



APPLICATION PACK

CURATOR & EXHIBITION PRODUCER

(May 2019)



Thank you for requesting an information pack on our current vacancy here at NAE. I hope after reading through the pack you feel that you would like to proceed with submitting an application.

New Art Exchange (NAE) has a mission to stimulate new perspectives on the value of diversity in art and society.

Our philosophy here at NAE is to think and deliver the 'New' - from championing unheard voices and talents, to instigating new enterprises, ideas, creative solutions and collaborations on both a local and global scale.

NAE aims to position itself so it is proactive in instigating and creating new markets and opportunities for creative enterprises, cultural entrepreneurs, artists, audiences and communities.

Join us to create a better place...

Skinder Hundal
Chief Executive



CURATOR & EXHIBITION PRODUCER
PART-TIME: 22.5 HOURS/3 DAYS PER WEEK
£24,000 - £30,000 PRO RATA

New Art Exchange (NAE) is a leading contemporary arts space in the heart of inner city Nottingham that celebrates the region's cultural richness and diversity. We present an ever-changing programme of exhibitions and a vibrant public programme of events along with strategic project work focussed on audience development, engagement and talent development. We are now seeking an experienced curator and exhibition specialist to play a key role in the R&D and delivery of NAE's exhibition, touring and commissioning programme.

Working to the Director of Programmes, the Curator and Exhibition Producer will support all aspects of the artistic programme, leading on administrative and coordination processes and working across departments to aid connectivity. The Curator and Exhibition Producer will also have opportunity to lead a selection of their own curatorial projects/commissions.

With an agenda rooted firmly in our local communities, NAE creates accessible programmes through the work of world renowned British and international artists. These have included new commissions, tours and live art performances by artists such as Hurvin Anderson, Zarina Bhimji, Hetain Patel, Larissa Sansour, Sonia Boyce, Sethembile Msezane, John Akomfrah, Akram Zaatari and Hardeep Pandhal. NAE collaborates with a wide range of national and international organisations, and recent touring partners have included Imperial War Museum, Modern Art Oxford and Impressions Gallery.

NAE recently announced a significant uplift to our core Arts Council funding helping to establish the organisation as the leading venue in the UK for culturally diverse arts. The post of Curator & Exhibition Producer will therefore join the organisation at an exciting time, forming an essential part of the Creative Team and helping to expand our reach locally and nationally.

For an application pack please visit: <http://www.nae.org.uk/page/jobs/26> or recruitment@nae.org.uk

For an informal enquiry regarding the post, please contact Melanie Kidd, Director of Programmes (melanie@nae.org.uk)

Application deadline: Sunday 2 June 2019 (midnight). Applicants shortlisted for interview will be notified promptly, and **interviews will take place at NAE Wednesday 12 June 2019.**

www.nae.org.uk

JOB DESCRIPTION

<u>POST TITLE:</u>	Curator & Exhibition Producer
<u>CONDITIONS:</u>	Salary: £24,000 - £30,000 Part time (3 days/21.5 hrs per week) Permanent
<u>SERVICE AREA:</u>	Creative Programme
<u>DATE:</u>	May 2019
<u>RESPONSIBLE TO:</u>	Director of Programmes
<u>PURPOSE OF JOB:</u>	Under the guidance of the Director of Programmes/Senior Curator to play a key role in the R&D and delivery of NAE's exhibition, touring and commissioning programme, working across departments to share information and supporting the Director of Programmes in the coordination of artistic outputs and administrative/reporting processes. To lead on the curation of key projects.

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES:

1. Under the guidance of the Director of Programmes to research, develop and curate content for NAE's exhibition and touring programme, approaching and liaising with artists, curators, partners, and other stakeholders.
2. Prepare research regarding future artists and exhibitions. To coordinate creative team meetings and introduce new artists/exhibitions to colleagues across learning, engagement and marketing. Input ideas into future learning, marketing and engagement programmes.
3. Work with the Public Programme Producer to develop ideas for artistic talks, symposiums and events orientated around current debates in contemporary visual arts, and to collaborate with the Public Programme Producer on live art commissions and performances.
4. Support the Director of Programmes in the delivery of sub-committee board meetings, preparing papers, taking minutes and presenting information on future artistic programmes.
5. Prepare research and narrative for funding applications and funding reports.
6. Research and develop exhibition texts for gallery interpretation and marketing/press materials, and to oversee the edit, design and production of gallery interpretation including audio-visual materials.
7. Lead on the curation and project management of select exhibitions, commissions and creative audience development initiatives (to include participatory, live and public art).
8. Be willing to participate as a facilitator/speaker or similar in the public programme, and to lead gallery tours or facilitate group sessions in the gallery.

9. To led on the development and delivery of select exhibition tours – to include approaching and securing partner venues, managing artists, driving project schedules with partners and working in collaboration with their staff to plan installation/layouts, design audience development programmes and complete evaluation processes.
10. Share NAE best practice in developing BAME and hard-to-reach audiences with partner venues.
11. Manage exhibition and touring administration: develop and issue contracts, and prepare media packs, texts, inventories and condition documents.
12. Work with the Technical Manager to develop exhibition layout plans and installation schedules and to prepare exhibits for transport.
13. Support/oversee installations at NAE and at other venues (where required), and attend exhibition launches.
14. Maintain an awareness of contemporary visual arts practice and socially engaged practice.
15. Monitor and maintain budgets, obtain estimates and process invoices.
16. Manage volunteers/work placement holders.
17. Undertake any other duties commensurate with the grade of the post.

PERSON SPECIFICATION

Qualifications:

1. Educated to degree level - Essential
2. A degree, FE or HE qualification in Art History, Fine Art or arts related subject – Essential
3. A masters level qualifications in curation, or cultural/arts related subject - Desirable

Experience:

4. Extensive experience in curating and/or producing visual art with a proven record of a minimum of three years in developing and delivering expansive exhibitions and public programmes activities – Essential
5. Demonstrable understanding of the technical aspects of artwork production and management in a gallery and site-specific context - Essential
6. A minimum of 3 years' experience of a middle management creative/cultural production role within a gallery, museum or cultural organisation – Essential
7. Demonstrable experience in managing staff teams and freelancers – Essential
8. Demonstrable experience in high-level project management and sound financial management skills - Essential
9. Demonstrable experience in delivering audience engagement initiatives or projects for BAME and/or hard-to-reach audiences – Essential
10. Exceptional research and writing skills with demonstrable experience of writing, editing and producing engaging and accessible gallery interpretation texts and videos – Essential
11. Demonstrable experience of securing touring partnerships and/or exhibition collaborations between venues – Essential
12. Demonstrable experience of delivering exhibition tours and an understanding of these processes - Essential

Skills, Knowledge:

13. Good knowledge of contemporary art practice and the visual arts sector – Essential
14. Good knowledge of contemporary art from culturally diverse contexts – Essential
15. Excellent organisation skills and impeccable attention to detail - Essential
16. Skilled in negotiation and diplomacy, and able to form excellent working relationship with artists and project partners – Essential
17. Excellent communication skills and able to work as part of a team – Essential
18. Proficient in Microsoft Office, using email, and creating clear digital filing systems – Essential

Attitude:

19. Committed to Equal Opportunities - Essential
20. Flexible with working hours, and willing to work occasional weekends and away from home - Essential
21. Confident and able to communicate with people at all levels - Essential

NB: The above specification defines the minimum essential requirements of the job, but New Art Exchange will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. It may be necessary to use additional criteria at the shortlisting stage.

TERMS AND CONDITIONS

Salary & Hours/Days

The salary for the post will be awarded within the range of £24,000 - £30,000 pro-rata depending on experience, and is paid on the 25th of the month in arrears.

Working hours are part time, 22.5 hours per week.

Working days are preferred as Wednesday – Friday (negotiable)

Holiday/Annual Leave

The annual holiday/leave year begins on 1st April and ends on 31st March.

The annual leave entitlement for the contract period is 25 days pro rata plus statutory public/bank holidays per year.

Employee Pension Scheme

NAE offers an attractive contributory auto enrolment pension scheme to which the successful applicants can be admitted. The scheme is not compulsory and employees can opt out if desired. During the 2018/19 financial period the contribution elements are 4% from the employee and 4% from NAE.

Equal opportunities

NAE is committed to equality of opportunity for all and to taking positive action where appropriate and practicable to promote such equality of opportunity and, where necessary, to institute measures to combat disproportionate under representation of minority groups within the organisation's composition and/or activities. NAE will monitor recruitment, employment and promotion, associations and partnerships, advertising, audiences, productions and other activities where practicable.

NAE intends to ensure that equality of opportunity is afforded to all employees. No job applicant or employee will be discriminated or disadvantaged in securing and retaining employment, training or promotion in their employment or in the provisions of services on the grounds of age, appearance, caring responsibilities, caste, class, gender, HIV status, immigration status, long term illness, marital status, physical or mental ability, political beliefs, religion, race/ethnicity/nationality, sex orientation, trade union activity or unrelated criminal conviction.

We will endeavour to install and maintain a neutral working environment where no employee feels under threat or intimidated. Breaches of the policy will lead to a disciplinary investigation and possible disciplinary action.