



ASSISTANT CURATOR: COMMISSIONS

Application deadline: **Monday 29 April 2019, 10am (GMT+1)**

Interviews will be held: **Tuesday 21 May 2019**

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: *Assistant Curator: 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. If you have any access requirements that you would like to discuss please email recruitment@chisenhale.org.uk.

Job Title:	Assistant Curator: Commissions
Employer:	Chisenhale Gallery, 64 Chisenhale Road, London E3 5QZ
Reports to:	Curator: Commissions
Hours of Work:	Full time: Monday - Friday, 10am – 6pm
Salary:	£23,000 - £25,000 per annum, depending on experience
Contract type:	12 months fixed-term, renewable

OVERVIEW

The primary function of the Assistant Curator: Commissions role is to support the Curator: Commissions with the research, production and delivery of Chisenhale Gallery's Commissions Programme, currently presented as four exhibitions in the gallery each year.

The Assistant Curator: Commissions also contributes to archive research programmes and the production of interpretative materials and digital content for each commission.

The role provides administrative support to the Curatorial team, including fundraising, monitoring budgets and producing artists' commissioning contracts. The Assistant Curator: Commissions also produces exhibitions e-flyers and signage, updates the website, archives media coverage and responds to information requests from the media. The Assistant Curator: Commissions contributes content to the gallery's social media channels, in dialogue with the Assistant Curator: Engagement.

In addition, the role contributes 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 Assistant Curator: Engagement. During exhibitions, the post holder will be based at the gallery's front desk 1.5 days per week, representing the organisation and communicating the programme to the public.

The Assistant Curator: Commissions is a full-time position, based at the gallery five days per week, Monday to Friday.

KEY TASKS & RESPONSIBILITIES

Programme delivery

Assists with the delivery of all aspects of the Commissions Programme, including:

- Liaises with fabricators, sources materials and equipment
- Produces Sketch-ups of exhibition layouts, liaising with the Curator: Commissions and Head Technician
- Assists with the installation of exhibitions including assisting artists, contractors and freelance technicians
- Maintains budget sheets for each commission, liaising with the Bookkeeper to ensure records are accurate and up to date
- Prepares budget estimates, obtaining quotes from third party suppliers
- Books travel and accommodation for artists
- Monitors and communicates programme delivery plans to all key parties
- Drafts artists' contracts in consultation with the Curator: Commissions
- Arranges shipping / transport of artworks
- Produces condition reports for artworks entering and leaving the premises
- Liaises with the Deputy Director regarding insurance cover for exhibitions
- Undertakes risk assessments of exhibitions prior to their public opening, in consultation with the Operations Manager
- Undertakes general maintenance of exhibitions, including ensuring the gallery is clean and tidy, maintaining AV equipment etc.

Curatorial research and programme planning

- Plays a supportive curatorial role, inputting ideas and approaches to various aspects of the programme, as appropriate
- Contributes self-initiated research to curatorial department meetings
- Arranges studio visits with artists
- Prepares information for curatorial meetings and presentations, takes minutes and records actions
- Supports the Director and Curators by booking travel and accommodation, preparing travel itineraries and reports for curatorial research trips
- Assists the Director and Curators with preparing materials for public talks, including producing PowerPoint presentations
- Drafts Commissions Programme reports for Trustees' meetings

Fundraising

- Researches and prepares funding applications for the Commissions Programme
- Produces reports for trusts and foundations, and contributes to thank you packs for commissions donors
- Attends Friends and Patrons events at the Gallery and networks with current and potential supporters of the programme

Communications and contextual materials

- Researches and produces Reading Lists to accompany each exhibition, in dialogue with the Assistant Curator: Engagement
- Produces exhibitions e-flyers and gallery signage, using In-Design and Mailchimp
- Provides Commissions Programme copy and images for Newsletters and leaflets produced by colleagues
- Archives Commissions Programme audio, video and photographic documentation
- Archives media coverage and produces media reports
- Updates the website and posts weekly News features

- Assists the Curator: Commissions with drafting and editing media releases and bulletins
- Generates content for social media and supports delivery of the social media strategy, in dialogue with the Assistant Curator: Engagement
- Responds to media enquires and maintains the media mailing list

Front of House (1.5 days per week, during exhibitions)

- Acts as the first point of contact for visitors, providing information on all Chisenhale Gallery's programmes
- Manages Front of House systems including phone, email, printed information, recording visitor numbers etc.
- Completes audience questionnaires with visitors
- Sells catalogues and Chisenhale Editions, with support from the Development team

Events

- Assists with the coordination of exhibition openings in dialogue with the Operations Manager
- Liaises with the Assistant Curator: Engagement to deliver *Engagement Programme* events

Other

- Carries out other duties deemed appropriate by the Curator: Commissions
- Actively participates in the London contemporary art world – networking with artists, gallerists, collectors, funders and other institutions, to develop working relationships beneficial to Chisenhale Gallery
- Adheres to all Chisenhale Gallery's policies and procedures

CONDITIONS OF WORK

- Fixed-term 12-month contract, renewable
- Hours of work: Full time, Monday – Friday, 10am – 6pm, with one unpaid hour for lunch. Regular evening and weekend work will be required, compensated by time off in lieu
- Salary: £23,000 - £25,000 per annum, depending on experience
- Probation period: 3 months
- Notice period: 2 months in writing on either side

BENEFITS

- 28 days annual leave, plus UK public holidays
- Employer pension contribution of 5%
- Annual travel grant for curatorial 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

The successful candidate will demonstrate a strong understanding of, and commitment to, Chisenhale Gallery's programme and will bring excellent knowledge of current artistic practices. The ability to prioritise and deliver multiple strands of work to deadline, including excellent planning, research and communication skills are essential for this role. Equally important is a proactive attitude to work and a passion for supporting artists to make new work and bringing that work to diverse audiences.

Essential skills and attributes

- A commitment to contemporary visual art and curatorial practice
- At least two years' experience of working within an arts institution, or equivalent transferable skills
- Experience of exhibition production and working directly with artists
- Demonstrable knowledge of arts organisations, both national and international
- A highly organised and methodical approach to work with the ability to manage multiple priorities and work calmly under pressure and to deadline
- A highly motivated and enthusiastic team worker, pro-active and independent, with a friendly manner
- Strong computer skills, including experience of using In-Design, social media, Mailchimp and databases
- Experience of working with audio/visual equipment
- Strong verbal and written communication skills, with meticulous attention to detail
- Educated to degree level, or equivalent experience

Desirable skills and attributes

- Experience of being involved in developing independent curatorial projects
- Degree specialism of Curatorial Studies, Fine Art, History of Art or another relevant subject
- Experience of writing and editing copy for newsletters, social media and websites
- Working knowledge of Sketch-up

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. Chisenhale Gallery is located on the ground floor and is wheelchair accessible. If you have any access requirements that you would like to discuss please email recruitment@chisenhale.org.uk.

ABOUT CHISENHALE 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. The gallery operates as a production agency, exhibition hall, research centre and community resource.

Chisenhale Gallery has an award winning, 36-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 is located on Chisenhale Road, a residential street in the heart of London's East End. The 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 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, Luke Willis Thompson, Hannah Black and Lawrence Abu Hamdan.

Building on this rich history, the gallery continues to place artists at the centre of all activities. In 2019 Chisenhale Gallery is producing four new commissions, presented as solo exhibitions at the gallery and associated partner venues, by Ghislaine Leung, Mandy El-Sayegh, Ima-Abasi Okon and Sidsel Meineche Hansen. Working with painting, sculpture, sound and computer-generated animation these artists examine the influence of new technologies on the virtual, individual and social body. Through their work they contribute to new discourses on institutional-critique, exploring themes relating to labour, abjection and desire – often producing self-contained systems and complete worlds.

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. In 2019, Chisenhale Gallery launched a new programme for young people, aged 16 – 20 years, which focuses on critical discussion.

Chisenhale Gallery is a registered charity and part of Arts Council England's National Portfolio. Chisenhale Gallery fundraises for the artistic programme in its entirety, as well as more than half of all core costs, through trusts, foundations and individual donations. All donations directly support the production of new work by artists, while enabling the gallery to keep all exhibitions and the majority of events 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, Operations Manager, Development Manager, Development Coordinator, Assistant Curator: Commissions, Assistant Curator: Engagement, Bookkeeper, 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*
2. Camille Henrot, Artist and former Chisenhale Gallery programme participant
3. Visitor Feedback