

Spike Island

JOB DESCRIPTION

ASSISTANT CURATOR: Artist Development and Engagement

Key objectives:

- To support the development and delivery of Spike Island's Artist Development and Engagement programmes.

Responsible to/for:

The Assistant Curator is responsible to the Curator.

The Assistant Curator is responsible for other support staff, interns and volunteers as appropriate.

Key outputs:

1. Coordinate Spike Island's Artist Development and Engagement programmes (including Spike Island Associates, Open Studios, Fellowships, the Syllabus, workshops and tours, and other initiatives as appropriate), providing effective and efficient administrative, organisational and practical support.
2. Support the delivery of Spike Island's Exhibitions and Public Programmes, including coordinating exhibition-related Engagement activities.
3. Coordinate regular events and activities as part of Spike Island's Artist Development and Engagement programmes for artists, young people and other diverse audiences.
4. Assist the Curator to research, produce, fundraise for and report on Spike Island's programme in line with agreed targets, including producing project plans, schedules and related documentation.
5. Contribute to a culture of good communication and strong support for artists, including engaging supportively with Spike Island's community of studio holders.
6. Liaise with the Front of House, Technical, Operations and Exhibition Services teams to ensure that the programme runs smoothly, including contributing to risk assessments and insurance documentation.



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7. Support the Communications team to ensure that the programme engages a growing number and range of audiences, including producing appropriate copy and interpretation materials, updating Spike Island's website and social media channels, and managing online ticketing.
8. Contribute to monitoring and evaluating the effectiveness of the programme to ensure that our aims are being achieved.
9. Keep staff informed about the current and forthcoming programme.
10. Arrange travel and accommodation for artists and other invited guests when required.
11. Draft artist contracts and partnership agreements in consultation with the Curator.
12. Maintain financial processes related to the programme budget, including preparing budget estimates, obtaining quotes and processing invoices.
13. Maintain accessible and effective records, including minutes, contracts and insurances.
14. Operate in accordance with the organisation's employment, Health and Safety, Equal Opportunities and other legal requirements, organisational practices, policies and procedures.
15. Contribute to our aim to make Spike Island more diverse, inclusive and accessible for all.
16. Collaborate across teams and carry out any other duties commensurate with the role.



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