

GRAND UNION

JOB DESCRIPTION: ASSOCIATE CURATOR

Grand Union is seeking an ambitious and creative individual to join our programming team.

This is an opportunity for a curator at the very start of their career to support the development of an ambitious programme of exhibitions, events and residencies.

This is a fixed term professional development position, designed to give the candidate vital experience in programming at a high level. The candidate will receive mentoring and support throughout the period of employment.

Grand Union is a gallery and studios based in Digbeth, Birmingham's Creative Quarter, that over the last seven years has built a reputation for its experimental contemporary art programme.

Working closely with Grand Union's Director and Programme Director, the Associate Curator will help to develop and deliver an ambitious public programme and take responsibility for some administration and marketing activities.

We are looking for a candidate who is committed to developing a career in curating contemporary art, with some administration and programming experience in a visual arts environment. The successful applicant will be joining the organisation at an important stage in its development, and will contribute to the shaping of its future.

Job Title: Associate Curator

Salary: £15,000 per annum, pro rata

Position: 18 month fixed term, 0.6 (3 days per week), with a three-month probationary period

Responsible to: Director and Programme Director

Responsible for: Gallery Assistants and Volunteers

Location: Grand Union, 19 Minerva Works, Fazeley Street, Birmingham, B5 5RS

Benefits: The successful candidate will benefit from six mentoring sessions with a person of their choice and 4 weeks holiday pay (pro rata 12 days).

Main Responsibilities:

- To work closely with the Programme Director to research, develop and produce exhibitions, events and residencies, being responsible for specific projects as directed.
- To curate a 10-week exhibition as part of GU's programme in May–July 2018.
- To implement and assist with GU's marketing strategy.
- To assist with administration relating to GU's Gallery & Studios.
- To assist the Director and Programme Director with internal and external communications.
- To represent and promote GU's programme at local, regional and national meetings and events.
- To recruit and co-ordinate volunteers.
- To invigilate exhibitions and deal with routine enquiries and correspondence.
- To give tours of the exhibitions, events and studios.

Exhibition Organisation:

- To assist the Programme Director in liaising with artists and their representatives.
- To support the production of new projects, including planning and exhibition design, sourcing equipment, briefing technicians and volunteers.
- To condition check works entering and leaving the building, and preparing artworks for transport.
- To liaise with designers to produce promotional and interpretation materials.

Editions:

- To assist the Director and Programme Director to develop and implement an Editions strategy.
- To assist with the production of editions and liaising with artists.
- To promote and market editions.
- To record and monitor sales of editions.
- To deal with administration regarding the sale of editions, including stock checking and recording sales.

Finance and Evaluation:

- To support the Director and Programme Director with reporting and programme-related fundraising.
- To gather and archive material for evaluation such as press clippings.
- To assist the Director and Programme Director implement an effective audience data collection strategy.

Other:

- To carry out duties in accordance with GU's equal opportunities, access, employment and health and safety policies.
- To work flexibly to accommodate GU's programme (evening and weekend working will be necessary).
- Undertake any other reasonable duties as required.

Person Specification:

Essential	Desirable
Experience: <ul style="list-style-type: none">• Administrative duties• Customer services• Working with artists and curators	<ul style="list-style-type: none">• Administrative or project management experience in a visual arts setting• Experience of working with volunteers
Knowledge: <ul style="list-style-type: none">• A good knowledge of contemporary visual arts• Knowledge of the independent contemporary visual arts scene in Birmingham and the surrounding region	<ul style="list-style-type: none">• Awareness of current funding systems and opportunities• Knowledge of UK and international contemporary visual art
Skills: <ul style="list-style-type: none">• Well organised and able to manage and prioritise workload• Excellent interpersonal skills and ability to work as part of a creative team• Excellent written and verbal communication skills• IT literate	<ul style="list-style-type: none">• Competent in website maintenance• Ability to use Adobe Photoshop and In Design (or equivalent)• Technical / AV skills
Qualifications: <ul style="list-style-type: none">• Degree (or equivalent experience) in Fine Art, Contemporary Art Curating, Museum & Gallery Studies, History of Art, or other relevant subject	<ul style="list-style-type: none">• Postgraduate qualification in a relevant subject

Application Procedure

To apply for this role please send in one PDF document:

- Your CV
- Two referees' contact details
- Details of your website or blog
- A covering letter (no more than 500 words) explaining why you think you are the ideal candidate.

Please also submit a short exhibition/event proposal that you want to produce for Grand Union's 2018 summer exhibition programme. The proposal should be in one PDF and include:

- A Curatorial/artistic statement
- Ideas for audience development, appropriate partnerships, marketing and fundraising
- Up to 5 images

Please email applications to info@grand-union.org.uk (files should not to exceed 5mb).

Deadline: Monday 20 March 2017

Interviews will be held on Wednesday 5 April 2017.

All enquiries to Cheryl Jones
E: cheryl@grand-union.org.uk
T: 0121 643 9079