

MA Programme Co-Ordinator

Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Barbara Hepworth, Jackson Pollock and Frida Kahlo to contemporaries such as Zarina Bhimji, Sophie Calle, Theaster Gates and William Kentridge.

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

Accountability

The MA Programme Co-Ordinator is, in the first instance, line-managed by the Head of Curatorial Studies and will co-ordinate our successful Masters course Curating Art and Public Programmes.

Role

Duties and Responsibilities

General Administration

- Respond to all course enquiries by email or telephone.
- Keep accurate internal administration records and those shared with LSBU.
- Maintain all WG templates and working documents related to the schedule of classes, the annual programme overview, agreements for Hourly Paid lecturers, internal Attendance documents etc.

Job description

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- Send weekly updates to LSBU for Home Office monitoring especially related to attendance of international students on a visa.
- Maintain accurate financial records on income and expenses.

Student Recruitment

- Collect data for reporting purposes, keeping a log of enquiries/offers and enrollments.
- Organise student interviews with the course directors to take place at specific dates in the year, ideally in November, February and April.
- Being proactive in maintaining applicants' interest by investigating and responding their queries about scholarships, disabilities, access and entry requirements, liaising with LSBU if necessary.
- Respond to queries from, and meet with, potential students – assist in routine non-academic enquiries.

Marketing and Promotion

- Liaise with the Whitechapel Gallery's Comms team for all marketing purposes especially for paid social media campaigns, entries in the visitors' guide and the website.
- Liaise with the Marketing Team/manager at the School of Art & Creative Industries at LSBU to further promote the course.
- Support the Head of Curatorial Studies with the promotion of the course to foundations and Embassies by sharing marketing material and attending meetings as relevant.
- Liaise with the Whitechapel Gallery's graphic designer to periodically update and produce all marketing assets of the MA including the flyer, brochure making sure there is sufficient stock.
- Prepare copy and images for marketing campaigns on online platforms and listings to take place usually in three particular slots over the year.
- Organise the Open Days, online and on site at Whitechapel Gallery, (usually two or three a year) and attend the Open Days at LSBU.
- Manage the MA's Instagram account and produce posts on a weekly basis.
- Liaise with the Development team to promote the MA in their newsletters; prepare copy and images.

Course Delivery and Faculty

- Liaise with colleagues at the Gallery and at LSBU to deliver the course, by making sure that all sessions are confirmed at least five months in advance.
- Assist the Head of Curatorial Studies with the termly planning of the curriculum and any ad hoc changes to lectures.
- Send notifications to tutors one month in advance of their teaching date, including

- all the information needed such as the teaching location and how to get paid.
- Ensure that all invoices sent by tutors are authorised by the Head of Curatorial Studies, coded and processed on time. Carry out monthly ledger checks and chase invoices as needed.
- Make arrangements for the Professional Placement by organising an induction meeting for Line Managers, an introductory session for the students, explain to students and managers the department allocation process, create and collect signed agreements and assessment reports.
- Attend all classes and facilitate conversations in the classroom as this is appropriate.
- Be the first point of contact for students, WG and LSBU except for issues handled by the Head of Curatorial Studies.
- Liaise with the Operations and Hires team for the early booking of spaces used by the Whitechapel Gallery for classes and the Professional Placement module.
- Organise the Induction Day at Whitechapel Gallery at the start of the academic year, liaise with Operations for a building tour, fire & safety tour and staff passes. Prepare gift bags for the students in collaboration with Ventures (catalogues, posters, tote bags).
- Send out weekly reminders to students on the following week's schedule and other information of interest.
- Assist the Head of Curatorial Studies to prepare for formal administration paperwork related to assessments, exam boards, external examination.

Other

- Attend weekly update meetings with the Head of Curatorial Studies to discuss each week's activities and plan future events.
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organization.
- Any other relevant duties requested by the Head of Curatorial Studies.

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.

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Person Specification

Essential

- A Masters in curating, art history or cultural history, with a strong interest on contemporary art curating and visual arts.
- One-year teaching experience in Further or Higher Education or equivalent work working in a mentoring capacity for adult students.
- Experience in pastoral care of students either as a personal tutor or a mentor.
- Significant administrative experience with close attention to detail, preferably within the Higher Education setting.
- Demonstrable experience of prioritising tasks while facing competing deadlines and making sure high standards and accuracy are maintained.
- IT proficient with advanced skills in Microsoft Office applications including Excel, Word, PowerPoint and Outlook.
- Excellent numerical, verbal and written communication skills including monitoring budgets and accurate grammar, spelling and punctuation.
- Excellent communications and presentation skills.
- Highly organised with excellent project management and interpersonal skills.
- Tact, confidence, and maturity to liaise with a wide range of people.
- Ability to work to deadlines and as part of a team.
- Ability to work with a wide range of individuals and to communicate with people at all levels.
- Commitment to diversity, equality and accessibility
- Ability to be proactive and resourceful

Desirable

- Experienced in using Moodle and/or similar online learning platforms.
- Intermediate level experience of working in a public gallery
- An understanding of annual academic processes in the UK including students' interviews and assessments.
- Experience of using Zoom and/or other video conference software.

Course Directors: Dr Nayia Yiakoumaki and Dr. Geoff Cox. Reporting to the Head of Curatorial Studies at Whitechapel Gallery Dr. Nayia Yiakoumaki and working closely with Course Co-Director Dr. Geoff Cox.

Conditions of Work

- Permanent Contract: Part Time
- Hours of work: 9.30am – 5.45pm, Monday to Thursday, plus occasional Saturdays (3-5 times annually), which will be compensated by time off in lieu (only during Open Days).
Two days class attendance at Whitechapel Gallery or at LSBU (or both) and two days working from home or the offices at Whitechapel Gallery.
- Starting band: £25,000 - £30,000 per annum, depending on experience.
- The period of notice is 2 months in writing on either side.
- Probation period: 6 months.
- 25 days annual holiday (pro rata for part-time staff).

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

- Option of 4% of your gross salary provided as employers' pension contribution.
- Discount from the Gallery bookshop (subject to availability).
- Discount from the Townsend Restaurant (subject to availability).
- Discounts on editions (one per edition, subject to availability) and publications (subject to availability).
- Training opportunities.
- Access to Employee Assistance Programme – 24/7 telephone and online resources.