

Grand Union Associate Curator

Contract terms: Part-time, 2 days per week, 6 months (44 days)

Period: October 2018 – March 2019

Pay: £75 per day (£19,500 pro rata)

Annual Leave: based on 25 days per annum pro rata over 6 months (5 days)

Benefits: A discount on Grand Union editions

Responsible for: Interns and Volunteers

Responsible to: Programme Director

Grand Union

Grand Union is a leading national centre for the production and presentation of contemporary art based in the heart of Birmingham. We support innovative artistic and curatorial practice and believe that a strong artistic community is an essential part of an integrated city. Alongside supporting a community of artists through the provision of high quality studios we run a public facing artistic programme.

Grand Union is a National Portfolio Organisation, supported by Arts Council England.

Purpose of the Role

The Associate Curator supports the development and delivery of Grand Union's artistic programme and ensures a high level of professionalism with artists and audiences. The role works closely with the Programme Director, supporting the research and delivery of a range of activity including exhibitions, events, workshops, talks and publications.

The ideal candidate will have a good understanding of contemporary art practices, the wider arts landscape and networks with strong organisational, research, communication and interpersonal skills. The role would suit an individual looking to get curatorial and programming experience.

Key Responsibilities

Programme

- To support the production and delivery of exhibitions, events and workshops, including liaising with artists, sourcing equipment, supporting artwork or display fabrication, briefing technicians and the transportation and loaning of artworks.
- Supporting research for the artistic programme.
- Supporting fundraising and development for specific aspects of the programme.

Communications

- To assist with the delivery of Grand Union's marketing strategies.
- Lead on all social media communications and mail-outs, working with Gallery Assistants, programmed weekly in advance.
- To represent and promote Grand Union at local, regional and national meetings and events.

Operations

- Work with Gallery Assistants to undertake front of house duties, including giving tours of the exhibitions, events and studios as required.
- To recruit and coordinate volunteers.
- To deal with routine enquiries and correspondence with audiences and the public.
- To record and monitor sales of editions and merchandise.
- To assist with reporting, archiving and gathering data.

Grand Union is an equal opportunities employer. We believe passionately in equal access, diversity and parity of representation in the arts. All staff employed at Grand Union are expected to share, uphold and champion our values. In addition we expect all staff to:

- Carry out duties in accordance with Grand Union's equal opportunities, access, employment and health and safety policies.
- Work flexibly to accommodate Grand Union's programme (evening and weekend working will be necessary).
- Undertake and other reasonable duties as required.

More information on Grand Union's policies and procedures can be found in our Staff Handbook.

Person Specification:

Essential	Desirable
<p>Experience:</p> <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
<p>Knowledge:</p> <ul style="list-style-type: none">• A good knowledge of contemporary visual arts	<ul style="list-style-type: none">• Knowledge of the independent contemporary visual arts scene in Birmingham and the surrounding region

<p>Skills:</p> <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
<p>Qualifications:</p> <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 email applications to kim@grand-union.org.uk (files should not to exceed 5mb).

Deadline: Monday 17 September 2018, 12pm.

Interviews will be held on Monday 24 September 2018.

All enquiries to Kim McAleese

E: kim@grand-union.org.uk

T: 0121 643 9079