

Introduction

This pack contains information on the role of **Assistant Curator** including the job description, person specification, overview of Photoworks and how to apply.

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 up 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 eight full-time and part-time staff, supported by freelancers and artist facilitators.

About the role

This post is an exciting opportunity to work with the Director and curatorial team to deliver Photoworks curatorial outputs by supporting and producing high-quality, engaging and accessible curatorial content.

About you

You are a highly motivated, organised and dynamic individual with a passion for contemporary photography. You'll have ambition and want to develop a career in the arts as a photography curator. This might be your first curatorial job, but you may already have experience in administration, project manager or editorial roles.

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

| | |
|-----------------------|---|
| Job title: | Assistant Curator |
| Position: | Full-time, 5 days per week |
| Location: | Office based (Brighton UK) and remote working |
| Working hours: | 40 hours per week. 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 |
| Salary: | £22,000 - £25,000 per annum, depending on experience |
| Contract type: | The role is 5 days per week, the contract is 2 years fixed term with the possibility to extend. The contract includes a 6-month probationary period. |

Job Description

We are looking for an ambitious and driven Assistant Curator to support the Photoworks programme and curatorial activities. Working closely with the Director and curatorial team, the Assistant Curator will be a dynamic self-starter with a passion for contemporary photography and a desire to develop their curatorial skills.

The Assistant Curator provides efficient and effective curatorial and administrative support for the organisation. Working across the curatorial programme this is a varied role supporting exhibitions, biennial festival, publishing, digital content, and events.

Photoworks is a small organisation meaning administration and ad hoc tasks are part of every team members role.

Main Responsibilities

Curatorial

- Provide general assistance in the smooth operation of Photoworks programmes, actively researching the artists we work with and projects we deliver in order to foster a good understanding of our programme.
- Act as key point of contact for artists and partners
- Provide efficient project management and accurate lists of artworks and archival material for exhibitions.
- Support with a broad range of exhibition-related tasks, including research; assisting with exhibition curation and project management; production; installation etc.
- Support the production of the Photoworks Annual including collating information; communication with contributors; scheduling and editing.

- Draft work labels, texts and captions.
- Contribute to Photography+ our online magazine.
- Research and propose artists for the Photoworks programme.
- Organise Photoworks events, including booking venues or organising online, liaising with speakers and assisting during events.
- Manage project budgets.
- Organise and maintain archive of installation images and event photography to be used for presentations and advocacy, ensuring images are captioned and credited correctly.
- Maintain the Photoworks archive, ensuring key materials are kept in print and digital format.
- Maintain and update the Programme Schedule and clash calendar, ensuring all programme activity is up to date.
- Book travel and accommodation for artists/partners, prepare itineraries and content of welcome packs.

General Administration

- Support the Director with programme related diary management and book travel and accommodation for the Director, Curator and Deputy Director as required.
- Support the Deputy Director in managing office IT, including liaising with external contractors.
- Support the Deputy Director in keeping internal documentation up to date and to a high standard, including policies, and HR information.
- Provide administrative support for Board meetings, including taking minutes, booking meeting rooms, and ensuring statutory reporting requirements are met (Companies House and Charity Commission).
- Support the Director with Patron administration including submitting Gift Aid claims.
- Support the Deputy Director with HR related administration (new starter forms, IT setup etc)

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 around the UK.

Competencies

Knowledge and experience (essential)

- Project management or project coordination experience.
- Experience undertaking administrative duties in a busy environment.
- Experience researching photography or contemporary art
- Experience managing budgets

- Good knowledge of history of art/photography, or experience of working in the (visual) arts (including voluntary/freelance roles).

Knowledge and experience (desirable)

- Experience writing about photography or contemporary art
- Experience of using databases.
- Experience of Board administration.
- Experience of working with artists.
- Experience of working with partners and external contractors.

Skills and abilities (essential)

- Excellent organisational skills, with the ability to stay calm under pressure and prioritise workload to accommodate urgent tasks.
- Excellent verbal and written communication skills, with the capacity to produce carefully presented, accurate and accessible copy including letters, emails, texts etc.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of artists, colleagues and stakeholders, and a positive manner.
- Ability to work unsupervised and under own initiative.
- Good IT literacy, including proficiency in using all Microsoft Office applications and a willingness to learn new programmes as needed.
- Good financial literacy and ability to manage budgets

Skills and abilities (desirable)

- Strong research skills
- Minute taking skills.

Attributes and personal qualities

- Attention to detail and high level of speed and accuracy.
- A commitment to, and understanding of, the principles of diversity and inclusion, combined with how to apply them to everything you do at work.
- A keen interest in photography curating and an ambition to develop a career in the cultural sector.
- Knowledge of and interest in history of photography/history of art, contemporary photography and cultural trends.
- Strategic and creative thinker, flexible and open to new ways of working.
- Passion for communicating with and inspiring audiences, communities and partners.
- Interest in working at Photoworks.

To apply, please email your CV (no more than two pages) and a cover letter outlining how you meet the criteria for the role to jobs@photoworks.org.uk. We also ask that you complete the anonymous monitoring form. Deadline for applications is **9am on Monday 9 January 2023**.