

WYSING ARTS CENTRE
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WYSING ARTS CENTRE ASSISTANT CURATOR

Wysing Arts Centre is a thriving cultural campus of ten buildings across an 11 acre rural site in south Cambridgeshire which hosts experimental residencies for UK and international artists, and delivers a critically acclaimed public programme of gallery exhibitions, digital programmes and events including conferences, symposia, workshops and music events.

Wysing is seeking a talented Assistant Curator to join the team delivering our programme of public events, exhibitions and residencies. The role will require the Assistant Curator to be working at the Wysing site, as part of providing care and support for the artists who are staying with us.

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JOB DESCRIPTION

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| Position: | Assistant Curator |
| Hours: | Full time (37.5 hours per week) |
| Salary: | £24,000 per annum |
| Contract: | Fixed term for 1 year |
| Reporting to: | Acting Head of Programme/Director |

Job Description

The main responsibilities of the Assistant Curator are to provide programme delivery, care and support for artists as well as administrative support. The Assistant Curator works closely with the Director and Acting Head of Programme and wider team to ensure the smooth delivery of Wysing's range of programmes, exhibitions and events (which take place online, on site and off site at partner locations). The role is central to how we think about curation as the care of people and of artistic ideas and principles, and how we care for and host audiences.

Key Responsibilities

- Support the delivery of a range of artistic programmes across the organisation and with partners.
- Maintain good planning and delivery of artistic programmes through good communication internally and externally.
- Support online and digital activity on behalf of the organisation, including preparing and proofing copy.
- Support the development of new audiences for contemporary visual art through innovative programming activity.
- Support relevant external relations processes and procedures to ensure the widest possible reach for Wysing's programmes.
- 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

- Working within the programme team, support the effective planning, co-ordination and delivery of Wysing programmes including but not limited to exhibitions, events, broadcasts and artists' residencies.
- Deliver effective communications and liaise with artists and external partners as appropriate.
- Support digital and online strategies for the organisation including Wysing's two websites and social media outlets, live streaming and online archives such as Youtube and Vimeo.
- Contribute ideas for the programme, ensuring that Wysing is engaged in new trends in art and supporting artists in the best ways possible.
- Working with the programme team to support the development and delivery of events and new activity that provides opportunities for new audiences to engage with our programme.
- Support Wysing's community of studio artists by acting as a point of contact, providing mentoring 1:1s and producing an annual Open Studios programme.
- Represent Wysing externally by attending planning meetings with artists and partners and implement agreed programmes of work.
- Working closely with the support of the Receptionist/Admin Assistant, ensure agreed programmes are effectively marketed and promoted including providing information for mailing preparation, e-bulletins and ensuring promotional material is distributed effectively.
- Manage the co-ordination and production of promotional and interpretation material for specific programmes.
- Maintain high standards of professional delivery for everyone accessing our organisation including artists, partner organisations and visitors.
- Carry out other tasks reasonably requested, in accordance with the post holder's skills and qualifications.

- Work at weekend and evening events and providing occasional weekend reception cover as part of the staff rota.
- Work in accordance with all of Wysing's policies, including our Code of Conduct, Equality, Diversity and Inclusion Policy and Health and Safety Policy.

Person Specification

Essential:

- Good communication skills
- Excellent copywriting, copyediting and proofreading skills
- Excellent organisational and administrative skills
- Proven ability to manage multiple tasks and priorities
- Good knowledge of current trends in contemporary art
- Knowledge of digital media platforms including Instagram, Twitter, Facebook, Youtube and Vimeo
- Knowledge of current digital art practices
- Ability to work and contribute as part of a team
- A thorough understanding for, and empathy with, the 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

Desirable:

- Experience of working within the visual arts
- Experience of working with artists

ABOUT WYSING ARTS CENTRE

"Wysing, a modernist campus which means business... a hotbed of study, a hub of artistic industry, a nationwide resource for art theory and a factory of inspiration"
Mark Sheerin, Artdependence Magazine

OUR VISION / A progressive and inclusive workplace for the arts that develops ways to support artistic development and enables everyone we work with to explore their creative potential.

OUR MISSION / To provide a radical and discursive creative environment within which artistic ideas can be explored and developed, particularly those engaging with wider societal concerns.

OUR VALUES / Wysing believes that art and artists have a vital role to play in society and that opportunities in the arts have not always been fairly shared or accessed by all. We believe that everyone who wishes to should have the opportunity to explore their creative potential. We develop programmes that support artists at every stage of their lives and careers. We develop programmes that offer time and space for personal development, artistic growth and experimentation, and access to supportive networks. We actively seek to give a platform to voices that are perceived to be marginalised or under-represented. We are committed to establishing national and international partnerships and collaborations that support innovative and experimental art and culture to be created and shared.

ORGANISATIONAL OBJECTIVES 2018 – 2022

1. **ARTISTS:** Enable artists of all backgrounds to thrive
 - Develop a range of programmes that support artists and artistic practice
 - Increase the diversity of artists we support
 - Develop local, national and international strategic partnerships and networks
2. **AUDIENCES:** Enable a range of audiences to engage with contemporary art and ideas
 - Deliver high quality public and engagement programmes
 - Be strategic in targeting audiences for art
 - Work beyond our geographic boundaries

3. **ASSETS: Enable financial and organisational resilience**
 - Develop and sustain new models of self-generated and contributed income
 - Invest in staff development and governance
 - Maximise the potential of our unique site

STRATEGIC OVERVIEW

Through its innovative work, Wysing influences the development of the visual arts sector in the UK, Europe and, increasingly, the wider world. As a respected and well-connected institution operating outside the usual gallery system and urban context, Wysing is uniquely positioned to develop programmes that provide opportunities for the exchange of knowledge and ideas, and which reflect on the role of art, artists, and arts organisations in society; acting as a testing ground for new ideas that are fed productively back into the art mainstream through extensive networks and partnerships.

Integral to Wysing's ethos is the provision of space, support and finance to enable a diversity of artists to progress their ideas. Artists of all backgrounds and at all stages in their lives participate in a range of programmes that are developed in response to their needs. Artists often speak of Wysing as a defining moment in the development of their practices. In addition, there are specialist programmes for young artists, which include free studio provision, mentoring, workshops and public presentations.

Wysing delivers a range of public programmes that provide different entry points for a wide range of interests and abilities to access contemporary art and to develop their creativity. Programmes reflect the complexities of contemporary life and have included explorations in race, gender, ecology, societal issues, and alternative educational and learning structures alongside practical workshops and courses.

Wysing ensures that the innovative work developed by artists participating in its programmes reaches a wide range of audiences through digital and online initiatives, and through a range of partnerships that enable it to reach audiences regionally, nationally and internationally. Established in 1989, Wysing's large site in rural Cambridgeshire has been significantly developed and encompasses artist studios, a large gallery, a music recording studio, educational and project spaces, onsite accommodation, ceramics facilities, and outdoor space with sculpture.

'Wysing has established a brave and imaginative emphasis on experimentation and critical discussion in which the Wysing community and the broader community, are given every opportunity to participate. They offer the practical support of space, time and resources for artists to engage with the more challenging aspects of their creative activities and to bring these to fruition.'
Phyllida Barlow CBE, Artist representing the UK at the Venice Biennial 2017

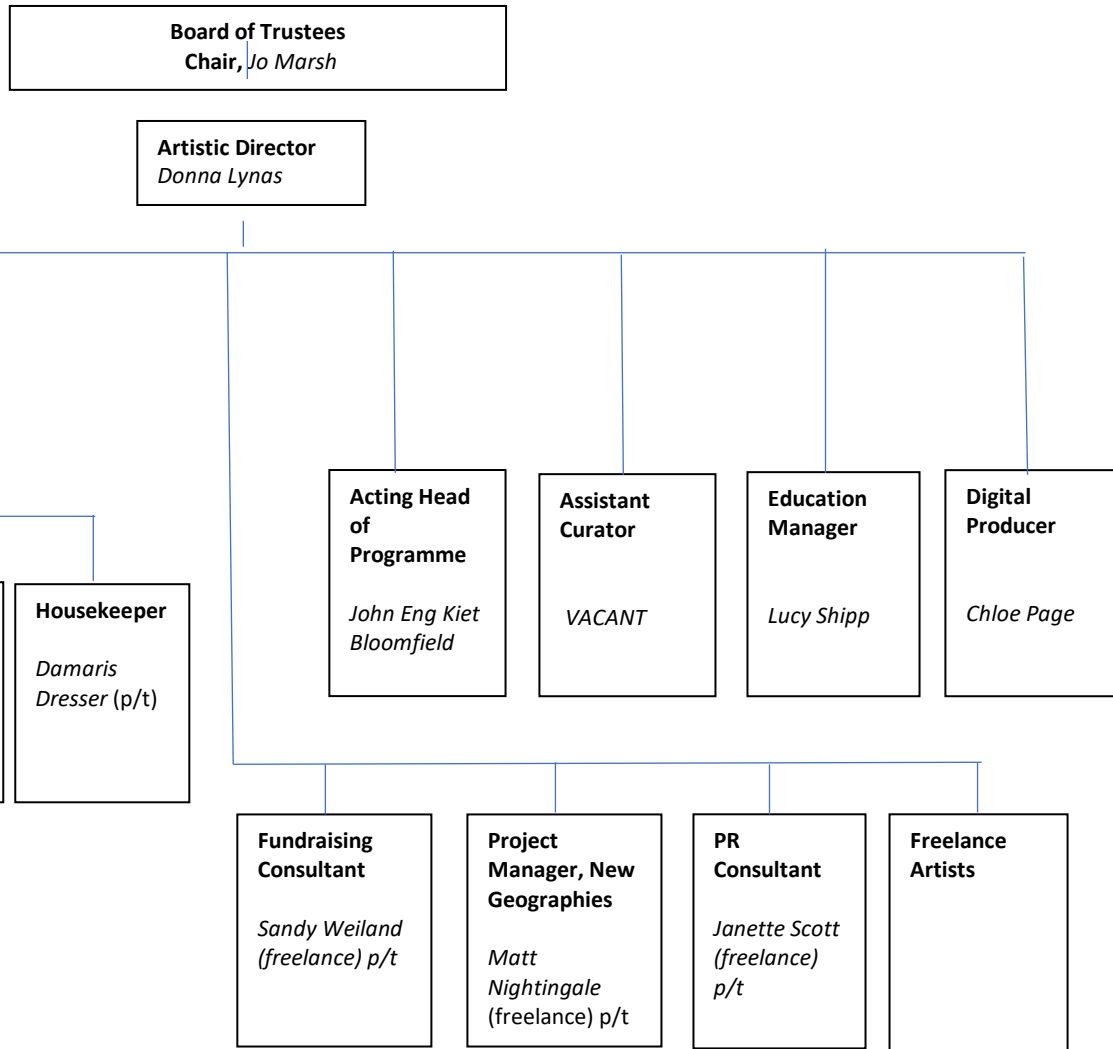
www.wysingartscentre.org

Twitter: @wysingartscentr

Insta: wysing.arts.centre

Facebook: Wysing Arts Centre

WYSING PEOPLE



RECRUITMENT PROCESS

As well as supporting a diverse range of artists, our staff team bring a range of perspectives to our organisation and we would encourage people who are currently underrepresented in the visual arts sector to apply, including those of Black, Asian or minority ethnic heritage, those who have faced socio-economic barriers, those who identify as LGBTQ+, and those with disabilities.

The deadline for applications is 13 September 2020.

Applications should be made online via Submittable, [here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline which is midnight on Sunday 13 September 2020. Please allow enough time to approach us with any questions or queries in using the Submittable website. We are not able to accept applications after the deadline.

Please include:

- 1) Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
- 2) What interests you about the post and working at Wysing Arts Centre? Please use this section to articulate why you want to work at Wysing in this role.
- 3) Information on how your skills, abilities, and experience match the key points in the job description and person specification.
- 4) Your contact details.
- 5) Contact details for two referees.

Interviews

There will be a two stage interview process. Due to Covid-19 safety considerations, digital interviews will take place week commencing 21st September for candidates who have been shortlisted. The interview panel will comprise of John Bloomfield (Acting Head of Programme), Ceri Littlechild (Head of Operations) and Harold Offeh (Wysing Trustee).

Selected candidates from the first interview will then be invited to a second stage interview, which will be held on site if possible.

Accessibility

We do not accept CVs alone and all candidates must respond to the same questions to be eligible. If you need to submit your information in a different format to be able to apply, please contact Ceri Littlechild 01954 717104 ceri.littlechild@wysingartscentre.org to let us know what you need.



Informal Enquiries

If you have questions about the role before applying, please contact John Bloomfield, Acting Head of Programme john.bloomfield@wysingartscentre.org

