

ARNOLFINI JOB DESCRIPTION

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| DESIGNATION: | Curator of Exhibitions |
| RESPONSIBLE TO: | Director |
| RESPONSIBLE FOR: | Assistant Curator (Exhibitions) |
| GRADE: | 6 |
| DATE PROPOSED: | November 2008 |

Purpose of Job

The Curator of Exhibitions works in conjunction with the Director to initiate, research and develop Arnolfini's exhibitions programme and related projects. The Curator of Exhibitions is responsible for all aspects of the delivery and management of exhibitions. In addition, it is expected that the Curator of Exhibitions will contribute extensively to collaborative project team working across the organisation, and in liaison with external partners. The Curator of Exhibitions, in co-operation with all Arnolfini staff, will work to attract, retain and provide a welcoming service to all users of Arnolfini's activities (public, artists, contractors, consultants, promoters, staff, sponsors, funders etc).

Key Accountabilities

- Initiation and development of the exhibitions programme and related projects, in conjunction with the Director, in line with Arnolfini's vision and aims
- Effective management and delivery of the exhibitions programme and projects, contributing to overall programme management as part of the Senior Management Team
- Development and delivery of collaborative projects, across the programme and in liaison with external partners
- Development and maintenance of a network of specialists in the field of contemporary art, representing Arnolfini where appropriate
- Provide leadership and management of Assistant Curator and interns

Duties and Responsibilities

Initiation, development and delivery of the exhibitions programme and projects

- To work in conjunction with the Director to initiate and develop the exhibitions programme and related projects
- To research artists and current issues within contemporary visual arts and to liaise with other curators, producers, galleries, museums, and arts centres regionally, nationally and internationally
- To be responsible for all aspects of the management of the exhibitions including installation and dismantling including liaison with front of house staff
- To be responsible for the management of all touring works including: transportation, insurance and the safety and security of the work
- To work with the Director and the Head of Finance & Operations in the preparation of programme and project budgets

- To work within agreed budgets and ensure the maintenance of accurate and up to date financial records
- To lead on the preparation of funding applications and other income generating opportunities to support the exhibition programme, in liaison with the Director and Senior Management Team

Collaborative working

- To contribute to the development of new ideas for the programme and projects in keeping with Arnolfini's mission and aims
- To work closely with the Senior Management Team to be fully informed of current and proposed activities and to identify potential collaboration opportunities
- To work closely with project teams to identify potential programming and funding opportunities
- To work closely with the Director, Head of Learning & Participation and the Curator of Performance, as well as Associate Curators, to ensure an interdisciplinary approach to programming, research and development

Maintaining Networks

- To work in conjunction with the Director to initiate, develop and sustain collaborative regional, national and international relationships, raising the profile of Arnolfini as a leading artistic and research hub
- To work flexibly as part of a team of Curators in developing the breadth and depth of the artistic programme, including the development of opportunities for Associate Curators to contribute to programming within the building
- To work with a wide range of external partners on the development of projects beyond Arnolfini's building (these may be led by external partner organisations)

General:

- To represent Arnolfini and maintain a high profile in respect of Arnolfini's projects to other organisations, attending conferences, meetings and giving talks as required
- To produce written quarterly reports of achievement against objectives and targets for the Board of Trustees
- To be fully conversant with all Arnolfini policies including Equal Opportunities and Health & Safety and ensure by following established working practices and guidance that all policies are adhered to at all times
- To attend and contribute to training or meetings as required
- To carry out any further duties as reasonably requested by the Director

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| Scope for Impact |
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- Ensuring Arnolfini is at the leading edge of contemporary arts practices
- Supporting Arnolfini in its mission through collaborative working
- Supporting internal and external projects which raise the profile of Arnolfini

ARNOLFINI

Mission:

- to foster artistic experiment and engagement across the contemporary arts

Through a visual arts-led, multidisciplinary programme of exhibitions, live art, dance, music, film, poetry & literature, on-line and off-site projects, accompanied by a public programme of talks, seminars, workshops and participation activities, Arnolfini provides Bristol and the West of England with a centre for the contemporary arts of international significance.

Arnolfini is **A Space for Ideas**:

- A space for **experimentation**, supporting emerging artists, alongside internationally renowned figures, in developing new and innovative art.

- A champion of **collaboration** across the art forms, and beyond, promoting interdisciplinary projects, partnership working, dialogue and debate.

- Audience **engagement** is at the core of what we do, embracing everything from how we market ourselves to our learning programme, in order to enable the widest possible range of audiences to participate.

- Arnolfini is rooted in its local cultural surroundings, as we believe that contemporary art must be relevant in a broad **social context** if it is to be a force for change.

- **Internationalism** is integral to our outlook, developing partnerships beyond the UK and recognising the increasingly globalised context for making art

Our Audiences:

Arnolfini aims to create the conditions for active engagement and participation in contemporary art for the widest possible range of people. Diversity is a core principle. We aim to provide different 'ways in' to engaging with the programme, to develop specific communities of interest and to be open to change through two-way dialogue.

Arnolfini receives in the region of 450,000 visitors per year.

Person Specification

Essential

- Five years' experience of organising exhibitions of contemporary art.
- A demonstrable knowledge and critical understanding of contemporary art.
- Excellent inter-personal communication skills and the ability to communicate effectively at different levels with a wide range of people.
- A proven ability to motivate and lead a staff team, and to work collaboratively.
- A proven ability to multi-task, prioritise and deliver a high quality of work in a pressured environment.
- A proven ability to assess priorities and meet deadlines.
- Clear effective written communication skills.
- An interest in audience development and engaging people in different contexts.
- Previous experience of writing and editing texts for publication.

Desirable

- Educated to degree level or equivalent.
- Previous experience of organising touring exhibitions and collaborating with international partners.
- An interest in programming across art forms.

Terms and conditions

The salary is offered at Grade 6, £29,000 per annum. Standard Arnolfini terms and conditions will apply.

Hours will be 40 hours per week.

Annual leave entitlement will be 24 days pro rata per annum.

The post is subject to a 6 month probationary period.

You will need to provide evidence that you have the necessary permission to work in the UK.

The successful candidate will be managed by the Director.

Applications

Please complete the Arnolfini application form. You can download a version from our website www.arnolfini.org.uk.

Ensure you read the job description and person specification before you start to complete the form.

Please do not attach CV, references or educational certificates to your application form.

If you need to attach a continuation sheet please mark your name clearly at the top of the sheet. Please limit continuation sheets to one side of A4.

The application form is an important part of the selection process. To ensure fairness to all applicants any decision to short list you for interview will be based solely on the information you supply on your application form. It is important you give as much information as relevant regarding why you wish to apply and what makes you a suitable applicant.

Applications in the form of CVs will not be considered

Arnolfini is actively working towards equal opportunities and welcomes applications from all areas of society. We would appreciate it if you would complete and return the enclosed equal opportunities monitoring form.

Please send completed applications marked 'Curator of Exhibitions' in the top corner of the envelope to Recruitment Manager, Arnolfini, 16 Narrow Quay, Bristol, BS1 4QA or by email to recruitment@arnolfini.org.uk

Application Deadline: Noon Wednesday 8th February 2012

Interviews: Thursday 23rd February 2012