

## Introduction

This pack contains information on the role of **Curator, Picturing England's High Streets**, including the job description, person specification, overview of Photoworks and how to apply.

## About Picturing England's High Streets

Picturing England's High Streets is a major national commission led by Photoworks and part of Historic England's High Streets Heritage Action Zones' Cultural Programme, the biggest community-led arts and heritage programme in the public realm. The three-year project is delivering six photographer-in-residence programmes at six high street locations across England, as well as artist mentoring and a digital nationwide mass participation project.

## About the role

This post is an opportunity to work with Photoworks and Historic England, to curate and deliver an exciting 12-month digital mass participation project.

## About you

You are a highly driven, organised and dynamic individual with a passion for contemporary photography. You'll have an excellent understanding of contemporary photography and be excited by the potential of digital mass participation projects.

We are an equal opportunities employer and welcome applications from candidates of all backgrounds.

<b>Job title:</b>	Curator, Picturing England's High Streets
<b>Position:</b>	Part-time, 2 days per week, as 4 half days
<b>Location:</b>	England based remote working with the option to be based in our office in Brighton
<b>Working hours:</b>	Employees can choose their own start and end times between 8am and 6pm. A standard working day is eight hours including one hour

for lunch. Occasionally, evening and weekend working will be required (by prior agreement).

**Line manager:** Director

**Fee:** Freelance, up to £150 per day depending on experience

**Contract type:** Freelance, 14-month contract, August 2022 – October 2023

## **Job Description**

We are looking for an ambitious and driven curator to deliver Picturing England's High Streets Digital Mass Participation project, an exciting nationwide, year-long project bringing the high street to life through a digital photography project that engages the public. The mass participation project will invite people to submit their own contemporary images of the high street via a dedicated Instagram channel. This will form an unofficial digital archive, creating a snapshot of the high street today. A selection of the photographs will be exhibited on billboards, posters and in shop windows and enter the Historic England Archive.

You will be responsible for curating the Picturing England's High Streets Instagram Channel, drawing from public submissions to curate an exciting and engaging feed. You will coordinate 24 calls to action across a twelve-month period working with key guests to deliver exciting photography challenges/activities to people across England. As well as being responsible for interacting and engaging with the public on social media and evaluating data on a weekly basis, you will help facilitate the acquisition of c.50 photographs for a national exhibition and the Historic England Archive.

## **Main Responsibilities**

- Working with PEHS project team at Photoworks and Historic England to ensure the smooth running of the project
- Liaising with multiple project partners to ensure communication is consistent and timelines are met
- Reviewing all submissions to the #PEHS, curating and reposting on main feed
- Interacting and engaging with participants via social media using clear and approachable language
- Co-ordinating each of the 24 'Calls to Action' ensuring each guest contributor is well briefed and delivers on time
- Help formulate each of the 24 'Calls to Action' to ensure language is clear and accessible to the public
- Work with partners to ensure comms and PR is linked up across the partners

- Work with the external social media PR to ensure KPIs are on track
- Manage the project budget, including monthly budget reviews
- Manage invoicing and liaise with Photoworks' bookkeeper to ensure invoices are paid and tracked
- Project evaluation including weekly data analysis, fortnightly reporting as well as quarterly updates
- Work with Historic England to contact and secure permissions for the c.50 photographs that will be exhibited and enter the Historic England Archive.
- Attend relevant meetings with Historic England and project partners

### **Other**

- Acting in accordance with Photoworks' policies including diversity, equal opportunities, safeguarding and H&S.
- All Photoworks employees are required to support the organisation's fundraising aims by acting as ambassador for the organisation, supporting relationships with existing and prospective funders, and identifying opportunities.
- As a member of the Photoworks team you will be an advocate for the organisation and will be asked to attend key events and exhibitions in our programme, both in Brighton and elsewhere.

### **Competencies**

#### **Knowledge and experience (essential)**

- Experience of working in a similar role on public engagement projects (this does not have to be in the arts sector).
- Experience curating contemporary photography open calls or exhibitions from public submissions.
- Knowledge of contemporary photography.
- Excellent written and verbal communication skills.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet tight deadlines.
- Good interpersonal and management skills, with an ability to build effective working relationships with a range of colleagues and stakeholders.
- Proven experience of managing a budget.
- Excellent attention to detail.
- Ability to work unsupervised and under own initiative.
- Excellent communication skills, with an ability to produce clear and engaging content.
- The ability to think creatively about storytelling.
- Computer literacy (PC and Mac) and willing to learn new programmes as needed.

- Experience writing copy for social media.
- Experience evaluating data and circulating project reporting.

### **Knowledge and experience (desirable)**

- Experience of working with artists, photographic archives or museum collections.
- Experience of working with partners and external contractors.
- Experience of producing creative digital content for target audiences

### **Attributes and personal qualities**

- A commitment to, and understanding of, the principles of diversity and representation combined with how to apply them to everything you do at work.
- Strategic and creative thinker, flexible and open to new ways of working.
- Passion for communicating with and inspiring audiences, communities and partners.
- A strong interest in, and ability to anticipate, current and future digital trends.
- Interest in cultural trends.
- Interest in working at Photoworks.

You must have the right to work in the UK to apply for this position.

To apply, please email your CV (no more than two pages) and a cover letter (no more than two pages) outlining how you meet the criteria for the role to [jobs@photoworks.org.uk](mailto:jobs@photoworks.org.uk). We also ask that you complete the anonymous monitoring form. Deadline for applications is **9am on Monday 11 July**.

### **Further Information**

#### **About Photoworks**

Photoworks champions photography for everyone. We are an international platform, global in reach, and have provided opportunities for artists and audiences since 1995. We do not have a physical venue, but our online channels are always open. Our programme brings new experiences to audiences and opens new ways to encounter photography.

Photoworks is a registered charity and the only organisation with a national remit for photography in England. Our work is supported by public funding through Arts Council England's National Portfolio.

We partner with organisations and venues across the UK to deliver our programmes. We are a small team of seven full-time and part-time staff, supported by freelancers and artist facilitators.

## **About Historic England**

We are Historic England the public body that helps people care for, enjoy and celebrate England's spectacular historic environment, from beaches and battlefields to parks and pie shops. We protect, champion and save the places that define who we are and where we've come from as a nation. We care passionately about the stories they tell, the ideas they represent and the people who live, work and play among them. Working with communities and specialists we share our passion, knowledge and skills to inspire interest, care and conservation, so everyone can keep enjoying and looking after the history that surrounds us all.

<https://historicengland.org.uk>

## **High Streets Heritage Action Zones' Cultural Programme**

The £7.4 million Cultural Programme is part of the £95 million High Streets Heritage Action Zone initiative, which is currently working across over 60 English high streets. It is funded with £40 million from the Department for Digital, Culture, Media and Sport's Heritage High Street Fund, £52 million from the Ministry of Housing, Communities and Local Government's Future High Streets Fund, and a further £3 million from the National Lottery Heritage Fund. Cultural activity funded by the local grants scheme will take place from 2020-2024, in tandem with the national commissions organised by Historic England. For the national commissions, artists will work with communities and co-produce artworks inspired by England's changing high streets. Together, the local grants scheme and the national commissions make up the Cultural Programme.

<https://historicengland.org.uk/get-involved/high-street-culture/>