



JOB TITLE Exhibitions and Artists' Projects Curator

JOB NO LNAS603400

SERVICE AREA Libraries, Heritage and Arts

SECTION The New Art Gallery

LOCATION The New Art Gallery

GRADE 028-033

CAR ALLOWANCE - CASUAL

PURPOSE OF JOB:

To enhance visitors enjoyment of and benefit from The New Art Gallery through the development and delivery of the studio and artists' projects programme, and by contributing to a varied, stimulating and ambitious programme of temporary exhibitions of contemporary, modern and historic art.

RESPONSIBILITY LINKS

Reports to: Head of Exhibitions, The New Art Gallery

Responsible over: artists, freelancers, volunteers, sessional workers and work placement students, project teams.

To supervise and delegate to the Exhibitions Assistant and Technical team with regard to specific projects.

SPECIAL CONDITIONS: Some weekend, Bank Holiday and evening working as required, including acting as Duty Officer.

MAIN ACTIVITIES:

1 Studio and artists' projects programme

1.1 To lead on the development and delivery of a programme of residences, primarily for artists based in the West Midlands region, maximising opportunities for artists to develop new work in the gallery context and to creatively explore ways in which artists and audiences can come together.

1.2 To explore and develop opportunities for partnership, collaboration and support with regard to the studio and artists' projects programme.

1.3 To produce and manage contracts for artists working on the studio and artists' projects programme, and with galleries and other organisations where appropriate.

1.4 To deliver programmes of ongoing professional development support for artists.

2 Exhibitions

2.1 To contribute to the delivery of a comprehensive annual programme of exhibitions and artists' projects for The New Art Gallery with particular emphasis on the contemporary visual arts and links with collections.

2.2 To assist the Head of Exhibitions and other programming staff in the formulation of

exhibitions policy, helping to ensure that the programme is relevant and accessible to a broad range of audiences and is supported by interpretation and education at all levels.

2.3 To carry out all aspects of exhibition organising including research and development, selection of artists, commissioning, loan arrangements, marketing, transportation, conservation, insurance, catalogue production, interpretation and installation and with the preparation of briefs, specifications and contracts for artists and partner organisations.

2.4 To seek and develop opportunities for collaboration and partnership working, maximising resources where possible.

2.5 To liaise closely with artists, other staff, organisations or individuals in the curation and organisation of exhibitions and related activities, ensuring that their views and requirements are fully taken into account.

2.6 To work with relevant colleagues to ensure that the Gallery's programming is effectively monitored and evaluated.

2.7 To co-ordinate the work of other staff, organisations or individuals involved in the development of exhibitions and related projects. This could include the work of the Exhibitions Assistant and Technical staff.

3 Press and Marketing

3.1 To work closely with relevant staff and contracted parties with the design and production of all print and promotional material relating to the exhibitions and artists' projects programme.

3.2 To liaise closely with marketing staff in the communication of press and media matters relating to the exhibitions and artists' projects programme, providing text and images for press releases and acting as Exhibitions spokesperson when required.

4 Interpretation

4.1 To lead on the development and production of interpretation for specified projects, and to liaise with education staff regarding the education programme and other resources for schools and other audiences.

4.2 To research and write texts for catalogues, publications, exhibition guides and publicity and interpretation materials, to edit and proof gallery-related texts and to liaise with commissioned writers, designers, printers and distributors.

4.3 To help ensure that the Gallery Assistant Team and the Gallery Team as a whole are fully and regularly briefed about the content of the exhibitions and artists' projects programme.

5 Finance

5.1 To manage the annual budget for the studio and artists' projects programme.

5.2 To manage specific project budgets and to assist the Head of Exhibitions with the management of the Exhibitions budget as a whole, at all times adhering to the financial regulations of Walsall Council.

5.3 To help secure funding from outside agencies and other departments of Walsall Council to support the financing of the Gallery's exhibitions and artists' projects programme.

6 General

6.1 To maintain a thorough knowledge of contemporary art practice through visits to exhibitions, artists' studios, conferences and discussions; maintaining good contact with the profession and to keep abreast of critical debates and developments in museums, galleries and the arts, both within the United Kingdom and internationally.

6.2 To give talks and presentations to the public and professional peer group in the area of work covered by this job description and The New Art Gallery in general.

6.3 To provide appropriate reports and management information as necessary.

6.4 To collaborate with colleagues to deliver an integrated service that is genuinely responsive to local needs and local strategies, especially in relation to life long learning, tackling social exclusion and contributing to economic regeneration.

6.5 To support the maintenance of excellent standards of security in the building, reporting problems as they are witnessed and on occasion assisting with the resolution of security issues.

6.6 To support the maintenance of excellent standards of cleanliness and tidiness in the building, including reporting problems as they are witnessed.

6.7 To adhere to the Council's Health and Safety Policy.

6.8 To adhere to the Council's Equal Opportunities Policy.

6.9 To undertake any other duties commensurate with the grading of the post as may be directed by Senior Management.

Date Prepared: 12/01/2012 SS/DR



Job No: LNAS603400 Job Title: Exhibitions and Artists' Projects Curator Grade: G7

Service Area: Libraries, Heritage and Arts Section: The New Art Gallery Walsall

Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively. Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Ability to demonstrate knowledge of art history and particularly contemporary art	S/I	3
Ability to understand issues surrounding the production and public presentation of the visual arts	S/I	3
Ability to demonstrate excellent written communication skills	S/I	3
Ability to demonstrate excellent verbal communication skills	I	3
Ability to use various IT software packages including Word, Excel, Access, Internet Explorer and Outlook (email)	S/I	3
Ability to work as part of a team	S/I	3
Ability to work well under pressure	S/I	3
Ability to understand and respond to the needs of artists, partners and audiences	S/I	3
Ability to project, manage and monitor budgets	S/I	3
Ability to demonstrate commitment and understanding of equal opportunities in the context of service delivery in the visual arts	S/I	3
Experience: specify type, level and qualitative (not quantitative required); if any.		
Experience of working in an arts-related environment which has included: Organising a varied, ambitious and stimulating programme of visual arts exhibitions Organising projects involving artists Developing resource materials for interpretation, press and publicity	S	
Qualification: specify type and level required (including equivalents); if any.		
B A degree or equivalent in an arts-related subject	S	
Prepared by: Deborah Robinson	Date: 13 January 2012	