

Application pack

Curator: Public Programmes

Closing date: 10:00am on Thursday, 27 June 2024



Zineb Sedira: *Dreams Have No Titles* at Whitechapel Gallery, London 2024



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Sculpting Conversations at Whitechapel Gallery, London 2023



Life if More Important than Art at Whitechapel Gallery, London 2023



Somali Museum: Any-Space-Whatever at Whitechapel Gallery, London 2023



Bio-Data Flows and Other Rhythms – A Local Story at Whitechapel Gallery, London 2024

Whitechapel Gallery

Whitechapel Gallery was founded in 1901 with the aim to bring great art to the people of East London. From the outset, the Gallery pushed forward a bold programme of exhibitions and educational activities, driven by the desire to enrich the cultural offer for local communities and provide new opportunities for ground-breaking artists from across the globe, to showcase their works to UK audiences, often for the first time.

From ground-breaking solo shows to thought-provoking exhibitions, the Gallery's focus on bringing artists, ideas, and audiences together, remains as important today as it did over a century ago, as does its commitment to its local communities.

We are proud to be a cultural institution that is locally embedded and globally connected, cementing the East End, as one of the world's most exciting and diverse cultural quarters. We recognise the critical role that art can play in firing up our imaginations, reflecting our lived experiences and opening up new possibilities for thinking, feeling and dreaming.



Our Vision, Mission and Values

Our Vision

The Whitechapel Gallery will occupy a distinctive and radically different position in the social and cultural landscape. We will build on our pioneering history as a place for contemporary art and ideas, translating and animating it for our time.

Our Mission

The Whitechapel Gallery is a ground-breaking art institution that has existed for over 100 years. We make contemporary art and ideas accessible to local and global audiences in the East End of London, recognising the critical role that art can play in firing up our imaginations, reflecting our lived experiences and opening up new possibilities for thinking, feeling and dreaming.

Our Values

- We are proud to be a cultural institution that is **locally embedded and globally connected**. Whitechapel is a gallery and a geographical location, located accessibly on the high street (with a tube station in our basement!)
- We want our building to be a **soulful and intimate destination** for local, national and international visitors: a social and civic space that is free and open to all.
- **Education** sits at the heart of the Whitechapel Gallery. Our programme emphasises close collaboration with local families, schools and communities, which we value as key stakeholders in our organisation.
- We take risks in programming lesser-known and neglected artists and in **making challenging artworks and ideas accessible** to all our audiences, putting artists and ideas at the centre of everything we do.
- We focus proudly on the work of **women artists and artists of colour**, championing their contribution to contemporary art and society and forging connections with new audiences, partners and participants in the Gallery's programmes.
- We are committed to making the Whitechapel Gallery **a permeable cultural institution that spills beyond its gallery walls**, actively seeking partnerships beyond the Gallery, and creating opportunities for artists and audiences to shape and influence what we do.
- We are unafraid to have **a social and political agenda**, working with artists and ideas that address the key issues and concerns of our times.
- We are dedicated to safeguarding the long-term future of the Whitechapel Gallery by building its cultural, social and political capital and ensuring its **sustainability – artistically, environmentally and economically**.

Curator: Public Programmes

Contract:	Permanent
Hours of work:	Full-time, 36.25 hours per week. Monday to Friday 9:30am-5:45pm, with one hour for lunch. Due to the nature of the job, some early morning, evening and weekend work will be required, as well as occasional travel. This will be compensated by time off in lieu.
Salary:	£33,000 per annum
Probationary period:	6 months
Notice period:	2 months
Circumstances:	An enhanced DBS check is required for this post.

The role

The Curator: Public Programmes leads on the development and delivery of an exciting multi-disciplinary programme that engages a broad range of adult audiences. We're looking for someone to champion live and participatory experiences, generate collaborations with local communities, platform dynamic artists and experimental practices, and open up wider conversation on key contemporary issues.

Public Programmes

The programme features discursive events (including talks, panel discussions and the Big Ideas platform) and live programming (including screenings, performances, takes, takeovers and festivals). Each season, the programme is structured around events related to our Exhibitions, collaborations with local community groups, partnerships with a wide range of artists and cultural organisations, and an annual Writer in Residence, who creates online texts and live events.

The Participation Team

The Curator: Public Programmes is part of the Gallery's Participation team, working alongside the Director of Participation, three other Curators – leading on Families, Schools and Teachers, and Youth Programmes – and an Archivist.

Guided by a new strategy developed over the last nine months, the Participation Programme is a testing ground for art and ideas. We hold space for participants of all ages through a brave, exploratory and experimental programme, developed in collaboration with artists, audiences and creative partners.

Our intergenerational programme spans early years activities, work with local schools, social, creative and professional development opportunities for young people, and life-long adult learning opportunities. Projects are artist-led and multi-disciplinary, offering participatory experiences beyond formal education.

We aim to build upon a radical history of pioneering educational practices at Whitechapel Gallery and are grounded in our distinctive urban location on Whitechapel High Street within Tower Hamlets – the youngest, fastest-growing and most densely populated borough in England.

We embed community engagement across our programme, prioritising local audiences and collaborations with East London partners, informed by long-term relationships and mutual exchange.

With confidence and integrity, we platform artists and ideas that explore the social and political issues facing us today. We advocate for creative learning and socially engaged practices as they are needed more than ever before.

Accountability

The Curator: Public Programmes is line managed by the Director of Participation.

About you

Essential qualities include:

- A minimum three years' experience developing and delivering public programming and live events for diverse audiences in an arts organisation.
- Experience working in close collaboration with artists and other creative practitioners to develop programming.
- Experience developing equitable long-term relationships and programming partnerships with community organisations.
- Knowledge of current debates in modern and contemporary art, as well as broader social, cultural and political issues.
- Excellent administrative and project management skills, including strong budget management skills.
- Excellent communication skills, both written and verbal, including experience of event facilitation and public speaking.
- Ability to work both independently and collaboratively, working closely with colleagues across multiple departments.
- Commitment to advancing issues of equality, diversity and inclusion in the arts and culture sector.
- Commitment to implementing Access policies that support equity in participation.
- Good IT skills, including knowledge of Microsoft Office software.
- An enthusiasm for the Vision, Mission, Values of Whitechapel Gallery, and the ethos of the Participation team.

Qualities that are desirable for this role are:

- Knowledge of diverse communities in East London.
- Experience working with Somali and South Asian, particularly Bengali, communities.
- Experience curating performance programming.
- Experience developing 'Lates' programming.
- Experience developing digital programming, such as podcasts and live-streamed events.

Whilst the above person specification offers a useful guide to the experience level expected, we welcome – and encourage – applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.

Duties and Responsibilities

Programming

- Lead on the development and delivery of the Public Programme – including research and conception; selecting, inviting and collaborating with programme contributors; and managing events effectively – within agreed budgets and timeframes.
- Work in close collaboration with artists and other creative practitioners to develop multi-disciplinary programming.
- Maintain relationships with key existing partners and develop exciting new creative collaborations, with a particular focus on East London community organisations.
- Collaborate closely with colleagues in the Participation team and across the Gallery to generate more integrated, intergenerational, cross-strand programming.
- Work closely with the Technical Production Manager and freelance AV technicians on the technical production of the programme.
- Implement rigorous and innovative evaluation methodologies for the Public Programme to support critical reflection on the programme and fulfil reporting commitments to funders.

Administration

- Handle all administration for the Public Programme including maintaining accurate records and systems, organising speakers' travel and accommodation, and ensuring effective recording, documentation and archiving of projects.
- Plan, manage and monitor the Public Programmes budget, including the timely payment of contributors' invoices.
- Organise and ensure the smooth delivery of events, liaising closely with Visitor Services and Operations teams.

Communications and Marketing

- Liaise closely with the Communications team to ensure effective marketing of the Public Programme, including providing copy and images, and ensuring events are confirmed in time to meet regular Season Guide deadlines.
- Manage and monitor relevant content for the website and social media to support the promotion of the programme, ensuring event pages are accurate, accessible and regularly updated.
- Contribute to cross-departmental Audience Development strategies, ensuring the Gallery makes art and ideas accessible to local and global audiences in the East End of London.

Fundraising and Development

- Develop and sustain strategic partnerships with arts and cultural organisations, commissioning agencies, universities and publishers to support programming.
- Contribute to funding applications and report writing, ensuring that funders are updated on a regular basis.

- Work alongside the Development team to identify potential funders for the Public Programme.

Other

- Contribute to the cross-departmental Access Advisory Group, which aims towards the equitable experience of Gallery activity for visitors, participants, partners, staff, stakeholders and others.
- Contribute to the cross-departmental Digital and IT Strategy Group, which aims to ensure digital initiatives are efficiently coordinated across the Gallery.
- Carry out any other duties as deemed appropriate by the Director of Participation

These are a guide to the contents of the job and the skills and experience required. Job content may change over time and are not part of the contract of employment.

Benefits

Annual Leave

Staff are entitled to 25 days' paid holiday, plus statutory bank holidays, or the pro-rata equivalent if you work part-time. Annual leave entitlement is increased every 3 years by an additional day, capped at 5 days.

Pension Scheme

All staff are eligible to participate in the group personal pension scheme. We have two pension schemes; NEST (the Gallery contributes 3% of your gross annual salary) and Scottish Widows (the Gallery contributes 5% of your gross annual salary).

Employee Assistance Programme

All staff have access to our Employee Assistance Programme, which includes a 24/7 compassionate helpline, expert advice and up to six free counselling sessions.

Training Opportunities and Travel Grant

We offer a range of training opportunities and learning programmes, including apprenticeships.

To support your development and encourage exchange with peers, all permanent staff are eligible for a £200 annual travel grant (pro-rata).

Discounts

Staff receive discount from the Gallery bookshop and from the Townsend Restaurant, both subject to availability. Staff receive discounts on editions (one per edition) and publications (subject to availability). Staff are entitled to a 75% discount on Gallery 2 hire (the hire fee element only) and 50% on all other spaces, both subject to availability.

Cycle to Work Scheme

For the benefit of both you and the environment, you can loan a bike through a Cycle to Work scheme.

Exhibitions

For each exhibition at Whitechapel Gallery, staff are invited to a guided tour by a curator.

Most major museums and galleries in London, and some beyond, grant free entry to exhibitions on presentation of your staff card.

Events

Staff can request one complimentary ticket for their own use for each public event at the Gallery, subject to availability.



How to apply

- Please return the application form in PDF format to recruitment@whitechapelgallery.org
- In the email's subject line, type your full name followed by the job title.

We would be grateful if you would fill in and return the Diversity Monitoring form with your application. When the application is received, the Diversity Monitoring form is removed and does not form part of your application. The information from these forms helps us monitor our recruitment campaign's effectiveness.

Unfortunately, due to the volume of applicants for advertised positions, we cannot contact unsuccessful candidates or give feedback on application forms.

If you are still waiting for a response from us by the advertised interview date, please assume that your application has been unsuccessful.

Access for people with disabilities

Please contact the Recruitment Team at 020 7539 3320 or via recruitment@whitechapelgallery.org if you cannot complete this form electronically or would like further access information. We accept video applications and audio applications. We are committed to offering an interview to disabled candidates who meet the minimum criteria for the job. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as desirable in the Person Specification. If you would like to be considered under this scheme, please opt in on the application form.

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.

