

# IKON

## Curator

### Message to Candidates

In this pack you will find information about the role of Curator including the job description and person specification and details of how to make an application.

[Ikon](#) seeks to appoint a Curator to plan and create innovative exhibitions and other projects that realise Ikon's artistic policy, reflect the range of contemporary international art practice and enhance Ikon's profile. Candidates must have relevant experience within a contemporary visual arts environment.

Ikon is a limited company registered as an educational charity. Ikon is supported using public funding from Arts Council England and Birmingham City Council and raises additional income from a variety of sources, including charitable trusts, foundations and corporate sponsorship. The Curator will support with the generation of funding sources to maintain the growth of Ikon's programme.

The salary offered for this role is £30,000 per annum with generous holiday entitlement.

We hope you will agree that this role is an exceptional opportunity for someone with the right mix of experience and initiative.

Ian Hyde  
Deputy Director

# IKON

## **Curator**

**£30,000 per annum**

Permanent, full time

Ikon has a long-standing commitment to diversity in its programming, producing, staffing and community engagement. We actively seek applications from the widest range of applicants.

Ikon seeks to appoint a Curator to plan and create innovative exhibitions and other projects that realise Ikon's artistic policy, reflect the range of contemporary international art practice and enhance Ikon's profile. Candidates must have relevant experience within a contemporary visual arts environment.

Closing date: Monday 19 August, 11pm

Interviews: End of August

Please apply by sending a CV and cover letter (of no more than two sides of A4) along with a completed Equal Opportunities Questionnaire to [office@ikon-gallery.org](mailto:office@ikon-gallery.org)

For a full Job Description please visit [www.ikon-gallery.org/about/jobs](http://www.ikon-gallery.org/about/jobs) or call 0121 248 0708.

Ikon is committed to Equal Opportunities and positively welcomes applications from all sectors of the community. Registered charity no. 528892. Ikon is supported using public funding by Arts Council England and Birmingham City Council.

# IKON

## JOB DESCRIPTION

### CURATOR

#### Key objectives:

- To plan and create innovative exhibitions and other projects that realise Ikon's artistic policy, reflect the range of contemporary international art practice and enhance Ikon's profile.
- To foster contact and understanding between artists and the communities of Birmingham and broaden people's knowledge and expectations of the contemporary visual arts.
- To promote the understanding and enjoyment of contemporary art and its importance as a medium for understanding the world we live in.
- To develop funding sources to support the growth of Ikon's programme.

#### Responsible to/for:

The postholder is responsible to the Director.

The postholder is jointly responsible, with the Director, for the Exhibitions Assistant and any external curators.

#### Key outputs:

1. Devise, plan and implement projects, with a particular focus on exhibitions, commissions and publications for Ikon's gallery space, in liaison with the Director, the programming and planning teams and guest curators.
2. Research, initiate and realise collaborations with artists, galleries and others, locally, nationally and internationally.
3. Contribute to the devising and planning of learning activities, liaising with the Learning Team to ensure their successful implementation. Deliver events as appropriate. Ensure gallery staff is well-informed about artists exhibiting at Ikon.
4. Work with the Communications & Development team to ensure that the programmes reach a wide range of formal and informal groups and visitors.
5. Budgetary control and the formation of estimates of income and expenditure for exhibitions, talks, discussions, conferences, publications and other projects.
6. Produce copy and select images for exhibition catalogues and guides, providing information and developing visitor resources for each project.

# IKON

7. Ensure appropriate documentation, reporting and evaluation of all elements of the programme. Ensure funding bodies are kept informed of Ikon activities.
8. Produce and submit funding applications to support the exhibition programme.
9. Operate in accordance with Ikon's employment, Health and Safety, equal opportunities and other practices, policies and procedures.
10. Be an active and engaging member of the Senior Management Team.
11. Carry out any other duties commensurate with the job role.

## **Required competences:**

### Manage the work of teams and individuals

- Work effectively with other people
- Allocate work to teams and individuals
- Contribute to good practice in the team
- Agree objectives and work plans and set targets for teams and individuals
- Provide advice and support for delegated work
- Assess the performance of teams and individuals
- Provide feedback on performance to teams and individuals

### Originate concepts for cultural events (exhibition, education event etc)

- Devise a concept for a cultural project
- Determine potential approaches to a cultural project
- Develop a brief to fulfil an project concept

### Assess the viability of cultural projects (exhibitions, catalogues, education events etc)

- Assess the artistic viability of a potential project
- Assess the financial viability of a potential project

### Develop plans for a cultural project

- Specify the aims, objectives and structural requirements
- Develop a plan to implement project
- Specify a budget

### Realise a cultural/education project

- Deliver a project

# IKON

- Maintain compliance with agreed schedules
- Ensure compliance with legal requirements
- Maintain financial control
- Evaluate the management and delivery of the project

## Acquire contributions to a cultural project

- Evaluate and select artists
- Evaluate and select art work
- Negotiate contributions
- Formalise and agree contract terms

## Personnel

- Identify personnel requirements for effective delivery of organisation's objectives
- Contribute to selection of required personnel

## Training and education

- Contribute to the development of internal training and education strategies

## Seek and secure external support for art

- Determine the requirement for external support (e.g. funding)
- Originate and maintain contact with possible providers of support
- Develop plans to obtain external support
- Present proposals for external support
- Negotiate and secure agreement for provision of support

## Contribute to the securing of external funding and support for your organisation and programme

- Contribute to the development of the fundraising strategy to obtain external support
- Contribute to the implementation of the fundraising strategy
- Satisfy needs of external supporters

## Represent the organisation

- Represent the organisation externally
- Ensure that the vision for the organisation is understood internally and advocated effectively externally

## Contribute to marketing of products and services

- Contribute to planning and implementation of marketing plan

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- Monitor the implementation of the marketing plan

Maintain Health and Safety of yourself and others in relation to the art form

- Identify hazards/potential hazards in the workplace
- Assess the level of risk and recommend action
- Review your workplace assessment of risks
- Contribute to the maintenance of a healthy, safe and productive environment for self, visitors, staff and customers

Provide information to support decision-making

- Obtain information for decision-making
- Record and store information
- Analyse information to support decision-making
- Advise and inform others

Maintain yourself in professional practice

- Maintain and develop own professional competence
- Establish and maintain working relationships with contacts across the profession

Contribute to advances in shared understanding of the arts

- Contribute to advances in knowledge and theory
- Assist individuals and groups to experience and interpret artform practice

Additional skills required:

- Writing and editing skills
- High standard of written and spoken English
- An extensive knowledge of contemporary art theory and practice
- Ability to speak confidently in public to a range of groups
- Extensive experience of organising art projects/exhibitions
- Managing budgets

Ikon requires all staff to obtain enhanced Disclosure and Barring Service (DBS) disclosure, in accordance with Ikon's Child and Vulnerable Adults Protection Policy. You will be required to provide the necessary documentation for the checks to be carried out. Ikon will cover the cost of obtaining the disclosure and reserves the right to request additional DBS checks at any time in the future.

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## Terms and Conditions

- Salary £30,000 pa
- Hours 40 hours minimum per week, usually 1000 to 1800.  
Five days a week, usually Monday to Friday.  
Some evening and weekend working will be required.  
Ikon staff are expected to attend Ikon events and be part of the artistic life of the organisation.
- Holiday 25 days (increasing to 27 after 3 years' service) plus bank holidays
- Probation Six months
- Notice Three months
- Contract Permanent
- Benefits Workplace pension scheme, Childcare voucher scheme, discount at Ikon shop