

Spike Island

PERSON SPECIFICATION

Assistant Curator: Commissions and Public Programmes

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or degree-level qualification in an arts related subject (Art History, Fine Art, Curating, etc.) 	<ul style="list-style-type: none"> Postgraduate degree in an arts related subject (Art History, Fine Art, Curating, etc.)
Knowledge	<ul style="list-style-type: none"> An active interest in, and knowledge of, contemporary art and the wider arts and cultural sector. A familiarity with the aims and objectives of non-profit arts organisations and artist-led initiatives. An understanding of the systems and processes related to production and commissioning, particularly for artists' moving image. A commitment to contemporary art and curatorial practice. 	<ul style="list-style-type: none"> An awareness of the arts in an international context. An understanding of the need for an internationally-oriented arts organisation to actively support artists based in the South West. An active interest in artists' moving image and experimental film.
Experience	<ul style="list-style-type: none"> A minimum of two years' professional experience working in the curatorial department of a contemporary arts organisation. Experience of producing exhibitions and artworks, including working closely with artists and understanding their needs. A track record of coordinating, promoting and delivering regular events and audience engagement activities. Experience of researching and preparing information for curatorial meetings, fundraising applications and reports to stakeholders. Experience of contributing to loan agreements, condition reports and risk assessments. 	<ul style="list-style-type: none"> Experience of project management, including preparing project plans and schedules A familiarity with contracts and insurance cover related to exhibitions and commissions A track record of self-initiated research, curatorial projects or producing. Experience of working with web-based project management applications, such as Trello and Slack. Experience of online ticketing and preparing content for social media.

Skills	<ul style="list-style-type: none"> • Excellent administrative skills, including budgetary control. • Computer literate and IT experienced, with a comprehensive knowledge of Microsoft Office 2010 and proficiency in Adobe Creative Suite. • An ability to learn new IT practices and processes as required. • Comfortable working in a team and maintaining a can-do attitude, even under challenging circumstances. • Excellent organisational and time management skills, including the ability to work to regular, competing deadlines. • The ability to communicate effectively (both in writing and orally) with a wide range of people, including across teams at Spike Island. • Rigorous attention to detail and excellent proofreading and copy-editing skills. • The ability to work according to your own initiative and be self-motivated. 	<ul style="list-style-type: none"> • The ability to speak another language. • Practical skills relating to art handling, production and installation. • The ability to work with content management systems for website maintenance.
Circumstances	<ul style="list-style-type: none"> • Living with an easily commutable distance from Bristol, or a willingness to relocate. • A willingness to work flexible hours, including evenings and weekends, and a commitment to working within a small, dedicated team. 	

Terms and Conditions of Appointment

Job duties and description:

The job description is a guide to the targets that the Assistant Curator: Commissions and Public Programmes is expected to achieve and may be revised from time to time by agreement to meet changing circumstances.

Normal hours of work:

35 hours per week.
Monday-Friday, 9am–5pm
(please note that regular evening and weekend work will be necessary to effectively



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support programme delivery, though time off in lieu may be taken to compensate for this)

Salary:	£21,112 p.a.
Term:	Permanent
Pension:	On completion of three month's service, you would be eligible for auto enrolment in to Spike Island's workplace pension scheme.
Annual leave:	In addition to bank/public holidays, employees are entitled to four weeks annual leave on full pay (pro rata).
Probationary period:	This post is subject to a probationary period of six months, during which the notice on either side is two weeks.
Notice period:	Upon completion of the probationary period, employment is subject to a two-month notice period.
Benefits:	Spike Island offers access to the following schemes: Cyclescheme Childcare Vouchers All such benefits apply during the course of your employment only.