

## **Curator: Special Projects**

### **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, a dining room and a bookshop, the Gallery is open all year round, and 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 Whitechapel Gallery is a non-profit educational charity. The Arts Council England and other public statutory bodies partly fund the Gallery.

### **Equality, Diversity & Inclusion**

We want our workforce to represent all sections of the community and expect all our workers to firmly commit to working with the Gallery to create 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.

### **Role**

The Curator: Special Projects works across several Gallery departments and maintains effective relationships with various external stakeholders in order to deliver these projects strategically and efficiently. The post holder is responsible for the significant budgets attached to each project, and co-ordinates project teams comprising both internal colleagues and external project team members.

### **Accountability**

The Curator: Special Projects reports to the Director.

### **Job description**

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## About you

Essential qualities include:

- A relevant degree or post-graduate degree in Art History or Curating
- Significant experience of exhibition planning, organising and installation and of working directly with artists, gallerists and curators
- Experience with the care and handling of art works, including condition reporting and packing procedures
- Excellent organisation skills and impeccable attention to detail
- Good proven computer skills with experience of Microsoft Office, and FileMaker
- Confident, diplomatic and discreet with the ability to represent the Gallery at the highest levels
- Ability to work as part of a team and independently, remaining calm under pressure, and to quickly find your feet in a fast-paced work environment
- Ability to multi-task and manage several projects simultaneously
- Experience of print production
- Good writing skills and experience of publishing in print and/or online
- Excellent verbal and written communication skills
- Good negotiation skills and the ability to handle sensitive situations with diplomacy
- Experience of project management and leading project teams with multiple stakeholders within budget and timeframe
- Proven ability to effectively manage senior stakeholders and volunteers, both internally and externally
- Experience dealing with commercial stakeholders
- Ability to travel

Qualities that are desirable for this job role include:

- Experience of working in a commercial gallery
- Experience of fundraising and sponsor relationships within the arts sector

## **Duties and Responsibilities**

### **General**

- Provide support to the Exhibitions Department, from the research and development stage of a project through to its realisation
- Liaise with artists and their representatives, arts institutions and funders
- Liaise with all Whitechapel Gallery departments including Communications, Education, Development and Operations to secure a smooth flow of information
- Monitor and maintain budgets for specific exhibitions and exhibition catalogues meticulously and in timely fashion. This includes obtaining estimates, raising purchase orders, processing invoices, maintaining digital and physical budget files and liaising with the Finance Department and budget holders
- Manage trainees, interns and other freelance employees as well as supervise departmental work placements

### **Exhibition and project organisation and administration**

- Research loans and liaise with the Exhibitions team to prepare loan documentation, administer loan requests and ensure loan conditions are fulfilled
- Compile condition and packing reports to museum standard, keeping records of movement and condition of works and liaise with conservators and couriers when necessary
- Organise exhibition-related transport, which includes updating shipping lists, obtaining estimates of costs, and monitoring customs documentation, liaising with shippers and the Exhibitions team
- Coordinate the insurance of works of art, either commercially or through the Museums and Galleries Government Indemnity Scheme, and compile and file insurance claims in the event of loss or damage of work
- Issue contracts to partner organisations, artists, curators and authors in consultation with the Department
- Maintain files and correspondence as well as archiving past exhibition files
- Assist the production of catalogues and limited editions
- Collate and copy-edit texts; research, request, store and return images and obtain copyright permissions for use in publications and communication materials, including website
- Compile information for labels and text panels, write interpretative material for the season guide, website and exhibition where applicable
- Deal with routine enquiries, maintain databases (Raiser's Edge, FilemakerPro and Excel) and process responses to exhibition proposals with other members of the exhibitions team
- Assist with private views and other Whitechapel Gallery events including speaking at events where appropriate

## **Max Mara Art Prize for Women**

- In collaboration with the Exhibitions team, deliver the biennial exhibition display of the Max Mara Art Prize for women, including liaising with and supporting relevant Gallery departments, within agreed budget, timeframe and project scope
- In collaboration with the Exhibitions team, produce and deliver any possible publication accompanying the exhibition display, including liaising with relevant Gallery departments or contractors
- With the Development and Communications teams, maintain effective communications with the commercial partner representatives throughout each edition of the prize, ensuring they are regularly informed of the artist's progress and development, progress of the exhibition and any coverage the artist receives in the media
- Manage the partnership and negotiations over contract and agreements, with input from the Development team and Deputy Director
- Co-ordinate the artist's residency in Italy in collaboration with the commercial partner and its representatives, including accommodation, payment of expenses and providing general advice and support to the artist throughout her residency
- Co-ordinate the selection of Judges/Judging schedule/ liaison with short-listed artists/ liaison with winning artist
- Co-ordinate the announcement event for the winning artist, in liaison with the Development team
- Support the Communications team in generating press coverage of the Prize, including ensuring Communications are aware of the progress of the residency and exhibition, and facilitating contact between Communications and the artist and Max Mara representatives
- In collaboration with the representatives of the commercial partner, organise and co-ordinate the transfer of the exhibition from Whitechapel Gallery for display at the Collezione Maramotti, Reggio Emilia. This may include the organisation of public events around the display in Italy
- Report to the Chief Curator and Director of Development when required

## **Whitechapel Gallery Art Icon**

- Act as liaison between the Exhibitions department and the Art Icon Project Team, feeding back to Exhibitions regularly
- Act as liaison between the Art Icon artist and the Art Icon Project Team, including securing loans for displayed works if appropriate with a commercial gallery and subsequent exhibition coordination
- Produce and edit a publication of the Art Icon's career to date, with the Communications team
- Manage the charity auction of artworks and the procurement of donated lots, including artist liaison, framing, transportation and display
- Assist the Development team in liaisons with the Auction House on lots, including setting estimates and reserves
- Work with the online auction partner to ensure that lots are presented for sale, distributed, and can be purchased easily in advance and on the night
- Communicate information in a timely manner to the Communications team to enable marketing opportunities with auction artworks
- Work with the Development team to manage the auction and artwork management budget

## **Other**

- Represent the Whitechapel Gallery at public events, meetings and networking on behalf of the organisation
- Any other reasonable duties as requested by the Director

## **Conditions of Work**

- Contract: Permanent
- Hours of work: full-time  
Monday to Friday, 9:30am – 5:45pm, with one hour for lunch
- Salary: from £32,000 gross per annum, depending on experience
- The period of notice is two months in writing on either side
- Probationary period: 6 months
- Due to the nature of the job, some evening and weekend work will be required, as well as occasional travel. This will be compensated by time off in lieu.

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

- 25 days annual leave, plus statutory bank holidays (pro-rata)
- Eligibility to participate in the group personal pension scheme, with the Gallery contributing 5% of your gross annual salary
- 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
- £200 annual travel grant (pro-rata)
- Free entry to a range of arts organisations across the UK
- Cycle to Work scheme
- Access to our Employee Assistance Programme