

Curator: Public Programmes
(Fixed-Term Contract)

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 Zarina Bhimji, Sophie Calle, Theaster Gates, Emily Jacir and Michael Rakowitz.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, restaurant 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, gallery takeovers and podcasts involving artists, academics, curators, writers 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.

Role

Whitechapel Gallery is looking for an experienced curator to deliver the Public Programme for the Autumn 2022 season on a short-term basis (working approximately two to three days a week over a four month period). The role primarily involves the delivery of a range of in-person events at the Gallery, liaising with external contributors, project partners and internal staff. The role sits within the Education Department working alongside the Director of Education and Public Programmes, four Curators – covering Community, Families, Schools and Teachers, and Youth programmes – and an Adjunct Film Curator.

Accountability

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

Main Duties and Responsibilities

Programming

- Deliver an exciting, engaging and inclusive programme of around 8 in-person events in the Autumn 2022 season, including:
 - Programming related to the Gallery's exhibitions and commissions, especially *Moving Bodies*, *Moving Images* and *Zadie Xa: House Gods, Animal Guides and Five Ways 2 Forgiveness*.
 - Events in long-running Whitechapel Gallery series involving key strategic partnerships, including the Big Ideas series, the Jarman Award with Film London, the Gerrard O'Carroll Memorial Lecture, and the Writer in Residence programme.
 - Public events developed in close collaboration with other members of the Education team.
- Manage the Public Programme ensuring that events are delivered within the agreed budgets and timeframes.
- Work closely with the Director of Education and Public Programmes to select contributors and formats for the programme.
- Liaise with the Adjunct Film Curator to ensure the smooth running of the Film programme.
- Support the delivery of one episode of the *Hear, Now* podcast series.

Finance and Administration

- Handle all administration for the Public Programme including maintaining accurate records and filing systems, and ensuring effective documentation of projects.
- Liaise with artists and other programme contributors, event 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 Gallery's Technical Production Manager 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.
- Work with the Director of Education and Public Programmes to meet the agreed income targets.

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.
- Ensure the appropriate recording, documentation and archiving of the Public Programme.

Person Specification

Essential

- Proven experience in developing and delivering public programming and live events in an arts organisation.
- 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.
- 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, including experience introducing public events.
- 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 Thursday evenings and occasional weekends) and under pressure.

Desirable

- Degree or equivalent in a relevant subject.
- Experience of digital programming, including live-streamed events.

Equality, Diversity & Inclusion

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

- Fixed-term contract, working 40 days from w/c 29 August to w/c 12 December 2022 (approximately 2-3 days per week). There is some flexibility with start and end dates.
- Hours of work: 9.30am – 5.45pm, plus regular Thursday evenings and occasional Saturdays, which will be compensated by time off in lieu.
- Fee: £8,000, based on £200 day rate.
- The period of notice is 1 month in writing on either side.
- Probation period: 1 month.

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.

Application Process

To apply, please send your CV plus a short letter outlining your suitability for the role to: recruitment@whitechapelgallery.org

Applications close at 8am on Monday 15 August.

Further Details

For more information or to discuss this opportunity further, please contact Richard Martin, Director of Education and Public Programmes at Whitechapel Gallery: richardmartin@whitechapelgallery.org