

**OCTOBER 2020
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 ground-breaking 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 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 registered charity which started life as the organisation set up by Hull City Council to deliver Hull's year as UK City of Culture, known during this time as Hull 2017. In May 2018, with a new name and a different remit, Absolutely Cultured began.

Our team is based at Humber Street Gallery in Hull's fruit market district. We work in partnership across the city to ensure that the spark that was lit in Hull UK City of Culture 2017 never goes out and that we continue to evolve and shape our city with creativity at its heart.

Over the next three years we aim to solidify our place as a key cultural organisation in the city operating from a cross artform venue in the city centre. We strive to work as a city-wide facilitator aligning creativity, imagination, expertise and networks with partner organisations in Hull and beyond.

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.

Applications must be completed and submitted by 9am 2 November 2020

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 12 November 2020

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

JOB DESCRIPTION

POST:	Curator	DEPARTMENT:	Creative Programme
REPORTS TO:	Head of Creative Programme	DIRECT REPORTS:	Gallery Operations Coordinator Freelance Technical staff

LOCATION: Hull

CONTRACT TYPE: Full time. Subject to a two-month notice period.

SALARY: £27-32K dependent on experience

PURPOSE

The Curator role is a critical role for Absolutely Cultured and will manage the next phase of Humber Street Gallery's evolution to become a vibrant creative centre. This will be achieved through the development and implementation of an active programme of exhibitions, performances and events. With contemporary visual arts at the heart, the programme will offer a varied, exciting and engaging experience for a wide range of audiences both within the venue and off-site

Instigated in 2017 as part of Hull City of Culture, Humber Street Gallery is now an important part of the cultural landscape in Hull and in the national contemporary arts sector. The Curator will be central to designing and realising these with the Head of Creative Programme, contributing to positioning Humber Street Gallery as a unique and influential voice in the city, UK and international art world.

The programme of works in Humber Street Gallery, across exhibitions and events, includes newly commissioned pieces, touring works, educational workshops, events and talent development initiatives. The Curator will work across all of these working closely with the team, in particular the Learning and Participation Manager, Learning and Exhibitions Coordinator, Gallery Operations Coordinator, freelance technical staff and guest curators. Until March 2022 the Curator will deliver a committed exhibition programme, including the management of guest curators, as well as curate additional public events and engagement programmes around this. New exhibition programme is required to be curated from March 2022 onwards incorporating a range of approaches in line with the company vision.

RESPONSIBILITIES:

PROGRAMME DEVELOPMENT

- With the Artistic Director and Head of Creative programmes, develop a distinctive and coherent curatorial identity and strategy for the next phase of Humber Street Gallery, building on its vision and strengths.
- Work with the Artistic Director, Head of Creative programmes and wider Absolutely Cultured team on the strategic development of Humber Street Gallery including policy, business and budget planning.
- Research and develop proposals for the Gallery's exhibitions, working closely the Artistic Director and Head of Creative Programmes to shape the programme and establish partnerships and collaborations.
- Working closely with the wider team, lead on the delivery of gallery programme activity including exhibitions, artist residencies, collaborations with existing or new city festivals, screenings, performances and events.
- Manage relationships with guest curators, enabling their activity and ensuring that it fits with the overall aims and objectives of the artistic policy and business plan
- With the Absolutely Cultured team, design and deliver public programme, written and digital content to enable the Gallery to achieve its audience development ambitions.
- Work with nationally and internationally recognised as well as emerging artists to produce exceptional new works and exhibitions.
- Activate an existing network of professional relationships with organisations and individuals within the sector.
- Work closely with the Artistic Director and Head of Creative Programmes to ensure the gallery programme works cohesively with the company vision and artistic policy.

PROGRAMME DELIVERY

- Lead the project management of exhibitions from initiation to delivery, including transportation, acquisition of materials and exhibition design.
- Be the first point of contact for exhibiting artists and lenders, ensuring they are well supported and able to realise their projects to the maximum quality and scale possible.
- Manage budgets ensuring they are thoroughly prepared, realistic and accurate working closely with the Head of Creative Programmes to devise plans and allocate resources.
- Work closely with the Gallery Café team ensuring their events programme works cohesively with the rest of the gallery events and exhibitions programme.
- Work collaboratively with the Learning and Participation Manager and Learning and Exhibitions Coordinator to ensure talent development programmes are integral to both the gallery and wider creative programme.
- Provide support and advice to local regional artists through our talent development schemes.

- Lead all aspects of administering the production and realisation of exhibitions and associated events including the coordination of logistics, loans, transport of artworks, security, insurance of individual works, artist travel and accommodation.
- Line manage the Gallery Operations Coordinator, ensuring their workload and duties are still carried out in their absence.

Other

- Work closely with the Artistic Director and wider team contributing to future funding bids.
- Create and negotiate collaborations and partnerships with stakeholders in the city, the UK and beyond which place Absolutely Cultured and Humber Street Gallery firmly within the contemporary art landscape.
- Supervise front of house support and a small volunteer workforce in the Venue coordinators absence.
- Cover front of house duties if required.
- Develop and maintain positive relationships with a wide range of people, including artists, gallerists, funders and colleagues from other arts organisations in the city and beyond.
- Represent the gallery at external meetings and events when required.
- Line manage the Gallery Operation Co-ordinator and additional freelance gallery team members when required.

PERSONAL SPECIFICATION

SKILLS & EXPERIENCE

You will be an ambitious and creative individual with a deep knowledge of contemporary art practice and a practical understanding of the processes of commissioning new work and creating and staging exhibitions and cross artform events.

You enjoy the detail of project management; planning, budget control and negotiation; with the ability to work across teams to align work plans and ensure delivery of excellent quality.

You enjoy the creative possibilities of bringing artists and audiences together and will have a flair for designing events and happenings that create extraordinary experiences.

Essential

- Extensive experience of curating exhibitions within an art gallery, museum or similar environment, including organising temporary exhibitions and managing projects involving the commissioning and fabrication of new work.
- Proven ability to develop and deliver exceptional and original contemporary art programmes.

- Experience of and enthusiasm for curating exhibitions and associated events programmes that consider and enhance audience engagement
- Proven experience of all stages of exhibition delivery with demonstrable organisational skills.
- Experience of producing events and live work across multiple artforms.
- Experience of writing and editing exhibition texts and producing publications.
- Experience of managing loaned collections of art works.
- Existing network of high-level contacts across different areas of the art industry.
- A collaborative working style and ability to develop and maintain positive relationships at all levels.
- Experience of managing financial and contractual responsibilities, showing good judgement in decision-making.
- Commitment to supporting and developing colleagues and collaborators.
- Ability to work flexible hours, including evening and weekend working when required.

Desirable

- MA level degree within the field of contemporary art
- Experience of delivering contemporary visual art installation in outdoor, site specific or non-traditional gallery settings.

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

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 by **9am on 2 November 2020**.

Interviews will take place on 12 November 2020.

EMPLOYMENT TERMS AND BENEFITS

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 permanent full-time contract, subject to pre-employment checks.

Hours

Your contracted hours of work are 37 hours per week. Gallery business hours are typically Tuesday- Sunday, but a flexible approach to working is required.

Pay

The salary will be £27-32K 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.