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# **WYSING ARTS CENTRE ASSISTANT CURATOR**

## **EASIER TO READ RECRUITMENT PACK AUGUST 2022**

### **CONTENTS**

Page	2-3	About Wysing Arts Centre
Page	4-5	The role: Overview
Pages	6-10	Job Description
Page	11	Wysing Vision Mission and Values
Page	12	Organisation Chart
Page	13-14	How to Apply & Recruitment Process



Ravioli Me Away, *The View From Behind The Futuristic Rose Trellis*, 2019. Photograph: Jay Parekh

## **About Wysing Arts Centre**

“Wysing was founded with a utopian vision to create space for artists to live and work. Today it is ... pioneering an experimental approach to artistic practice, learning & curating.” Louise Benson, *Elephant Magazine*, 2019

Established in 1989, Wysing Arts Centre is a progressive organisation in the countryside in Cambridgeshire.

We enable artists and the public to use their imagination freely and take creative risks; we believe that everybody has the right to time and space for creativity.

Wysing is ten miles from Cambridge city. We have:

- 20 subsidised studios
- accommodation for up to 80 visiting artists annually
- recording and ceramics studios
- flexible space to experiment, present and learn,
- fields, woodland, and several outdoor outworks.

Work made at Wysing is seen worldwide. We work on accessible digital programmes so that people who cannot visit in person can engage with our work.

Our youth programme empowers future generations.



Opening event: *Ain Bailey Version 2021* Photograph: Chloe Page

## **The Role: Overview**

The main responsibilities of the Assistant Curator are to

- provide programme delivery
- care and support for artists
- administrative support.

The Assistant Curator works closely and often collaboratively with the Senior Programme Curator, Education Manager, Digital Producer, Director and wider team to ensure the development and smooth delivery of Wysing's programme.

In addition to curatorial work that underpins supportive opportunities for artists and publics, and timely, engaging projects, we think of curating as taking care of people, ideas and principles. For Wysing, it also means contributing actively, and with care, to the cultural ecology of our region, as well as nationally and internationally.

We're looking for someone who would like to grow their career with Wysing. We'd like to appoint someone with shared values, who has the same desire to create a more equitable world, with a commitment to environmental sustainability, and who

understands the importance of supporting and championing artists, creativity and imagination.

We are committed to providing equal opportunities for everyone, regardless of their background.



Wysing Ceramic Studio Open Morning, 2022. Photograph: Chloe Page

**Position: Assistant Curator**

**Hours:** 37.5 hours per week

**Working pattern & location:** flexible working will be considered, however this role requires on-site working at least 4 days per week. Occasional evening and weekend working necessary (Wysing operates a TOIL system).

**Salary:** £24,000

**Contract:** Permanent, subject to review in the first three months

**Reporting to:** Senior Programme Curator

**Key Duties**

- Support the delivery of programme across the organisation, and with partners.
- Maintain good planning and delivery of artistic programme, underpinned by excellent communication internally and externally, working with the team to ensure that projects run on time and within budget.
- Support the development of new audiences for contemporary visual art through innovative, accessible programme activity.

- Support Wysing's marketing to ensure the widest possible reach, including preparing copy and images for use on website and social media platforms.
- Provide effective care and support to artists, being a point of contact for artists on site, as well as listening to feedback and shaping internal processes and procedures in response to artists we host.

### **Detailed Responsibilities**

- Support the effective planning, co-ordination and delivery of Wysing programme including but not limited to commissions, events, broadcasts, education projects and artists' residencies, taking a leading role on certain projects where appropriate and agreed.
- Contribute ideas for the programme, ensuring that Wysing is engaged in new trends in art and culture, supporting artists in the best ways possible, and engaging audiences.
- Deliver effective communications and liaise with artists and external partners as agreed and appropriate.
- Support Wysing's community of studio artists by acting as a point of contact, providing mentoring sessions and producing an annual Open Studios programme.

- Represent Wysing externally by attending planning meetings with artists and partners.
- Support digital and online strategies including Wysing's websites and social media outlets, live streaming and online archives such as YouTube and Vimeo.
- Support Wysing to embed accessibility in all aspects of its work.
- Working closely with the support of the Programme and Operations Assistant, ensure agreed programmes are effectively marketed and promoted, ensuring promotional material is distributed effectively.
- Manage the co-ordination and production of promotional and interpretation material.
- Maintain high standards of professional delivery for all, including artists, partners, funders and publics.
- Ensure that invoices are processed promptly and accurately, and that relevant budget spreadsheets are updated in a timely, accurate manner.
- Carry out other tasks reasonably requested, in accordance with the post holder's skills and qualifications, and the needs of the organisation.
- Work at weekend and evening events where required.



- Work in accordance with Wysing's policies, including our Code of Conduct, Equality, Diversity and Inclusion Policy and Health and Safety Policy.
- Actively contribute to the reduction of Wysing's environmental footprint.

## **Person Specification**

### Essential:

- Good communication skills.
- Excellent organisational and administrative skills.
- Excellent copywriting, copy editing and proofreading skills.
- Proven ability to manage multiple tasks and priorities.
- Good knowledge of current trends in contemporary art, including live and digital.
- Knowledge of digital media platforms including Instagram, Twitter, Facebook, YouTube and Vimeo.
- Ability to work and contribute as part of a team.
- Empathy with the vision, values and aims of Wysing Arts Centre.
- A good level of computer literacy.
- Willingness to work evenings and weekends as required.

- An understanding and commitment to Health and Safety in the Workplace.
- An understanding and commitment to intersectional approaches to access, inclusion and environmental sustainability.

Desirable:

- Experience of working within the visual arts.
- Experience of budget management.
- Experience of working with artists.



Young people working in Wysing's Ceramics Studio and Recording Studio 2021. Photographs: Lucy Shipp

## Wysing's Vision, Mission, Values and Aims

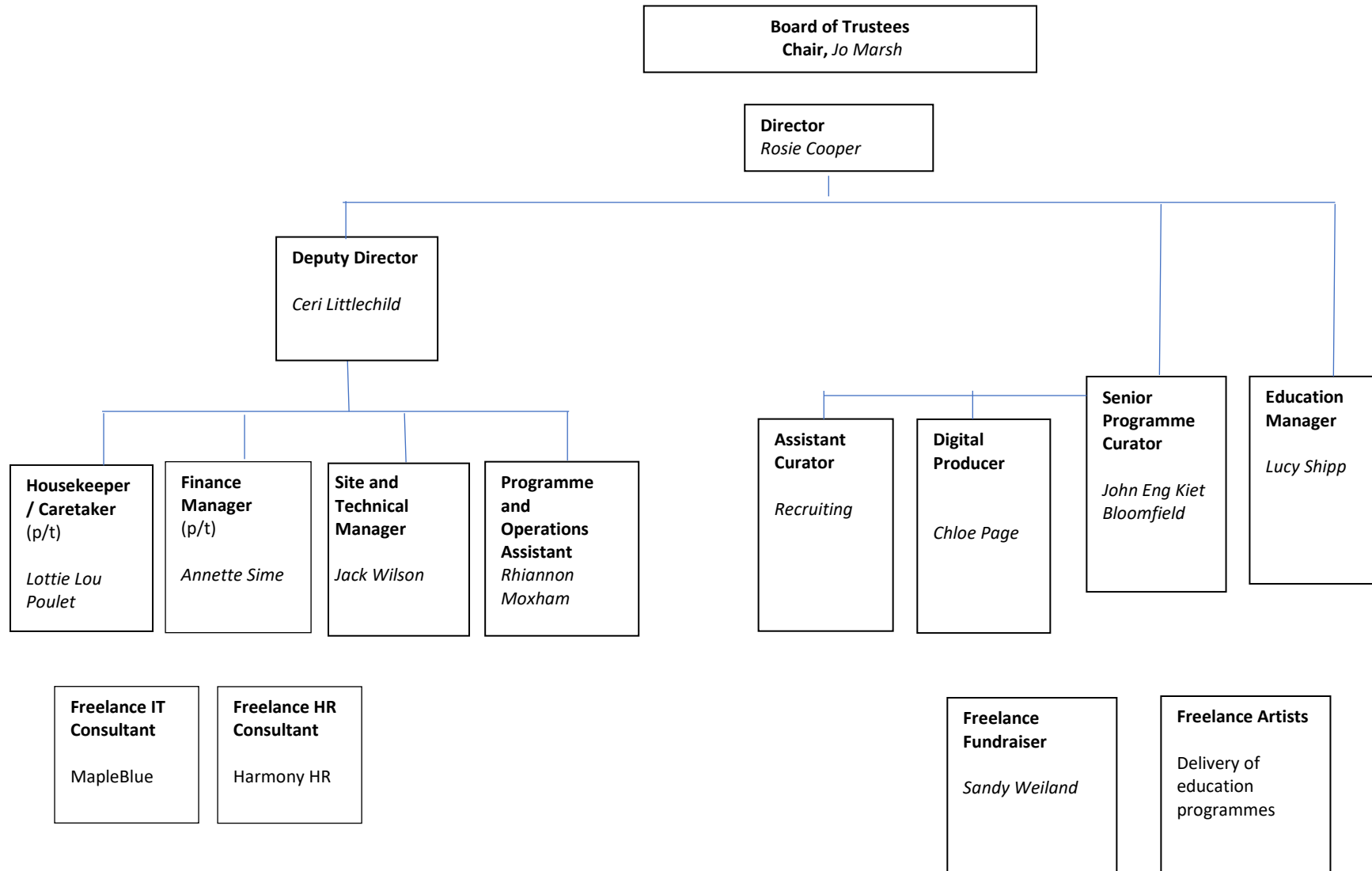
**Vision:** To cultivate the freewheeling imagination.

**Mission:** Wysing believes in the transformative social and personal benefits of art and creativity, and that a more just world can only be achieved if everyone has equal access to the time and space needed to imagine it. Wysing provides accessible opportunities and resources to think and create, outside the habits of daily life. We support artists to develop their talent; we advocate for the immense value they have in the world, and we work to create the conditions necessary for them to have sustainable careers.

### Values and Aims:

- **Collaborative:** Work together to build resources.
- **Generous:** Model change, sharing our resources equitably.
- **Agile:** Create and seize opportunity.
- **Attentive:** Listen to what people have to say, and respond effectively.
- **Transparent:** Build trust, and be open about how we work.
- **Ethical:** Avoid causing harm to people and the planet.

**Organisation chart**



## **Recruitment Process:**

The deadline for applications is **9am on Monday 5 September**.

Interviews will take place on site at Wysing on **Monday 12 September**; all interview expenses will be refundable.

Please send us, by email, to [recruitment@wysingartscentre.org](mailto:recruitment@wysingartscentre.org)

1. A two-page CV that includes details of your previous employment and relevant work experience. List each employer and give a concise description of the key responsibilities you held, alongside dates of employment and reason for leaving. Please also include your contact details, and contact details for two referees.
2. A letter, maximum two pages, that outlines what interests you about the post and working at Wysing Arts Centre, and that provides information on how your skills, abilities and experience match the key points in the job description and person specification.

Applications can also be made in video or audio format if required. If you have any other access requirements that will enable you to make an application to us, please contact us.

As a Disability Confident Leader, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate you are d/Deaf or disabled in your application so that you can be interviewed if you meet the minimum criteria.