

# Open Up Sheffield – Committee roles and tasks

Revised June 2026

Open Up Sheffield (<https://openupsheffield.co.uk>) is one of the longest established annual artist open studio events in the country, promoting the work of well over a 100 artists and makers based in and around Sheffield, through the annual open studio event and other networking and arts events. The organisation is run on a voluntary basis by a small group of artists and voluntary supporters.

The Chair, Treasurer and Secretary are all standing down this year and we are seeking volunteers from our current and future artists to take on these roles and others to shadow the roles to provide continuity in future years and resilience - we hope if you join us that you can commit for at least a year. Those responsibilities are summarised below.

We have also listed the many other roles and tasks involved in staging Open Up, and welcome anyone to step up and take on one or more of these roles as part of, or additional to the committee, which usually meets monthly from September. As always, the more people who take on a small task, the easier the whole even becomes. For more information email [info@openupsheffield.co.uk](mailto:info@openupsheffield.co.uk) with details of which role(s) you are interested in taking on.

| Directors                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Expertise/Skills                                                                                                                                                                                                                              | Time commitment                                                                                                                                                                                                                                                             |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chair<br>(Director)             | Support the committee in delivering OUS, convene and chair monthly committee meetings with minutes, ensure a budget is in place and accounts rendered, maintain OUS activities and support committee members in delivering OUS. Provide leadership, ensure appropriate policies and procedures are in place, represent the organisation externally.                                                                                                                                                                                                                                                       | Well organised<br>Management skills<br>Leadership & ability to delegate<br>Networking skills<br>IT skills                                                                                                                                     | Varies between a few hours a week to a few days per week depending on how many other team members there are and time of year.                                                                                                                                               |
| Company Secretary<br>(Director) | The Company Secretary role involves: <ul style="list-style-type: none"> <li>Maintenance of Open Up Sheffield entries on Companies House register, including Completion and filing of statutory returns including the annual accounts, company resolutions, updates to company documents</li> <li>Ensure observance of any regulatory requirements surrounding the conduct of board meetings, in particular annual general meetings (AGMs)</li> <li>Ensure that OUS insurance, policies and data protection is adequate and appropriate</li> <li>Setting agendas and minute taking for meetings</li> </ul> | Well, organised regarding keeping records and attention to detail. Possibly with some business background or management/accountancy knowledge.                                                                                                | <ul style="list-style-type: none"> <li>attendance at a monthly Open Up Sheffield management committee meeting (usually 2 hours)</li> </ul> 2 – 4 hours per month (varies across the year) on statutory filing and other company matters.                                    |
| Treasurer<br>(Director)         | <ul style="list-style-type: none"> <li>Request quotes and order goods and services</li> <li>Create an annual budget spreadsheet</li> <li>Monitor income and expenditure from bank</li> <li>Monitor income and outgoings against the budget</li> <li>Pay expenses,</li> <li>Monitor Stripe accounts against bank details and through liaison with applications</li> <li>Pay and send invoices</li> <li>Draw up the end of year accounts for submission to the accountant.</li> <li>Produce an annual treasurer's report for the AGM.</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Knowledge of managing and preparing accounts</li> <li>Able to use online banking</li> <li>Able to use a spreadsheet including simple formulas.</li> </ul> Good numeric skills and attention to detail. | <ul style="list-style-type: none"> <li>attendance at a monthly Open Up Sheffield management committee meeting (usually 2 hours)</li> <li>Monthly monitoring and responding to incoming invoices on an as and when basis. Busiest time Nov-May 2-3 hours per week</li> </ul> |

These are many roles and tasks involved in staging Open Up. Over the last few years too many of these roles have been unfilled and the majority of the tasks have fallen to the small existing committee, leaving no capacity for further development. For Open Up to grow and develop, there needs to be more active engagement from member artists in taking up some of these tasks.

There is a lot of cross-over between some of the tasks/roles which can be tailored to your skills and availability. For more information email Open Up Sheffield at [info@openupsheffield.co.uk](mailto:info@openupsheffield.co.uk) with details of which role(s) you are interested in taking on.

## Development

| Task/Role                         | Description                                                                                                                                                                                                        | Expertise/Skills                                                                            | Time commitment                                                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Diversity and Accessibility       | Working with all roles to ensure materials, publicity and programmes support under-represented artists.<br>Develop proactive programme to support diversity                                                        | Experience working in community arts/ development<br>Understanding of barriers to inclusion | Throughout the year (2 -3 hrs pm)                                                                |
| Fundraising                       | Help identify possible sponsors, make grant applications, look for advertisers, organise fundraising events.                                                                                                       | Outgoing person happy to proactively seek supporters, good communicator.                    | Throughout the year (2 -3 hrs pm)                                                                |
| External relations                | Build links with external bodies e.g. SCC, liaison on the Sheffield Cultural Strategy, developing and encouraging wider participation e.g. younger artists into OUS.                                               | Knowledge of the cultural sector locally<br>Networking and negotiation skills.              | Ongoing throughout the year                                                                      |
| Children and Families             | Liaise with Children's University and other bodies to promote Open Up and develop new audiences                                                                                                                    | Networking, prep materials and engage artists in the process.                               | Throughout the year (1 - 2 hrs pm)                                                               |
| Neighbourhood artist co-ordinator | Act as a local neighbourhood hub and contact point to encourage neighbourhood artists to work together in promoting the event locally, and distributing publicity materials e.g. brochures, posters, hang banners. | These roles are taken on by the participant member artists for that year.                   | Mainly from March to mid-May but potentially supporting neighbourhood events throughout the year |
| Monitoring and evaluation         | Prepare and compile artists' and visitor feedback to support targeted development                                                                                                                                  | Experience in the field welcomed                                                            | March to June 10 hrs                                                                             |
| Newcomer Mentor                   | Liaise with newcomers, stage workshops/events and research, prepare and present helpful information for artists.                                                                                                   | Planning and Booking events,<br>Research and Presentation skills                            | Avg 1hour per week on emails,<br>8 – 10hrs planning workshops                                    |

## Structural

| Task/Role                     | Description                                                                                                                                                                                                                                                                                                                           | Expertise/Skills                                                                             | Time commitment                                                                                                                        |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Applications                  | <ul style="list-style-type: none"> <li>Manage the application process through answering artist questions, checking applications, liaising with the website manager, monitoring payments.</li> </ul>                                                                                                                                   | IT skills, particularly spreadsheets                                                         | Nov to mid-Feb, with very busy periods at end of Dec and Jan – 15 hrs a month at this time                                             |
| Artists Data management       | <ul style="list-style-type: none"> <li>Manage the artists' data through a spreadsheet, organise and distribute data to Mailchimp, committee, website manager, and graphics manager as needed.</li> <li>Ensure GDPR compliance and proper use of data</li> <li>Greet new sign-ups and highlight new sponsors or advertisers</li> </ul> | Confident using Excel spreadsheets, meticulous, and able to work to a deadline.<br>Mailchimp | February - end March busiest period (3-4 hrs pw). General maintenance year round.<br>Main work at the end of the application process . |
| Website admin and development | Liaise with the website manager regarding the day-to-day management of the site e.g. updates and minor changes. <ul style="list-style-type: none"> <li>Be involved with the development of a new look website with improved functionality and appearance.</li> </ul>                                                                  | Some website management or development experience or very competent user of technology.      | Throughout the year (2 -3 hrs pm)                                                                                                      |

## Marketing, publicity and communications

| Task/Role             | Description                                                                                                                                                                                                                                         | Expertise/Skills                                                                                                                                      | Time commitment                                                                                                           |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Events                | Develop, manage and promote opportunities for events outside the OUS May festival itself e.g. artist exhibitions, workshops and preview launch.                                                                                                     | Confident outgoing person happy to liaise with external organisations, well organised.                                                                | Throughout the year (3 - 4 hrs pm)                                                                                        |
| Marketing - strategic | Manage and develop the image and branding of OUS including artwork with an external designer.<br>Development of OUS as a 'must visit' event, working with artists to encourage an active role in their promotion.                                   | Preferably some marketing experience with the ability to develop OUS as a cultural event in and around Sheffield.                                     | Throughout the year (2 -3 hrs pm)                                                                                         |
| Marketing – press     | Liaise with external publicity sources to ensure our presence on newsletters etc. e.g. Yorkshire Post, Cultural newsletter etc.<br>Research most effective printed publicity and place any paid adverts e.g. in Curator Space, Derbyshire Open Arts | Preferably some marketing experience<br>Good communication skills<br>Able to liaise with other agencies and proactively seek publicity opportunities. | Throughout the year (2 -3 hrs pm)                                                                                         |
| Brochure Manager      | Proofreading artist profiles for website and brochures,<br>Liaising with graphics designer on brochure layout & content.                                                                                                                            | Planning,<br>accuracy,<br>Literacy                                                                                                                    | Planning format from November with designers 6 hrs<br>Layout February -April 16 hrs                                       |
| Proof reading         | Proofreading the new artist profiles for website and brochures, checking publicity materials before print,                                                                                                                                          | Literacy, accuracy                                                                                                                                    | From end of Nov to mid-March – 5 hrs a month                                                                              |
| Publicity, print      | Negotiating with printers on quality and cost.<br>Oversee printing of publicity materials and manage distribution of these to artists, engaging with neighbourhood co-ordinators                                                                    | Planning,<br>email,                                                                                                                                   | Monthly (1-2 hrs pm), Busiest February May (4-5 hours pw)                                                                 |
| Communications        | Write and manage the monthly newsletter using Mailchimp, manage the mailing list, monitor and manage the general emails e.g. replies to enquiries, deletion of SPAM.                                                                                | Able to write competently and be confident using computer software.                                                                                   | Weekly monitoring (1 hr pw)<br>Monthly newsletters (2hrs pm)<br>Busiest time from February to end of April (4-5 hours pw) |
| Social media          | Manage and promote OU through social media, run the Instagram feed and Facebook group,                                                                                                                                                              | IT<br>Social media                                                                                                                                    | Throughout the year – avg 5 hrs per month more during March/April/May                                                     |
| Digital Marketing     | Develop and implement a digital marketing programme.<br>encourage and train artists in how to make best use of SM for their own and the events publicity and promotion.                                                                             | Social media<br>Marketing                                                                                                                             | Monthly (1-2 hrs pm)<br>Busiest times October & February to May (2 -3 hours pw)                                           |