



APRIL 2021

ASSISTANT CURATOR

Dear Applicant,

Thank you for your interest in working with Absolutely Cultured. We are a cultural development organisation passionate about the ability of arts and culture to be a vehicle for change.

Working for Absolutely Cultured offers you a unique chance to gain experience and develop skills in a team that seeks out opportunities to strengthen Hull's cultural landscape, and the role it can have in the city's growth and development.

The organisation is at an exciting stage of development, currently working to transition our Humber Street Gallery venue, our visual arts, talent development and learning & participation programmes into an integrated, vibrant and audience-focused offer, providing multiple opportunities for audiences and practitioners. At the same time, volunteers from our groundbreaking volunteer programme are increasingly working in communities beyond the city centre, exploring how creativity can impact peoples' lives through our social action work. Joining the Absolutely Cultured team at this pivotal time will provide a rare opportunity to shape its future.

We are committed to providing equality of opportunity for all staff and welcome applications from all individuals for advertised jobs that match their skills and interests.

We are committed to the fair treatment of all employees and applicants and require all employees to abide by and adhere to this general principle. We aim to meet both our statutory duties in relation to equal opportunities by complying with the terms of the Equality Act 2010, and to follow accepted good practice in this area.

As well as information specifically related to the position of **Assistant Curator** at Absolutely Cultured, this recruitment pack provides the following information:

- Details on how to apply
- Information about Absolutely Cultured
- Job Description and Person Specification
- Employment Terms and Benefits

I hope that you find this information helpful, and we look forward to receiving your application.

Yours faithfully,

Stephen Munn
CEO and Artistic Director

ABOUT ABSOLUTELY CULTURED

Absolutely Cultured is a cultural development organisation and registered charity working across artforms to create opportunity and space for amazing cultural experiences to happen.

Our ambition is to help make Hull an even better place to live, work, visit and learn and to do this we work in partnership across all sectors of the city, including arts, health, regeneration and education.

We work to advance cultural opportunities for the city, its residents and for creative practitioners that otherwise wouldn't exist, to enhance Hull's cultural offer and increase the relevance and value of the arts in peoples' lives.

Absolutely Cultured is driven by Partnership, Place Shaping and Social Cohesion. Our work builds on our beginnings as the successor company to Hull 2017 and is the glue that binds and supports a cultural offer in the city centre as well as in Hull's outlying communities. Find out more about what we do [here](#).

Our Vision

To enrich the lives of the people of Hull through facilitating cultural programmes of excellence.

Hull. Where the creation and creativity of arts and culture are embraced, valued and intrinsically linked to the prosperity of the city and to enriching people's lives.

Hull. Among the most culturally engaged cities in the UK, where local, national and international arts and culture are part of the city's DNA and as available as water.

Hull. Where opportunities to engage in the arts and culture are varied and prevalent.

Hull. Where careers in the arts and cultural and creative industries are real options, with ambitions and aspirations nurtured and supported.

HOW TO APPLY

Please ensure you have read the information below before applying.

Job Description and Person Specification

The job description and person specification outline the role purpose and key accountabilities of the post as well as the experience, knowledge and skills that we are looking for. You should make sure that you meet all the essential criteria and demonstrate this through your application.

Equality Monitoring

We ask candidates to provide equality monitoring information by completing our Equal Opportunities Form so that we can monitor our equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

How to Apply

Please submit an [equal opportunities form](#) and send a CV & cover letter explaining how your experience and skills meet the requirements of the role along to recruitment@absolutelycultured.co.uk.

If you would prefer applying with a short video profile, feel free to send a 5–10 minute video, in either .MOV or .MP4 file.

Applications must be completed and submitted by midnight Sunday 14 May.

If you have any questions or want to discuss the post before applying, please contact us via email to recruitment@absolutelycultured.co.uk.

Interviews will take place on Friday 28 May.

We would like to thank you for your time and effort in submitting your application.

JOB DESCRIPTION

POST:	Assistant Curator	DEPARTMENT:	Creative Programming
REPORTS TO:	Curator	DIRECT REPORTS:	Volunteers

SALARY: £22,000

CONTRACT TYPE: Full Time (37 hours per week), Permanent

Absolutely Cultured Ltd is looking to appoint an Assistant Curator.

This is a great opportunity to work with the Absolutely Cultured team on developing our cross-artform programme and the key role that arts and culture will play in Hull's COVID-19 recovery.

ROLE

Reporting into the Curator, the Assistant Curator will provide support for a broad range of activities across the Creative Programme team including development and delivery of exhibitions, events, learning activity, community focused projects, as well as in-venue visitor experience. You will work with the Public Engagement team to ensure activity is relevant, inclusive and audience centric.

You will be based at Humber Street Gallery and will be a core member of the on-site team supporting the development, delivery and presentation of exhibitions and events on site as well as supporting projects and learning activity based in other areas of the city. You will also work closely with the Gallery Operations Coordinator to play a key role in the day-to-day running of Humber Street Gallery.

As a core part of the Absolutely Cultured team, you will work to ensure the continuing success of the company delivering the best quality experience to all.

RESPONSIBILITIES

Exhibitions & Events

- Work with the Curator, wider creative programme team and appropriate partners to assist in the development and delivery of impactful exhibitions and events at Humber Street Gallery.
- Work with the wider Absolutely Cultured team to create ways to share projects digitally to build public awareness of these programmes of activity.
- Assist the Curator with all aspects of installing and dismantling of exhibitions including packing, storage, preparing resources and staffing to ensure exhibitions and events are installed in a safe manner.
- Contribute to creative programming meetings, offering suggestions and contributing to the development of future projects.
- Work with the Gallery Operations Coordinator to ensure the exhibitions and venue operate smoothly and efficiently.

Learning & Participation

- With the Learning and Participation Manager assist in delivering workshops for schools and other education institutions.
- Work with the Learning & Participation Manager to deliver formal education programme with schools, FE/HE institutions and other education facilities.
- Manage learning of volunteers and freelance facilitators as appropriate.
- Work with the Learning & Participation Manager and Curator to deliver a series of talent development opportunities for creative practitioners from across Hull

Community Projects

- Work with the Community Engagement Lead to assist with the development and delivery of community focused projects in various areas of the city.
- Support the Community Engagement Lead to maintain existing relationships and build new partnerships for the benefit of our community focused projects.

- Work with the Community Engagement Lead and the wider creative team to ensure that community focused projects maintain crossovers with other artistic programmes delivered through Absolutely Cultured.

Visitor Experience

- Actively engage visitors in the work of the organisation to encourage meaningful engagement and charitable giving. Advocate for the role of the organisation in local regeneration and be knowledgeable about other Hull attractions, events and projects.
- Deliver exhibition tours. Training is provided to enable staff to undertake these roles.
- Be available, if required, to speak with audiences and act as a front facing representative of Absolutely Cultured and Humber Street Gallery at exhibitions and projects.
- Actively welcome schools, colleges and other groups, ensuring that positive relationships are built, contributing to the quality and sustainability of the Learning & Participation programme.
- Attend training sessions, use the provided resources and undertake own research to ensure high quality visitor engagement.
- Work on events and functions which could be at any time during the week, weekends, and bank holidays which may include anti-social hours.
- Upselling and keeping an up to date knowledge of our products range and ticket offers.
- Undertake any other duties as reasonably directed.

Audience Engagement

- Work with the Public Engagement team to ensure all activities are developed in an audience-centric way.
- Work with the Public Engagement team to ensure activities are relevant to our audiences, are inclusive and that our impact can be demonstrated.

General

- Support with key administrative and clerical duties to assist with the successful delivery of the various programmes that Absolutely Cultured deliver.
- Attend and contribute to team training, team meetings, briefings and project team meetings where appropriate.

PERSON SPECIFICATION

REQUIRED SKILLS & EXPERIENCE

- A minimum of one years' experience within a gallery, arts organisation or similar context
- Experience of delivering gallery or venue based programmes that result in new audience engagement
- A demonstrable knowledge of, and passion for, contemporary art and ideas
- A creative approach and be able to challenge, experiment and learn
- Excellent communication skills and ability to speak to a broad range of people
- Excellent administrative skills including experience using the Microsoft Office suite
- Confident in speaking and presenting to large groups of people
- Ability to learn and retain new information
- Ability to think creatively and work within a team

DESIRABLE SKILLS & EXPERIENCE

- Experience of working with family audiences
- Experience of creating interpretation materials for a variety of audience types
- Experience of working in multi-disciplinary project teams
- Experience of organising community based and off-site projects
- Experience of using design software, such as Adobe Photoshop and InDesign
- Interest in supporting digital delivery

PERSONAL CHARACTERISTICS

- Positive, proactive and can-do approach to work
- Positive attitude to all visitors in line with Absolutely Cultured's Equality and Diversity Policy
- Flexible approach to working hours
- Ability to self-motivate and use initiative when working alone
- Reliable and committed, to work as part of a team on a rota basis
- Interest in and knowledge of the visual arts and understanding of the mission and values of Absolutely Cultured

BEHAVIOURS

- **Makes things happen:** Is self-motivated, focused and proactive. Goes the extra mile to ensure delivery and to achieve outcomes
- **Thinks strategically:** Looks ahead to scan opportunities. Maintains awareness of the broader context we operate within
- **Is Entrepreneurial:** Thinks creatively and embraces innovation to identify opportunities, to solve problems and to find different ways of doing things to better achieve our mission
- **Works collaboratively:** Looks for ways to work in partnership and to involve stakeholders and audiences to be greater than the sum of our parts. Promotes team work and cooperation
- **Focuses on solutions and outcomes:** identifies and deals with obstacles to success, taking ownership of tasks, goals and targets. Assesses objectives and plans work to achieve goals
- **Learns and develops:** Reflects on and evaluates work in order to continually learn and improve. Makes suggestions and offers ideas for improvements that can benefit the wider organisation. Is open to and acts on feedback
- **Encourages and supports:** Takes an open approach to knowledge exchange, sharing best practice and celebrating success. Proactively encourages others to develop in their roles
- **Adapts and responds:** Works flexibly to recognise changes arising and responds accordingly. Is open to change and opportunities

EMPLOYMENT TERMS AND BENEFITS

ASSISTANT CURATOR

Details of the post are given below and in the job description. You should take care to show in your application how you can fulfil the requirements of the job.

Term of Appointment

This is a full time, permanent position subject to pre-employment checks.

Hours

Your contracted hours of work are 37 hours per week. Contracted days are Wednesday – Sunday, however this may vary on occasion.

Pay

The salary will be £22,000 per annum, DOE.

Pension

Pension benefits are provided under the company pension scheme.

Annual Leave

The annual leave allowance is 25 days per annum pro rata plus all statutory holidays.

Place of Work

Under normal circumstances work will be based at our office on the first floor of Humber Street Gallery. Remote working and national and international travel may also be required where necessary.

Probationary Period

All appointments are subject to satisfactory pre-employment checks, which may include a Basic Disclosure and Barring Service (DBS) check subject to the position you have applied for. Further details will be provided when an

offer of employment is made or are available on request. This position is subject to a 3 month probationary period.

Equality

We are an equal opportunities employer and would particularly welcome applications from disabled candidates and those that identify as Black or People of Colour as these groups are currently under-represented within our staff team . If you would like to submit your application in a different format, we are happy to facilitate this. Please contact us via recruitment@absolutelycultured.co.uk so that we may discuss suitable alternatives.

Data Protection

Absolutely Cultured is committed to protecting your privacy. All personal data given as part of your application will be held and processed securely by us in accordance with the GDPR and Data Protection Act 2018. It will be used to administer your application in the recruitment process and to monitor our equal opportunities policy and practices.

Application forms of successful candidates will be retained by Absolutely Cultured and will form the basis of the employment contract and personnel record. Application forms of unsuccessful candidates will be retained for a maximum of 6 months and then securely destroyed. Your information will not be passed to any other third parties during the recruitment process.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible.