

## **Assistant Curator**

Full Time

Permanent

Start Date: June 2021

Salary: £24-26,000 dependant on experience

**Deadline for applications:** Wednesday 05 May, 6pm.

Interviews in London: 17 & 18 May (online interviews may be possible but in person is preferred.)

Please apply with cover video up to 2 minutes, telling a bit about yourself and why you are applying for the role and current CV including the names of two referees.

Please outline your availability for interview and start date.

Email: [jobs@zabludowiczcollection.com](mailto:jobs@zabludowiczcollection.com)

## **Zabludowicz Collection**

Founded in 1994 by Poju and Anita Zabludowicz, this dynamic and growing collection spans four decades of art, from the 1970s to today, and exhibits in venues in the UK, USA and Finland. The collection actively creates new opportunities for audiences to engage with emerging art, and supports arts organisations and artists around the world. Its activities are shaped by an ethos of philanthropy and a commitment to engaging with local contexts and communities.

## **Job Description**

The Assistant Curator works with Senior Curators and Directors to provide administrative support as well as assisting with all aspects of the research, development and production of exhibitions, events and international residencies. At this time we are specifically looking for someone with an interest and experience of working with artists at the start of their professional careers, new media and technology (including Virtual, Augmented and Mixed Reality) as well as a proven interest and appetite for thinking about audience development and education.

Duties include:

- Working with the Senior Curator: Performance & Engagement in the delivery of the Testing Ground & Master Class professional development programmes, including working with student curators and early career artists.
- Working with the Senior Curator: Exhibitions on research, programming and the delivery of the programme.

- Working with the Finnish Production and Residency Manager on planning and delivery of the Sarvisalo Artist's Residencies.
- Research on artists, writers and resources for exhibitions with special attention to the Invites, Testing Ground, & 360 strands of programming
- Working with artists to develop and install their works in exhibitions, paying close attention to the management of budgets and resources.
- Working with the curatorial team and Collection Registrar on exhibition installation and de-installation. Tasks include art handling and condition checking artworks and overseeing installation.
- Work with Curators to commission documentation of installations, exhibitions, and events, including short films, interviews with artists and other material for the Media Channel of the website.
- To assist in delivery of online programme and events, using platforms such as Zoom, youtube live and Open Broadcaster Software
- Writing texts about artists and artworks.
- Update and maintain website.
- Researching and booking travel and logistics for artists, exhibitions and events.
- Maintaining physical and digital archives of documentation, press and mailouts.
- Working with the Front of House team to co-ordinate the delivery of public programme events including administration and audio-visual set up.
- Conduct research, compile data and prepare papers for consideration and presentation to the Director, staff and Board of Trustees and Advisors.
- Invoicing and budget management, including coding and expenses.
- Maintain on and offline office calendars to coordinate workflow and meetings.
- Handle internal and external requests for information and data.
- Represent the collection locally, nationally and internationally including conducting gallery tours, receive and greet special guests and VIPs.
- Visiting exhibitions and attending events and reporting back on artists of interest.
- General office administration

This list is not comprehensive and other reasonable tasks or duties may be required.

The applicant should have:

- The right to full time work in the UK
- At least 3 years professional experience in exhibition or related activities
- A strong interest in contemporary art (new media and technology desirable)
- An interest in education and artist-led education initiatives (experience of working on educational programmes desirable)
- An awareness of a broad range of artists and contemporary art spaces, both in the UK and internationally.
- Excellent written and verbal communication skills and fluent in English.
- Experience of undertaking administrative tasks and a professional attitude to public facing responsibilities.
- Some experience of working with websites, online meeting platforms, online content and social media platforms.
- Experience of working on events and some knowledge of AV and PA equipment.
- Good time management skills and an ability to prioritise multiple tasks.
- A positive attitude to problem-solving and a willingness to seek help and advice as necessary.

- Ability to work collaboratively as part of a small team.
- Ability to travel independently.
- Clean Driving Licence (desirable)