

Spike Island

PERSON SPECIFICATION

Assistant Curator: Artist Development and Engagement

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 artist development and engagement programmes. 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 artist development schemes and artist-led networks.
Experience	<ul style="list-style-type: none"> A minimum of two years' professional experience working in the curatorial or learning department of a contemporary arts organisation. Experience of working closely with artists and understanding their needs. A track record of coordinating, promoting and delivering regular events and activities. Experience of writing funding applications and reports. Experience of contributing to risk assessments. 	<ul style="list-style-type: none"> Experience of project management, including preparing project plans and schedules. A track record of self-initiated research and/or curatorial or educational projects. Experience of working with web-based project management applications, such as Trello and Slack. Experience of online ticketing and preparing content for social media.

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Supported using public funding by
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ENGLAND



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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 external stakeholders and 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. • 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 regular 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: Artist Development and Engagement 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



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

Salary:	£21,973 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 4.6 week's 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:	<p>Spike Island offers access to the following schemes:</p> <ul style="list-style-type: none">CycleschemeAccess to Employee Assistance Programme <p>All such benefits apply during the course of your employment only.</p>