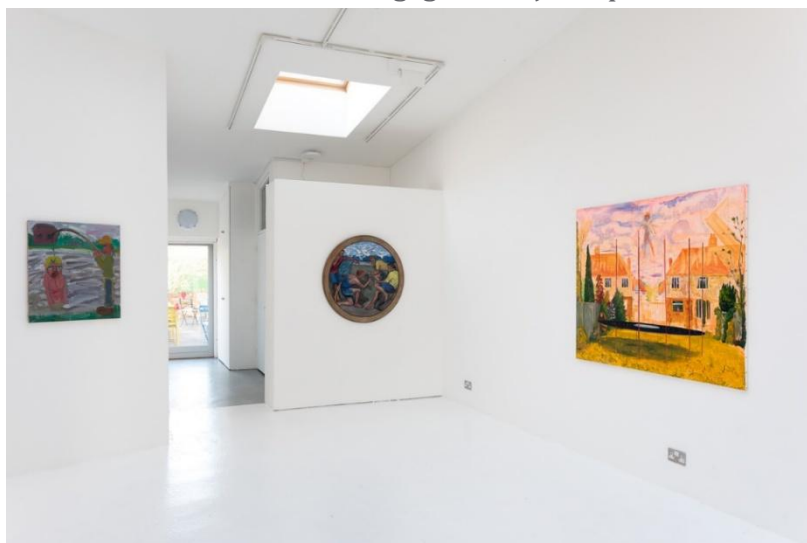


Kingsgate Project Space

The Project Space is an education, events and exhibition space which occupies a new building (designed and built c.2013) in the Yard adjacent to the main studio building. It is free to attend and is open Thursdays – Saturdays (during exhibitions) and public access is facilitated through specially commissioned introductory notes, exhibition invigilators / interpreters, as well as public talks, film screenings and social events.

Additional activity takes place in the Yard, on the building-mounted Billboard and off-site, including at the premises of partner organisations.

Through our residency programme we aim to provide emerging artists with facilities and mentoring leading to the advancement of their individual practice and professional standing. Artists-in-Residence may or may not be further invited to make exhibitions or events for Kingsgate Project Space.





Staff Team

KWT has a small staff team who are engaged in the smooth running of the charity organisation and its building as well as its public programme. The staff team do not provide a general resource for studio holders but will always do their best to assist where they can.

Core staff working hours are between 10am and 5pm Wednesday to Friday. This includes staff working from home when necessary.

Current Staff

Director: Dan Howard Birt (0.6 FTE)

Operations Manager: Rowena Cohen (0.6 FTE)

Administrator & Office Manager: Katie Dibb (0.6 FTE)

Bookkeeper: Georgina Corrie (0.2 FTE)

Programme & Gallery Assistant: Mary Macken Allen (0.6 FTE)

Chair of the Board, Trustee Role

Overall responsibilities

Responsible to **The Charities Commission; Registrar of Companies; funders and other interested parties.**

Responsible for; **KWT Director**

Term of Office: **Three years with the option to renew for a second term.**

Job Description

Kingsgate Workshops is a provider of affordable studios and workshops in Kilburn, London NW6 for artists and craft makers. We are looking for an enthusiastic, engaged and collaborative individual looking to make a distinctive contribution to KWT. As Chair of the Board of Trustees, you will provide strategic leadership and oversight for KWT as it seeks to deliver on its strategy, while ensuring it operates in accordance with its governing document and meets its legal and regulatory obligations.

You will be able to act with tact and diplomacy, possess the ability to listen and engage effectively, and foster and promote a collaborative environment. Board meetings will be places where all participants are encouraged to contribute, constructively challenge, express diverse views and develop consensus. You will bring an external, independent perspective to the Board, lead on strategy development and help the charity grow.

You will be able to motivate the staff team and provide support, and where appropriate challenge, the Director through your responsibility as their line manager.

You will have the time and sensitivity to work with all KWT's internal and external stakeholders to strengthen relationships and help KWT grow.

You will have a good understanding of charity governance, financial matters and of the pressures put upon a small organisation managing a large building with many studio-holders. You will further need to ensure that the board of Trustees is regularly refreshed, is diverse and incorporates the right balance of skills, knowledge and experience needed to govern and lead the Trust effectively.

The existing Board contains individuals offering a range of expertise (including charity governance, legal, architecture, finance) several of whom have been on the Board for a number of years. The current Chair is stepping back due to other commitments but will remain on the Board.

Job Requirements

We are seeking an experienced trustee to become our Chair. You will ideally have senior-level experience of working within the charity or arts sectors. Knowledge of how artist's studios, or charity-managed large buildings are run, would be particularly welcomed.

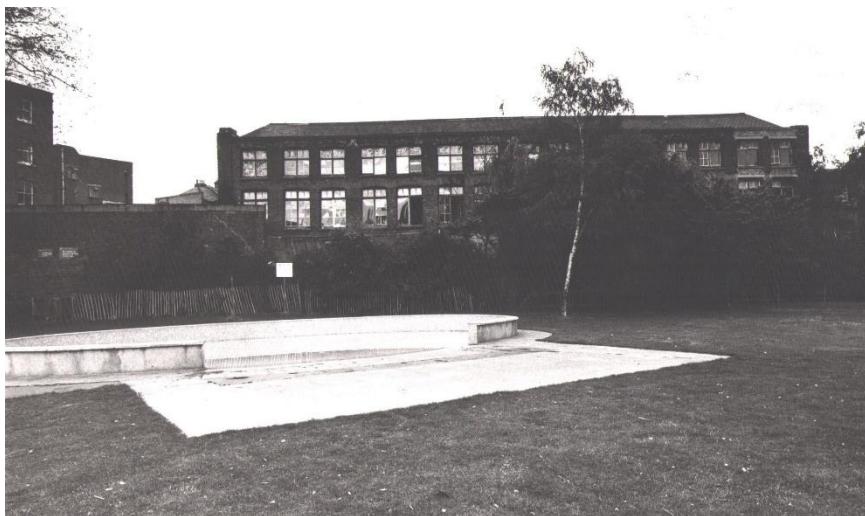
The diversity of the Board continues as a priority and KWT welcomes applications from anyone not disqualified from serving as a charity Trustee.

Time Commitment

The Board of Trustees meets 4 times a year. Board meetings take place on a weekday evening between 6.30-8.30pm, in person at the charity's premises in London, NW6.

Additionally, the Board holds an annual Awayday to focus on strategic matters and hosts Q&A sessions with the studio-holders when appropriate- these too are held on weekday evenings and unlikely to happen more than twice per year

The appointment will be for a three-year term, in the first instance, with options to be re-appointed.



Trustee Responsibilities

All Trustees are expected to provide strategic and governance oversight of KWT by working with the other members of the Board to support the Chair and Director of KWT to ensure good governance to help plan and fulfil the strategic aims of the charity, including:

- Supporting and advising the Executive team in their areas of expertise
- Being collectively responsible for the governance of the charity with the other board members, ensuring that KWT acts in accordance with its governing documents and applicable legislation
- Ensuring that KWT uses its resources exclusively to further its charitable objects
- Exercising control over the financial affairs of KWT and protecting its assets, ensuring that the charity is financially sustainable
- Carrying out their duties and making decisions at all times in the best interests of KWT
- Attending and contributing to Board Meetings
- Attending Q&A sessions with the director and KWTs studio users when appropriate.
- Acting as an ambassador for KWT.



Additional Chair Responsibilities

The appointed chair is a trustee with a specific role on the board, primarily to lead meetings of the trustee board.

Additional roles of the chair may include:

- supporting and supervising the head of staff or chief executive and acting as a channel of communication between board and staff
- acting as a figurehead for the charity (for example, representing it at functions, meetings or in the press).
- leading on the development of the board and making sure that its decisions are carried out.
- taking urgent action (but not decision-making unless authorised) between board meetings when it is not possible or practical to hold a meeting.
- Assisting with the recruitment and interview process of new Trustees.



How to apply

To apply for this role please email an expression of interest and a CV to:

office@kingsgateworkshops.org.uk

If you would like an informal, confidential chat about the role before applying, please contact,

Dan Howard-Birt, Director

dan@kingsgateworkshops.org.uk

Please note that all KWT trustee positions are voluntary, unpaid positions.

**Kin9s
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Work
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