

Curator – Community Programmes **Maternity Cover**

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, Lucien Freud, Gilbert & George and Michael Rakowitz.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the newly expanded 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.

The Education Department

The Education Department plays 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.

The Curator: Community Programmes will develop a core strand within the Education department working alongside the Director of Education and Public Programmes and three Curators: Youth Programmes, Families and Public Programmes

Role

The Community Programme is a platform for developing relationships with local communities through participatory projects, workshops, events, research and debate. The Curator: Community Programmes has a key role in the development, planning and delivery of activities, with responsibilities for disability access and contributing to the development of the education programme as whole.

Accountability

The Curator: Community Programmes reports directly to the Director of Education and Public Programmes.

Job description

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Duties and Responsibilities:

Programming

- Devise, manage and deliver the Community Programme, working alongside key local organisations, project partners and funders.
- Develop a suitable and appropriate programme of activities, projects and resources that aim to broaden access to art, within and beyond the site of the Gallery. This includes events, workshops, displays and off-site initiatives.
- Work closely with the Director of Education and Public Programmes to select artists and contributors to the programme, agreeing aims and evaluating outcomes.
- Devise, manage and deliver the project “Voices that Matter: Women, Art, Collaboration”, working closely with local communities, project partners, artists and the external evaluator ensuring that all objectives and aims are met.
- Manage and deliver the Community Workshops targeted at groups outside of formal education e.g. day centres for adults with learning disabilities, mental health service users and other local community groups. Ensure effective marketing, recruitment of lead artists and groups.
- Devise, manage and deliver community events including the Community Open Views and Community Days.
- Lead on the Gallery’s internal Access group and ensure that all aspects are coordinated effectively across departments; Oversee and manage BSL interpretation tours.
- Regularly liaise with Communications and Marketing. Provide copy for the programme marketing and interpretation.
- Write reports for funders and liaise with Whitechapel Gallery’s Development team.
- Contribute to discussions about a broad range of cultural and artistic practices and keep abreast of government initiatives as they relate to community programming, with special attention paid to issues of cultural diversity and access.

Management and Administration

- Handle all administration for programmes and resources for community programming including maintaining records and filing systems and ensuring adequate documentation of projects.
- Manage freelance contributors to the Community Programme, ensuring that they fulfill their contractual obligations in line with relevant child protection policies and risk assessments.
- Ensure that all stated objectives and aims are met within the agreed budgets and timeframes (agreeing aims and evaluating outcomes).
- Ensure that proper statistics and evaluations are kept for community programming.
- Work with the Development Department to identify potential funders for specific projects and assist with funding applications. Assist in maintaining relationships with current funding bodies keeping them updated about the current gallery programme.
- Ensure that the Gallery's education pages on the web site and the Community Blog are regularly updated and factually correct.
- Implement and/or oversee the production of all materials related to increasing disability access, in particular for deaf and hard of hearing visitors.
- Liaise with and assist the Communications Team in implementing appropriate marketing strategies for community programming.

Networking

- Actively foster a growing and positive relationship with Whitechapel Gallery audiences, communities and peers. Research new contacts and network as appropriate, attend relevant meetings, workshops and discussions.
- Be a representative of the Whitechapel Gallery in local, national and international platforms as appropriate.

Other

- Any other duties as deemed appropriate by the Director of Education & Public Programmes.

Person Specification

Essential

- Degree or equivalent in a related subject (arts and humanities, social sciences, education).

- Knowledge of the issues and concerns connected with community programming with at least three years experience working in a directly related area.
- In-depth knowledge of socially engaged art practices.
- An applied knowledge of the underlying ideas and methodologies underpinning art education.
- Excellent administrative and project management skills.
- An enjoyment of and willingness to engage with a wide variety of people and organisations.
- Proven successful experience of budget management for multiple projects.
- Self-motivated, with the ability to work as part of a busy team supporting colleagues and working to deadlines.
- Proven, excellent, communication skills, both written and verbal.
- Good IT skills including Word, Excel and databases.
- Empathy for the Whitechapel Gallery's philosophy and commitment to broadening access to diverse audiences.
- Enhanced CRB check satisfactory to the Whitechapel Gallery.

Desirable

- Knowledge of the arts funding system and current initiatives in England.
- Practical experience of curating exhibitions.
- Knowledge of the issues facing the socially and culturally diverse communities within the London Boroughs of Tower Hamlets, Hackney and Newham and in particular the Bangladeshi and Somali communities.
- Knowledge of the issues facing disabled people, particularly in relation to cultural access.

Conditions of Work

- Fixed term contract: 1 year
- Hours of work: 9.30am – 5.45pm, 4 days per week, plus some occasional weekend and evening work, which will be compensated by time off in lieu.
- Starting salary: £27,000 FTE (£21,600 pro rata)
- The period of notice is 1 months in writing on either side
- Probation period: 3 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% of your gross salary provided as employers' pension contribution (3 months after start date or when probation has been successfully completed, whichever is latest)
- Research trips to international art events in addition to exhibition related travel
- Discount from the Gallery bookshop (subject to availability)

- Discount from the Whitechapel Café/Bar (subject to availability)
- Discounts on editions (one per edition) and publications (subject to availability)
- Training opportunities
- Option to participate in the Childcare Voucher scheme.