

Curator: Public Programmes **(Fixed-Term Contract – 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, Lucian Freud, Emily Jacir and Michael Rakowitz.

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.

The Public Programme at Whitechapel Gallery engages with current critical thinking across disciplines through talks, panel discussions, screenings, workshops, performances, symposia and podcasts involving artists, academics, curators and other creative practitioners. Partnering with a range of cultural organisations, universities and publishers, the programme develops broad networks to support and expand cultural activity locally, nationally and internationally.

Education Department

The Curator: Public Programmes sits within the Education Department working alongside the Daskalopoulos Director of Education and Public Programmes, four Curators – Community, Families, Schools and Teachers, and Youth – and an Adjunct Film Curator.

Role

Job description

The Curator: Public Programmes is responsible for the research, development, co-ordination, administration and delivery of the Public Programme. In addition to the regular events programme framed around the thematic series *Ways of Knowing*, the Curator: Public Programmes leads on key initiatives, including the *Nocturnal Creatures* arts festival, the *Hear, Now* podcast series and the Writer in Residence programme.

Accountability

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

Duties and Responsibilities

Programming

- Develop and deliver an exciting, engaging and inclusive programme of in-person and online events across the 2022 programme, including:
 - *Ways of Knowing* thematic programme, expanding conversations from the Gallery's exhibitions, displays and commissions. Themes for 2022 include: Work/Process; Magic/Ritual; and Time/Memory.
 - Co-curating *Nocturnal Creatures*, an annual free late-night summer arts festival taking place at the Gallery and across venues in East London (subject to funding).
 - Producing the *Hear, Now* podcast series.
 - Overseeing the Writer in Residence programme, working closely with the selected artist.
- Develop, manage and deliver the Public Programme ensuring that the stated aims and objectives are met within the agreed budgets and timeframes.
- Work closely with the Daskalopoulos Director of Education and Public Programmes to select contributors to the programme, agreeing aims and evaluating outcomes in alignment with the broader objectives of the Department and the Gallery.
- Liaise with the Adjunct Film Curator to ensure the smooth running of the Film programme.
- Contribute to the overall programming strategy of the Gallery.
- Contribute to current debates on contemporary art, art history, curatorial practice and wider cultural and social issues.

Administration

- Handle all administration for the Public Programme including maintaining accurate records and filing systems, and ensuring effective documentation of projects.
- Liaise with artists, contributors, 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.
- Liaise with the AV and Operations Co-ordinator and freelance technicians on the technical production of the events programme and podcast series.
- Organise speakers' travel and accommodation, and ensure the receipt and payment of invoices.
- Devise, manage and report on programme budgets.
- Implement suitable evaluation methodologies, ensuring that funders and sponsors are updated with reports and documentation, and maintain accurate statistics on the Public Programme.

Fundraising and Development

- Contribute to the Public Programme's financial sustainability and work with the Daskalopoulos Director of Education and Public Programmes to meet the agreed income targets.
- Develop and sustain strategic partnerships with arts and cultural organisations, commissioning agencies, universities and publishers.
- Work alongside the Development team to identify potential funders.
- Contribute to funding applications and report writing, ensuring that funders and sponsors are updated on a regular basis.

Communications and Marketing

- Liaise with Communications and Marketing team to ensure effective marketing of the programme. Provide copy and images for programme marketing and interpretation.
- Manage and monitor relevant content for the website to support the promotion of events and programmes, ensuring event pages are accurate and regularly updated.
- Contribute to online activity and social networks related to the public programme.
- Ensure the appropriate recording, documentation and archiving of the Public Programme.

Other

- Represent and advocate for the Whitechapel Gallery on local, national and international platforms.
- Carry out any other duties as deemed appropriate by the Daskalopoulos Director of Education and Public Programmes.

Person Specification

Essential

- Proven experience in developing and delivering public programming and live events in an arts organisation.
- Proven experience in delivering online events and digital content.
- Proven experience of working with artists on commissions and live performances.
- In-depth knowledge and appreciation of current debates around modern and contemporary art, as well as broader cultural and social issues.
- Excellent administrative and project management skills, including budget management.
- Proven commitment to increasing access for audiences (for example, experience of providing BSL interpretation, live captioning and other resources for live events).
- Self-motivated, with the ability to work both independently and collaboratively with colleagues in the Education team and across other Gallery departments.
- Excellent communication skills, both written and verbal.
- Good IT skills including Outlook, Word, Excel and databases.
- Empathy for the Whitechapel Gallery's philosophy and commitment to broadening access to diverse audiences through arts.
- Commitment to advancing the issues of equality, diversity and inclusion in the arts and culture sector.
- Ability to work flexibly (including evenings and weekends) and under pressure.

Desirable

- Degree or equivalent in a related subject.
- Experience in delivering an arts festival programme.
- Knowledge of East London.
- Experience in fundraising.
- Familiarity with database management.

Equality, Diversity & Inclusion

The Whitechapel Gallery is undertaking a major policy review to address systemic discrimination; and considering what part we can play in reforming the arts sector overall. We are auditing our programmes, our staff and our audiences to assess successes and failures and bring about reform and innovation. Our Action Plan is guided by staff, but also draws on the experience of external organisations dedicated to combating racial injustice and social inequality. We want our workforce to represent all sections of the community and expect all our workers to have a strong commitment to work with the Gallery in creating an equal, diverse and inclusive workplace. Our ambition is to reflect society and to create a diverse, inclusive and welcoming environment for all to experience art.

Conditions of Work

- 12 month, fixed-term contract.
- Ideally, the post-holder would be able to start the role on Monday 15 November, and would be available for handover discussions in late October and early November.
- Hours of work: 9.30am – 5.45pm, five days per week, plus some occasional weekend and evening work, which will be compensated by time off in lieu.
- Salary: £27,000 to £28,500 per annum, depending on experience.
- The period of notice is 2 months in writing on either side.
- Probation period: 3 months.

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

- 25 days annual holiday, excluding bank holidays (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 Townsend Restaurant (subject to availability).
- Discounts on editions (one per edition) and publications (subject to availability).
- Training opportunities.
- Access to the Gallery's Employee Assistance Programme.