



CURATORIAL TRAINEE PROGRAMME 2018-19

CURATORIAL ASSISTANT: COMMISSIONS

Application deadline: **Monday 19 February 2018, 10am**

Interviews will be held: **Week commencing 12 March 2018**

Start date: **23 April 2018**

To apply please send your completed Application Form and Equal Opportunities Monitoring Form, in PDF format, to recruitment@chisenhale.org.uk using the subject line: *Curatorial Assistant: Commissions Application*. Please do not send anything else with your application. Please note that only applications that are submitted using the Application Form will be accepted, CVs will not be reviewed.

CURATORIAL TRAINEE PROGRAMME OVERVIEW

Chisenhale Gallery's Curatorial Trainee Programme provides outstanding training, structured mentoring and professional development for emerging curators. The programme comprises two full-time, 12-month posts that are paid and open to all. It is designed to enable young professionals to gain the experience necessary to secure permanent employment within the arts sector. The programme provides mentoring from senior Chisenhale Gallery staff and external practitioners, supporting emerging curators to develop their curatorial practice within a renowned public institution.

Now entering its fifth round, the Curatorial Trainee Programme offers excellent opportunities for career development and learning, opening up opportunities in curating, commissioning and production, research, communications, audience development, gallery education and the broader arts sector.

Since 2013 the programme has supported eight emerging curators. All of our previous trainees have gone on to secure prestigious roles within arts organisations in London, nationally and internationally directly after completing their time at Chisenhale Gallery, including at the South London Gallery, Ashkal Alwan, A New Direction, The Common Guild, Gasworks, Raven Row, and Create.

"Everything I know and apply in my current position I learned at Chisenhale Gallery. I am thankful to Chisenhale for working hard on keeping these two traineeships as fully paid positions. This is one of the few opportunities of its kind in the UK."

Exhibitions & Events Trainee 2015-16

"Finding a way to gain important skills and experience early on in your career is very difficult. The Chisenhale Gallery Curatorial Trainee Programme is a unique opportunity."

Offsite & Education Trainee 2015-16

The Curatorial Trainee Programme 2016-19 is supported by Sirine & Ahmad Abu Ghazaleh.

CURATORIAL ASSISTANT: COMMISSIONS

Job Title:	Curatorial Assistant: Commissions
Employer:	Chisenhale Gallery, 64 Chisenhale Road, London E3 5QZ
Reports to:	Curator: Commissions
Hours of Work:	Full time: Monday - Friday, 10am – 6pm
Salary:	£19,000 per annum
Contract type:	12 months fixed-term

OVERVIEW

The Curatorial Assistant: Commissions role is designed to provide hands on training in curating, programme planning and research, commissioning and producing projects, liaising directly with artists, installation and de-installation of exhibitions, communications, fundraising, event management and a comprehensive overview of gallery operations.

The primary function of the post is to support the Curator: Commissions in the delivery of the gallery's programme of major commissions, presented as four exhibitions in the gallery per year, as well as archive research programmes, performance-based commissions and digital content such as interviews with artists and a reading list of related books, texts and films, which expand on ideas in the artists' work.

The Curatorial Assistant: Commissions will also contribute to the gallery's *Engagement Programme*, which includes public conversations with commissioned artists, lectures by invited specialists, film screenings, workshops and seminars, liaising with the Curator: Engagement and Curatorial Assistant: Engagement.

Supported by the Curator: Commissions, the Curatorial Assistant: Commissions will implement Chisenhale Gallery's communications strategy, including producing exhibitions e-flyers and gallery signage, updating the website, maintaining and developing the communications mailing list, archiving media coverage and producing media reports, responding to information requests from the media and liaising with our external media agency. The Curatorial Assistant: Commissions will also contribute content to the gallery's social media channels, in dialogue with the Curatorial Assistant: Engagement.

The post-holder will have the opportunity to deliver tours and introductions to the exhibitions to groups of visitors and will receive support from senior curatorial staff and training to develop skills in public speaking.

The Curatorial Assistant: Commissions will be based at the gallery five days per week, Monday to Friday for a period of 12-months. During that time they will assist with the delivery of commissions by artists including Paul Maheke, Banu Cennetoğlu and Lawrence Abu Hamdan.

TRAINING

Chisenhale Gallery is committed to providing formal training in a wide range of areas relevant to the Trainees' job descriptions and their specific needs.

In recent years, this has included training sessions on public speaking, copy writing and editing, audio/visual equipment set-up, career coaching, and various computer software packages.

Trainees are also provided with regular mentoring sessions from senior Chisenhale Gallery staff including the Director, and with other industry professionals, facilitated by the Gallery.

RESEARCH

A key element of the Curatorial Trainee Programme is research-based learning. We ask that each applicant propose a research project to undertake throughout their placement, which will build on their curatorial interests and contribute to Chisenhale Gallery's ongoing research and programming, as well as wider learning across the sector.

For the Curatorial Assistant: Commissions role, research projects should focus on areas such as:

- Expanding knowledge of diverse artists' practice, e.g artists from a particular cultural heritage or diaspora, LGBTQ artists, or artists with disabilities.
- Research into Chisenhale Gallery's archive of 35 years of exhibitions and commissions
- Particular commissioning formats, for example, performance practice, digital commissions, or artists' filmmaking.

There is space within the application form to indicate your research interests.

Additionally, each trainee will receive a small budget to undertake a research trip or visit an exhibition or event outside of London or the UK.

KEY TASKS & RESPONSIBILITIES

Programme planning, research and delivery

- Assist with the delivery of all aspects of the Commissions Programme, including liaising with fabricators, sourcing materials and equipment, administration of budgets, arranging artists' travel and accommodation
- Assist with the installation of exhibitions including assisting artists, contractors and freelance technicians
- Contribute to the development of the programme by undertaking programme and artist research
- Assist the Curator: Commissions with researching and preparing funding applications and reports to funders, including liaising with the Development team in relation to Patrons.
- General maintenance of exhibitions – including ensuring the gallery is clean and tidy, maintaining AV equipment.

Events and contextual material

- Research and produce Reading Lists to accompany each exhibition, in dialogue with the Curatorial team
- Research and implement the gallery's rolling programme of highlights from the Chisenhale Archive, presented online alongside each new commission
- Liaise with the Curatorial Assistant: Engagement to research and deliver *Engagement Programme* events
- Assist with the coordination of exhibition openings and special events in liaison with the operations department

Communications

- Produce exhibitions e-flyers and gallery signage, using In-Design
- Draft copy for Newsletters, liaising with the Curatorial team and Development & Operations Assistant
- Assist the Curator: Commissions with archiving of documentation including images, audio recordings and video

- Archive media coverage and produce media reports
- Update the website and write and post weekly News features
- Assist the Curator: Commissions with the drafting and editing of media releases and the production of quarterly media bulletins
- Generate content for social media and support delivery of the social media strategy, in close dialogue with the Curatorial Assistant: Engagement
- Maintain the communications mailing list
- Liaise with our external media agency SUTTON, send information and images for media use as requested

Front of House (two days per week during exhibition opening hours)

- Act as the first point of call for visitors, providing information on all Chisenhale Gallery's programmes
- Manage Front of House systems including phone, email, printed information etc.
- Complete audience questionnaires with visitors
- Record visitor numbers
- Sell catalogues and limited edition prints, with support from the Development team
- Maintain the database, adding and updating contacts as required
- On the first Thursday of each month (during exhibitions) cover late opening for First Thursdays, in tandem with the Curatorial Assistant: Engagement

Other

- Carry out other duties deemed appropriate by Curator: Commissions
- Actively participate in the London contemporary art world – networking with artists, gallerists, collectors, funders and other institutions supporting the work of contemporary artists, to develop working relationships beneficial to Chisenhale Gallery.

CONDITIONS OF WORK

- Fixed-term 12-month contract
- Hours of work: Full time, Monday – Friday, 10am – 6pm, with one hour for lunch. Regular evening and weekend work will be required, compensated by time off in lieu
- Salary: £19,000
- Probation period: 3 months
- Notice period: 1 month in writing on either side
- 28 days annual holiday
- You will be eligible to participate in the gallery's pension scheme

In addition, the benefits you are eligible to receive are:

- Annual travel grant for general research (on top of any travel necessary to carry out the duties listed in the job description)
- Training and mentoring opportunities
- Use of the Gallery's ICOM membership card, providing free entry to a range of arts organisations across the UK and internationally
- Discounts on Chisenhale Gallery limited edition prints and publications

PERSON SPECIFICATION

Essential skills and attributes

- A commitment to contemporary visual art, and demonstrable knowledge of arts organisations, both national and international
- A keen interest in expanding knowledge of all aspects of gallery work, with a particular interest in commissioning, exhibition production, working directly with artists, programme research and communications
- Some previous experience of working within an arts institution, or equivalent transferable skills
- Ability to commit to the role and show reliability and punctuality
- Ability to manage multiple priorities and work calmly under pressure and to deadline
- Good time management, planning and coordination skills
- A good team worker, pro-active and independent, with a friendly manner
- Excellent computer skills, including experience of using Word, Excel, In-Design, Photoshop, and social media
- Excellent verbal and written communication skills, with excellent attention to detail
- A highly motivated and enthusiastic team player with a desire to develop a career in the contemporary art world through contributing to Chisenhale Gallery's continued success

Desirable skills and attributes

- A degree in a relevant subject, or equivalent experience
- Experience of being involved in developing independent projects in the visual arts
- Some basic knowledge of working with audio/visual equipment
- Good working knowledge of In-Design
- Experience of writing and editing copy for newsletters, social media and website content
- Experience of working with Mailchimp and databases

Chisenhale Gallery is committed to equal opportunities. We welcome applications from candidates of all backgrounds and are committed to building a diverse workforce. We particularly encourage applications from candidates from BAME backgrounds, who are currently under-represented in employment within the visual arts.

ABOUT CHISENHOLE GALLERY

Chisenhale Gallery commissions and produces contemporary art, supporting international and UK-based artists to pursue new directions and make their most ambitious work to date. For audiences, the gallery provides opportunities to experience this process of art production through participation and critical reflection.

Chisenhale Gallery has an award winning, 35-year history as one of London's most innovative forums for contemporary art. With a reputation for identifying new talent, the gallery is committed to engaging diverse audiences, with a focus on young people. Chisenhale Gallery operates as a production agency, exhibition hall, research centre and community resource.

Chisenhale Gallery is located on Chisenhale Road, a residential street in the heart of London's East End. Chisenhale Gallery was founded by artists in the early 1980s in a former veneer factory and brewery building. Since then the building has been home to Chisenhale Gallery and our neighbours Chisenhale Dance Space and Chisenhale Studios.

Early exhibitions at Chisenhale Gallery included solo presentations by Chisenhale Studios artists and group shows including *Ruins of Glamour* and *Beyond Structure*, as well as *Essential Black Art*, which featured artists Rasheed Araeen, Sonia Boyce, Lubaina Himid and Mona Hatoum, among others. In the 1990s, the gallery produced first solo exhibitions in the UK with artists such as Rachel Whiteread, Cornelia Parker, Pipilotti Rist, Gillian Wearing, Wolfgang Tillmans and Thomas Hirschhorn. More recently, the gallery has commissioned new works by Hito Steyerl, Lynette Yiadom-Boakye, Ed Atkins, Helen Marten, Camille Henrot, Jumana Manna, Maria Eichhorn, Yuri Pattison, Luke Willis Thompson and Hannah Black.

Building on this rich history, the gallery continues to place artists at the centre of all activities. The 2018 commissions programme comprises four new exhibitions by Lydia Ourahmane, Paul Maheke, Banu Cennetoğlu and Lawrence Abu Hamdan. Working with video, performance, sound and installation these artists explore how history is constructed in order to examine the production, distribution and consumption of knowledge. Their work also addresses the emotional and political charge of material and place, raising complex questions about the effects of geographic borders on bodies and how systems of governance influence everyday experience.

As part of the commissioning process, discursive events are programmed in collaboration with each artist, and contribute to the organisation's *Engagement Programme* of public talks and events held at the gallery and offsite. The *Engagement Programme* also encompasses partnerships with schools, higher education institutions and local community organisations.

Chisenhale Gallery is a registered charity and part of Arts Council England's National Portfolio. The gallery fundraises for the artistic programme in its entirety through trusts, foundations and individual donations. All of our exhibitions and the majority of our events are free.

The Director takes overall responsibility for Chisenhale Gallery's management and artistic programme and leads a team comprising the Deputy Director, Curator: Commissions, Curator: Engagement, Development Manager, Development Coordinator, Development and Operations Assistant, Bookkeeper, Curatorial Assistant: Commissions (Trainee), Curatorial Assistant: Engagement (Trainee), Front of House and Events Staff, and freelance Technicians.

For more information please visit www.chisenhale.org.uk.

MEDIA, ARTIST AND AUDIENCE REACTION

“The seeding ground of bright young artists”

“Chisenhale Gallery is a space that allows an artist to go to another level of their practice or step out of it and renew it”

“One of the best public institutions in the UK... Diverse and thought provoking, the programme impacts what is read, discussed and shown more broadly”

1. Charlotte Higgins, *The Guardian*, November 2016
2. Camille Henrot, Artist and former Chisenhale Gallery programme participant
3. Visitor Feedback, 2017