

Spike Island

PERSON SPECIFICATION: CURATOR

Assessment Methods:
App = Application form
Int = Interview
Task = Task

Attributes:	Essential:	Desirable:	Assessment Method: App/Int/Task
Knowledge:			
In-depth knowledge of international contemporary visual art and curatorial practices	X		Int/Task
Knowledge of the national and international cultural contexts within which Spike Island operates	X		App/Int/Task
Knowledge of the local and regional cultural contexts within which Spike Island operates		X	App/Int/Task
Knowledge of the public arts sector funding landscape	X		Int/Task
Familiarity with gallery engagement, learning and outreach practices	X		App/Int
Understanding of the professional development challenges and opportunities for early-career artists, curators and other practitioners working within the contemporary visual arts sector	X		App/Int
Familiarity with and commitment to best practice for access, equity and inclusion	X		App/Int
Familiarity with and commitment to best practice for environmentally responsible exhibition-making		X	App/Int
Understanding of safeguarding issues		X	Int
Experience:			
3+ years professional experience of working in an arts institution or similar organisation within a programming or curatorial team, or experience of gallery education or teaching at degree level within an art college	X		App/Int
Researching and organising exhibitions and public programmes from planning to delivery	X		App/Int
Managing the production of new commissions	X		App/Int
Building strong relationships with artists, and working with galleries, institutions, partners and funders	X		App/Int
Managing loans and registrarial duties, including artwork shipping	X		App/Int
Line management	X		App/Int

Project management and scheduling	X		App/Int
Budget management and planning	X		App/Int
Public arts sector fundraising and proven track record of completing successful funding bids	X		App/Int
Producing interpretation, visitor resources and publications	X		App/Int
Delivering artist development, engagement and outreach programmes		X	App/Int
Implementing accessibility measures and best practice		X	App/Int
Contributing to audience development initiatives		X	App/Int
Cultivating relationships with arts press and media		X	App/Int
Developing relationships with patrons and benefactors		X	App/Int
Working as part of a small, dedicated team		X	App/Int
Skills and attributes:			
Ability to work well with artists and collaborate effectively with other institutions	X		App/Int
Excellent planning and organisational skills	X		App/Int
Good personal organisation and time-management skills, including ability to self-motivate, prioritise tasks and work to tight deadlines	X		App/Int
Well-developed interpersonal skills, including the ability to work effectively as part of a team and lead with a positive, team-oriented attitude	X		App/Int
High level of written and verbal communication skills, and accuracy in editing and proof-reading	X		App/Int/Task
Ability to effectively manage budgets and anticipate and assess risks	X		App/Int
Strong people management skills	X		App/Int
Effective decision-making, negotiation and problem-solving skills	X		App/Int
Ability to think analytically and strategically	X		App/Int
Computer literate and IT experienced. Comprehensive knowledge of Microsoft Office suite and confidence in using databases.	X		App
Ability to speak confidently in public to a wide range of groups	X		Int/Task
Ability to work calmly and lead a team under pressure	X		App/Int
Ability to use design and graphics programs for PC		X	App
Ability to speak other languages		X	App
Circumstances:			
Living with an easily commutable distance from Bristol, or a willingness to relocate.	X		App/Int
A willingness to work flexibly, including evenings and weekends where necessary to meet the demands of the job.	X		App/Int
Willingness to travel and be away overnight for research and partnership development		X	App/Int



Supported using public funding by
ARTS COUNCIL
ENGLAND



Spike Island Artspace Limited
Registered charity no. 1003505
Registered in England
and Wales no. 2624621
VAT no. 650 5760 40

Terms and Conditions of Appointment:

Job description:	The job description is a guide to the targets that the Curator expected to achieve. They may be changed from time to time by agreement to meet changing circumstances.
Term:	This post is offered on a permanent contract.
Normal hours of work:	<p>Normal hours of work are 35 hours per week based on-site at Spike Island, with home working available.</p> <p>Normal working hours are 9am–5pm, Monday to Friday. This role will involve working occasional evenings and weekends according to the needs of the organisation, for which time off in lieu will be provided by agreement with the line manager</p> <p>You will be entitled to an unpaid lunch break of one hour each day.</p> <p>Spike Island operates a flexible working policy, with working hours to be agreed on appointment.</p>
Salary:	£35,000 – £37,000 per annum
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 weeks (23 days) annual leave on full pay (pro rata).
Probationary period:	This post is subject to a probationary period of six months. There will be a staff review at three months and again at six months. This period can be extended but by no more than six weeks in any circumstances.



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Notice period:

Upon completion of the probationary period, employment is subject to a three-month notice period.

Benefits:

Spike Island offers access to the following schemes:

- Cyclescheme
 - Access to Employee Assistance Programme
 - Membership to Spike Island Associates
 - Staff discount in Emmeline café
- All such benefits apply during the course of your employment only.