

# Whitechapel Gallery

## Curator

## Recruitment pack

Whitechapel  
Gallery





## Whitechapel Gallery

Whitechapel Gallery was founded in 1901 by the pioneering educators and philanthropists, Samuel and Henrietta Barnett, with the aim of bringing great artists, art and ideas from around the world to the people of East London. Now, over 120 years later, the Gallery is renewing its commitment to our founding mission. We recognise the importance of our pioneering history as a place for contemporary art and ideas that sits in the heart of the East End, and the opportunities that this offers to collaborate and connect with global, diverse communities, locally and around the world.

Over the years, we have grown exponentially in both ambition, outreach and influence, welcoming some of the world's most significant and visionary artists to our East London home; showcasing thought-provoking art and ideas from across the globe (including China, Brazil and the Islamic world); exploring topical, often challenging, themes and issues; and championing local and emerging talent.

We are hugely proud of our history and believe we have a continuing, and important responsibility to expand on our legacy and remit, ensuring our programme reflects the times we live in, speaks to, and with, diverse artists and audiences and enables an even greater range of voices, cultures and visions to rise to the fore. Above all, we recognise the critical role that art can play in firing up imaginations, reflecting lived experiences and opening up new possibilities for thinking, feeling and dreaming.

Gilane Tawadros, Director





## Our Vision and Mission

### 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

**Public:** We are a public, cultural, social and civic space that is open and accessible to everyone. We take our responsibility as a public art institution seriously, believing that we have an accountability and duty of care towards all our stakeholders. We want our building to be a haven for anyone interested and curious about contemporary art.

**Permeable:** We are a place of reciprocal exchange and connection; an open, permeable institution that spills beyond its walls and learns with and through our many communities.

**Bold:** We are proud to work with artists and ideas that address the key issues and concerns of our times. We take risks in programming under-represented and under-served artists, focusing on the work of women artists and artists of colour, championing their contribution to contemporary art and society.

**Collaborative:** We believe that collaboration and collective endeavour fosters creativity, expands capability and increases productivity, and we actively seek equitable partnerships that create opportunities for artists, contributors and audiences to shape what we do.

**Caring:** We promote and support a culture of care, respect, trust and accountability, and are dedicated to safeguarding the long-term future and sustainability of Whitechapel Gallery, artistically, environmentally and economically.

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# Curator

## The Role

This is an exciting time to be joining Whitechapel Gallery. Under the directorship of Gilane Tawadros, the gallery is entering a new phase of development and growth, with a bold vision that will see the Gallery occupy a distinctive and radical position in the social and cultural landscape, building on the Gallery's pioneering history while translating and animating it for our time.

You will be passionate about delivering the Whitechapel's Gallery's mission to 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 lived experiences and opening up new possibilities for thinking, feeling and dreaming. We are particularly committed to showing under-represented, under-served artists, especially women and people of colour, and to present provocative artworks that expand thinking around the key socio-political concerns of our time.

Working collaboratively with colleagues and, at times, external curators, the Curator takes responsibility for the development, organisation and co-ordination of exhibitions and publications assigned by the Head of Exhibitions, including budgetary management. The Curator will be attuned to contemporary debates and discourses around artistic practice and actively initiate and contribute ideas to the Gallery's programme, liaise with other internal departments as appropriate and represent the Whitechapel Gallery at relevant networking and fundraising events.

## Accountability

The Curator reports to the Head of Exhibitions and has responsibility for one Assistant Curator.



Working closely with the Director, The Exhibitions Department plays a key role in delivering the Gallery's mission to put artists and audiences at the heart of everything we do. Its ethos is to empower its people and work collegially and inclusively with colleagues at the Whitechapel Gallery and with artists, external curators and partners, engaging meaningfully with diverse audiences. All work done by the Exhibition Department strives for excellence, rigorous scholarship and a deep engagement with modern and contemporary art history and practice from a global perspective and as part of wider visual culture.

The current Exhibition Department comprises:

- Head of Exhibitions
- Curator
- Curator
- Assistant Curator
- Gallery Technical Manager
- Exhibitions Technician
- Publications Coordinator

## Key Responsibilities

### Curatorial

- Contributing to the delivery of the Whitechapel Gallery's curatorial vision through feeding into programming discussions, the curation and co-curation of exhibitions, utilising contacts with artists and organisations and knowledge of issues in contemporary art and culture.
- Developing curatorial projects by researching and selecting works, liaising with artists and external curators.
- Taking responsibility for the authoring, commissioning, editing and production of specific exhibition catalogues, contextual material, guides, labels and wall texts.
- Working closely with the Publications Coordinator on the concept, design, content and editing of exhibition publications.
- Developing installation plans in consultation with the Gallery Technical Manager and Head of Exhibitions.
- Drawing up exhibition-specific budgets.
- Monitoring and controlling these and ensuring that any variances are communicated in a timely manner.
- Working with colleagues in the Ventures Department to identify and plan future limited editions.
- Contribute to drafting applications to private, public and individually sourced funders for exhibitions/projects, in consultation with the Development Department.
- Supplying information on designated exhibitions to the Development and Communications Departments for inclusion in sponsorship proposals, press releases and marketing campaigns.
- Working with the Participation Department to support the planning and delivery of public programme and participatory activities.
- Working with the Head of Exhibitions to secure additional touring partners and initiatives by drafting touring proposals.
- Ensuring the proper flow of exhibition information across departments.
- Representing the Gallery at public and networking events, including talks for supporters.

## Organisational

- Overseeing loan negotiation and administration, ensuring that all loan conditions are fulfilled, in liaison with the Head of Operations.
- Compile condition and packing reports to museum standard, keeping records of movement and condition of works and liaise with conservators and couriers when necessary.
- Overseeing transport arrangements including the monitoring of the tendering process to ensure advantageous terms and conditions. Advising colleagues on transport arrangements.
- Overseeing the adequate fine art insurance cover through commercial insurance and applications to the Museums and Galleries Government Indemnity Scheme. Advising colleagues on insurance terms and conditions.
- Liaising with touring venues and overseeing the administration and transport arrangements for exhibitions originated by the Whitechapel Gallery and organized in partnership with other institutions.
- Issuing appropriate contracts to partner organisations, artists, curators and authors in consultation with the Head of Exhibitions.
- Liaising with all Whitechapel Gallery departments including Communications, Participation, Development and Operations to secure a smooth flow of information.
- Line managing staff incorporating supervising their day to day activities, training and annual appraisals.
- Recruiting and managing Exhibition staff in liaison with the People and Culture Manager and the Head of Exhibitions, fulfilling the Whitechapel's Equal Opportunities policy.

## Other

- Any other duties as directed by the Head of Exhibitions.

*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.*







## Person Specification

The successful candidate will bring the following qualifications, experience, skills and knowledge, and personal attributes.

- A relevant degree or post-graduate degree in Art History or Curating.
- At least three years of experience curating contemporary art exhibitions in a significant gallery or as an independent curator.
- Experience of exhibition planning, organising and installation and of working directly with artists, gallerists and curators.
- Experience of managing projects and budgets within an organisational context.
- Substantial experience overseeing transport and insurance arrangements and managing all stages of loan negotiation and administration.
- Commitment to engaging diverse audiences locally and globally.
- Extensive knowledge of contemporary art, artists and art world networks.
- Confident public speaker able to represent the Gallery and its programmes.
- Proven effective organisational skills.
- Ability to work as part of a team and independently, remaining calm under pressure.
- Excellent communication skills and accuracy in written communication.
- Impeccable writing skills.
- Preparedness to travel and to work in evenings.
- Right to Work in the UK.

*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.*

## Conditions of Work

Contract: Permanent

Hours of work: Full-time (36.25 hours)

Monday to Friday, 9:30am – 5:45pm (with one hour unpaid lunch). Hybrid working available based on the requirements of the role.

Salary: £32,000–£34,600 per annum contingent on experience

Probationary period: 6 months

The period of notice is 2 months in writing on either side. During the probationary period this will be reduced to one week notice from both parties.

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.

## Benefits

### Annual Leave

Staff are entitled to 25 days' paid holiday, plus statutory bank holidays. 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, with the Gallery contributing 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 discounts from the Gallery bookshop and from the café, 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.

### Flexible Working Policy

Employees can discuss the Flexible Working Policy with the organisation following appointment.





## How to apply

Please return the application form in PDF format to [recruitment@whitechapelgallery.org](mailto: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](mailto: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.

## 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.

