

Spike Island

JOB DESCRIPTION

CURATOR

Key objectives:

- To work closely with the Director to shape and develop Spike Island's artistic programme
- To manage the production and delivery of Spike Island's exhibitions, commissions, public programmes, artist development and engagement activities
- To support the effective realisation of Spike Island's business plan.

Responsible to/for:

The Curator is responsible to the Director

The Curator is responsible for the:

- Assistant Curator: Exhibitions
- Assistant Curator: Artist Development and Engagement
- Senior Technician
- Other staff as appropriate

Key outputs:

Programme Management

1. Work closely with the Director to shape and develop Spike Island's artistic programme, actively researching and contributing ideas.
2. Overall responsibility for the production and delivery of Spike Island's artistic programme.
3. Cultivate and lead an integrated approach to exhibitions, commissions, public programmes, artist development and engagement activities.
4. Secure and maintain partnerships that enhance and support the artistic programme, including contributing to Spike Island's partnership with UWE Bristol.
5. Ensure that the necessary contracts, systems, schedules and insurances are in place to support programme delivery.
6. Oversee the administration of the Programme team, ensuring appropriate documentation and archiving of the artistic programme.



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7. Work with the Communications team to contribute to Spike Island's audience development strategies, to ensure that the programme reaches a broad range of audiences and secures critical press coverage.
8. Ensure that appropriate and accessible interpretation is embedded across the artistic programme, in line with Spike Island's communications strategy.

Exhibitions & Commissions

9. Work closely with artists to support the research, development, production and delivery of new commissions
10. Manage the planning and scheduling of all stages of exhibition production, including: researching and contracting loans; working closely with the Senior Technician on technical aspects of production and delivery; and overseeing registrarial operations with support from the Assistant Curator: Exhibitions.
11. Oversee the coordination of touring exhibitions.
12. Write and edit exhibition texts and other copy for interpretation and marketing materials.
13. Facilitate artists' residencies as appropriate, including overseeing logistical aspects, facilitating access to resources and connections with the Spike Island community, and providing practical and pastoral support.
14. Oversee Spike Island's artists' editions programme, and the production and distribution of publications.

Public Programmes, Artist Development & Engagement

15. Manage and oversee Spike Island's public programmes and engagement activities for young people, families, schools, visiting groups and other audiences, as well as attending and supervising exhibition-related events as needed.
16. Manage and oversee Spike Island's Artist Development programme, including Spike Island Associates, Fellowships, Syllabus, Open Studios and other initiatives as appropriate.

Finance, Fundraising & Evaluation

17. Plan and manage budgets, delivering work within agreed targets.
18. Lead on project-specific fundraising and reporting, researching opportunities and writing grant applications, with support from the Development Manager and Assistant Curators.
19. Work with the Director, Deputy Director and Development Manager to develop additional income streams from individual donors and corporate partnerships, including stewarding patrons and benefactors as appropriate.



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20. Regularly monitor, report on and evaluate the artistic programme to ensure that strategic aims are achieved.

People & Culture

21. As line manager, lead, motivate and support the Assistant Curators and Senior Technician to plan and deliver the programme.
22. Support the professional development and performance management of the Assistant Curators and Senior Technician, including regular one-to-ones and annual appraisals, identifying development opportunities as appropriate.
23. Contribute to programme-specific training for Front of House staff.
24. Foster and maintain good relationships with Spike Island's community of studio artists including contributing to regular meetings and selection panels.
25. Connect with the interest of our local communities, building significant relationships in the city.

General

26. Ensure that all your work reflects and contributes to our aims to make Spike Island more inclusive, accessible and diverse.
27. Contribute to the ongoing development of Spike Island's strategic planning, policies and procedures.
28. Communicate effectively with the Operations and Front of House teams, so that all activities undergo the necessary health and safety checks and are appropriately promoted, staffed and equipped.
29. Operate in accordance with the organisation's employment, health and safety, equal opportunities and other legal requirements, organisational practices, policies and procedures.
30. Contribute effectively to the management team, collaborate across teams, and carry out any other duties commensurate with the role.