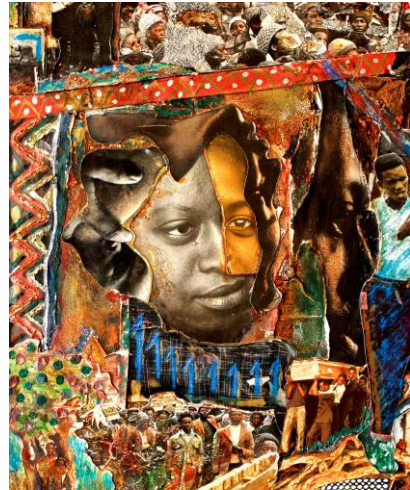




**mac**

Midlands Arts Centre



## Curator

<b>Reporting to:</b> Artistic Director/CEO	
<b>Location:</b> Midlands Arts Centre (MAC), Cannon Hill Park, Birmingham, B12 9QH	
<b>Post Ref:</b> Curator	<b>Salary:</b> £27,000 per annum*
<b>Hours of work:</b> Full-time (37.5 hours per week)	

*\*MAC's salaries are linked to points on the NJC spinal structure. Annual cost of living enhancements, as applicable, are paid from April each year.*

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# Job Description

## Principal Purpose of Post

- To work closely with the Artistic Director/CEO, this role will research, plan and manage the relationships involved in the creation and programming of new and existing work and exhibitions in the visual arts including craft and digital; ensuring effective communication, financial and resource management is in place.
- To support the development and delivery of a dynamic participation programme in the visual and applied arts.
- To contribute to the development of **MAC**'s audiences and the resources available to realise our creative ambitions.

## Responsible for

Freelance artists, associates and freelance curators, contract administration and technician support, volunteers and work placements/interns.

## Key Responsibilities

### Arts Programme

- Research, develop and curate content for **MAC**'s exhibition programme, approaching and liaising with artists, curators, partners, and other stakeholders.
- Lead on the curation and project management of exhibitions, commissions to include participatory, live and public art.
- Develop exhibition texts for gallery interpretation and marketing/press materials, and to oversee the edit, design and production of gallery interpretation.
- Work across the Arts Team to develop ideas for talks, symposiums and special events orientated around current debates in contemporary visual arts, and to collaborate with the Performances Programmer on live art commissions and performances, when appropriate.
- Be willing to participate as a facilitator/speaker or similar in the public programme, and to lead gallery tours or facilitate group sessions.
- Oversee exhibition administration working closely with the Senior Administration Manager to issue contracts, inventories and condition documents.
- Devise, monitor and maintain budgets, obtain estimates and process invoices.
- Work with the Technical Manager to develop exhibition layout plans and installation schedules and to prepare exhibits for transport.
- Maintain an awareness of contemporary visual arts practice and socially engaged practice.

### Administration, Finance & Development

- The Curator will benefit from the support of the Arts team and Administrative Team, due to the nature of the post and demands within a busy programme, we expect this post-holder to be largely self-administrative.
- Work closely with the Artistic Director and Head of Finance to set annual core and project budgets.
- Directly manage and monitor the annual visual arts and project budgets as required, monitoring any relevant partnership led project budgets.
- Secure appropriate terms for the hire of toured-in exhibitions, ensuring that artists are paid appropriate fees and respecting national or local agreements in place.
- Contribute to documentation and archive, evaluation and monitoring systems at **MAC**.

### Communication

- Contribute proactively to marketing activity and campaign planning, attending marketing meetings as required.
- Ensure the visual and applied arts programme contributes creatively to the PR and digital strategies and guidelines and within resources available.

**General**

- Participate in training and development activities as required and to assist with the training and development of colleagues as appropriate.
- Support the recruitment, induction and development of any freelance staff required including intern positions.
- Support any other duties which may be required from this post.

**Equal Opportunities & Diversity**

All staff are expected to further, promote, and ensure the implementation of, the equal opportunities and diversity policies of **MAC**.

**Note**

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

**Hours of work will include weekend and evening work.**

Weekend and/or evening work may be required on occasions for which time off in lieu will be given.

The role is based at **MAC** – regional, national travel will be required and some international travel is expected.

This position is not subject to an Enhanced Disclosure with CRB (see Criminal Records Bureau Policy & Procedure).

# Person Specification

A person specification describes the areas of knowledge, skills and experience a person should possess in order to take up the post.

## Essential

- Ideally have at-least three years' experience of programming, curatorial and / or commissioning role with proven project management skills within a visual arts or crafts context, in a gallery capacity.
- Ability to plan, develop and manage high quality arts projects.
- A proven track record in working collaboratively with producers, freelance curators and artists and is familiar with working within site-specific contexts.
- Demonstrate a commitment to supporting contemporary arts practice with a solid working knowledge and current trends within the UK's visual arts and crafts scene and beyond.
- Understand the potential digital technology holds within creative practice.
- Possess a working knowledge of technical and contractual frameworks relating to co-producing, commissioning and curating.
- Demonstrate an enthusiasm for working collaboratively with others across the organisation.
- Have delivered successful arts projects with non-arts partners.
- Ability to communicate to a wide range of stakeholders from diverse backgrounds and communities.
- Have a proven commitment to developing arts programmes which will reflect the variety and diversity of community interests in Birmingham.
- Have experience of developing and managing significant project and programme budgets.
- IT Literate with working experience of MS Office Suite.
- Have excellent written and oral communication and presentational skills.
- A self-starter, who can motivate others, is not afraid to ask questions and can hold a keen eye for detail in a climate of change.
- An adaptable team player, who is able to plan, negotiate and make decisions with high standards of personal organisation.
- Have a commitment to continuing professional development and improving their professional practice.
- Be committed to an equal opportunities policy for **MAC**.

## Desirable

- Experience of developing cross art-form projects.
- Knowledge of the international visual arts scene.
- Knowledge of current trends within learning and community development.
- Successful track record in arts related fundraising.

## **How to Apply**

To apply for this post please complete the attached application and monitoring forms.

Applications may be sent electronically to: **personnel@macbirmingham.co.uk**

They may also be sent by post to:

HR Manager, **Midlands Arts Centre (MAC)**, Cannon Hill Park, Birmingham, B12 9QH

### **Deadline**

All applications must be received no later than midday on **7<sup>th</sup> September 2019**.

Late applications will not be considered.

### **Short-listing**

Shortlisted candidates will be informed at the latest by **9<sup>th</sup> September 2019**.

### **Interviews**

Shortlisted candidates will be invited to interview on **17<sup>th</sup> September 2019**.

# Application Guidance Notes

## Application Forms

Stand-alone CVs will not be accepted; all applications must be completed using an application form. We cannot guarantee to consider additional documents. We recommend you put as much information as possible in your supporting statement (the space for you to outline skills, experience or qualifications that especially suit the job).

## Educational and employment history

Please list your educational and employment history fully, starting with the most recent events. You may also include in your employment history any voluntary work you have undertaken. Please also explain any periods in which you were not in employment or education.

## Additional pages

Your supporting statement should not exceed three pages. Examine the recruitment pack and hopefully this will help you decide whether or not to apply. In order to make your application as effective as possible, look at the Person Specification and give evidence to demonstrate which of the skills, qualifications, knowledge and experience you have, including relevant skills gained outside the work place.

## References

Please be sure to give full contact information for both of your referees' i.e. full name, postal address, telephone number and e-mail address if possible. Please also indicate in what capacity you are known to them. We will only contact the referees of those individuals who are offered the post.

## Equality and Diversity

**MAC** is firmly committed to principles of diversity and equality and this is firmly established in our recruitment process. Personal information and the equal opportunities monitoring section of the application form are removed before consideration by the panel. No job applicant or employee receives less favourable treatment than another on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Single Equality Act 2010).

## Returning your application

Please ensure your application reaches us by the closing deadline (noting particularly that our deadlines are often time-specific). We cannot guarantee to consider any application that reaches us after the deadline. Please note that due to the large volume of applications that we receive we will only confirm receipt of applications if confirmation is requested.

## Declaration

Please read the declaration carefully before submitting your application form. Submission of your application form by e-mail will be taken as you confirming you have signed the form. Please do not send an additional hard copy.

## Contacting applicants

Following the application deadline, we will only contact shortlisted applicants. We do not contact applicants who have been unsuccessful at the short-listing stage due to the high volume of applications we receive, and we are unable to respond to requests for feedback at this stage for the same reason. If you do not hear from us it means unfortunately that you have been unsuccessful in your application.