

Curator: Public Programmes

Job description

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Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Public Programmes

Public Programmes play a key role in fulfilling the Whitechapel Gallery's mission statement: To bring modern and contemporary art and ideas to local, national and international audiences by providing a place for free-thinking, creativity and learning.

Public Programmes engage with current critical thinking that cuts across disciplines, bringing different speakers together for in-depth and focused discussion – from artist and curator-led talks, screenings and performative events, to seminars and short academic symposia inviting artists, theorists and curators to consider particular themes relevant across the Gallery's programming. Partnering with a range of art organisations, universities, publishers and further education institutions, the programme develops broad networks to support and expand cultural activity locally, nationally and internationally.

Role

The Curator: Public Programmes will work in the research, development, co-ordination, administration and delivery of the Public Programme.

Accountability

The Curator: Public Programmes is line managed by the Daskalopoulos Head of Education & Public Programmes.

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Duties and Responsibilities

Curatorial:

- Contribute to creating a programme informed by rigorous research and ideas, working alongside the Daskalopoulos Head of Education & Public Programmes.
- Contribute to art historical discussions/scholarship, and current debates on art and curatorial practice.
- Keep abreast of programming in other institutions, nationally and internationally.
- Contribute to the overall programming strategy of the Gallery.

Logistical delivery:

- Develop, manage and deliver a programme of talks, screenings, performative events, seminars and academic symposia, ensuring it reaches a wide and diverse public.
- Liaise with artists, academics, partners and internal colleagues to plan and deliver the programme.
- Organise and ensure the smooth delivery of events, including introducing speakers, liaising with Visitor Services and Operations, monitoring attendance and ticket sales.
- Organise speakers' travel and accommodation, and monitor the receipt and payment of invoices.
- Devise, manage and report on the programme budgets.
- Liaise with the Adjunct Film Curator in relation to the smooth running of the Film programme.
- Devise and deliver sessions for the Curating the Contemporary joint MA between the Whitechapel Gallery and London Metropolitan University.

Fundraising and development:

- Ensure the programmes' financial sustainability and meet the raised income targets in the agreed timelines.
- Work alongside the Development team to identify potential funders.
- Develop and sustain partnerships with arts and cultural organisations, commissioning agencies, universities and publishers.
- Contribute to applications and report writing, ensuring that funders and sponsors are updated on a regular basis.

Communications and marketing:

- Work with the Communications team on the marketing strategy, including generating copy, collecting images, researching and updating relevant contacts on the Gallery's database.
- Manage and monitor content for the website.
- Contribute to online activity and social networks related to the public programme.
- Ensure the appropriate recording, documentation and archiving of public programmes.

Other:

- Represent the Whitechapel Gallery in conferences, talks and other initiatives related to Public Programmes, both nationally and internationally.
- Carry out any other duties as deemed appropriate by the Daskalopoulos Head of Education & Public Programmes.

Person Specification**Essential**

- A degree or higher academic qualification in a related subject (visual culture, art history/theory)
- An in depth knowledge of the current debates around contemporary art and visual culture
- A strong interest in critical discourse and ideas relating to participation and socially engaged practice
- Proven experience in developing Public Programmes in an arts organisation
- Ability to work with a broad range of organisations and audiences.
- A good network of professional contacts
- Proven ability to undertake independent research
- Proven excellent administrative and organisational skills
- Strong experience of managing budgets
- Excellent written and verbal communication skills
- Self-motivated, with the ability to work both independently and as part of a busy team supporting colleagues and working to deadlines
- Rigorous attention to detail
- Ability to work flexibly and under pressure
- Ability to work evenings and weekends
- Excellent IT skills

Desirable

- Experience in fundraising
- Experience of marketing and communications
- Familiarity with database management

Conditions of Work

- Permanent contract
- Hours of work: 9.30am – 5.45pm, Monday to Friday, plus regular weekend and evening work, which will be compensated by time off in lieu.
- Salary: £28,000
- The period of notice is 2 months in writing on either side
- Probation period: 6 months

In addition, the benefits you are eligible to receive are, subject to availability:

- 25 days annual holiday (pro rata for part-time staff)
- Option of 4.5% of your gross salary provided as employers' pension contribution (3 months after start date or when probation has been successfully completed, whichever is later)
- Research trips to international art events in addition to exhibition related travel
- £200 annual travel grant (pro rata equivalent for part time staff)
- Discount from the Gallery bookshop
- Discount from the Whitechapel Café/Bar
- Discounts on editions (one per edition) and publications
- Training opportunities
- Option to participate in the Busy Bees Childcare Voucher scheme.