

Curator, (maternity cover)
Goldsmiths CCA

Department:	Art
Grade/ Salary:	Grade 7, £39,895 - £44,440 pro rata
Contract Type:	Fixed Term to end 11/09/2022
Hours:	28 per week (Part Time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
we are different

Department of Art
Goldsmiths Centre for Contemporary Art (Goldsmiths CCA)

Goldsmiths Centre for Contemporary Art is a public art gallery housed in a Grade II listed building on the campus of Goldsmiths, University of London. It is a place of learning in line with a strong and effective culture of university galleries throughout the world, and will draw on the values central to the university within which it stands.

The CCA prides itself on the diversity of its exhibition making, including commissioning new works by artists of all ages and diverse backgrounds, curating group shows, historical exhibitions, supporting young and emergent practices, programming talks and events, and working in collaboration with research and teaching departments across the university – both with teaching staff and students.

Job description

Reporting to: Director

Reports: Junior Fellows (curatorial), front of house staff, invigilation staff

Summary:

As Curator (maternity cover), you will manage, plan, and deliver the exhibition and events programme at Goldsmiths Centre for Contemporary Art. You will work closely with the Director to develop a relevant and diverse programme at the highest standard.

You will manage, produce, and contribute to an artistic programme as part of Goldsmiths CCA's vision to present first-rate artistic programming, education and research to a multitude of audiences.

The Curator will report to the Director, work alongside the Gallery Manager and Engagement Curator, and manage Junior Fellows and invigilators. The Curator will be required to work directly with various departments across Goldsmiths where services and support is shared, and with external agencies and partners.

Main duties:

You will:

- Support the Director in the research and development of the exhibition programme and production of work
- Oversee and curate the CCA public programme, alongside the Director
- Co-ordinate the project management of artistic programme, including timetabling, budgeting, artist liaison, and feed into loans and shipping alongside the Gallery Co-Ordinator.
- Work with and support artists to deliver their exhibitions and projects

- Work alongside the Gallery Manager and technical team to co-ordinate installation schedules and maintain the smooth running of the gallery
- Manage regular programme meetings, provide background briefings and contribute to programme ideas with particular focus on the events schedule
- Write copy for numerous platforms, including press releases, signage and the website
- Manage communications, including regular newsletters, feed into marketing and social media campaigns. Graphic design of posters, social media posts and print adverts.
- Assist with the production of exhibition-related online material, including video, sound recordings and interviews hosted on the CCA Channel
- Work directly with the Engagement Curator to integrate the learning and offsite programme with the exhibition programme
- Co-ordinate and manage publishing projects
- Contribute to strategic financial planning to secure stability for the gallery.
- Work closely with the Director and Goldsmiths Development Department, to effectively fundraise for the organisation, contributing to trust and foundation applications, and benefactor scheme development.
- Develop and manage gallery partnerships with national and international arts organisations
- Support funder and patron relationships
- Plan and deliver benefactor events
- Work with the Gallery Manager on the day to day running of the gallery.
- Feed into exhibition budgets, taking into account wide gallery working budgets.
- Feed into artist contracts
- Line manage the Junior Curatorial Fellow(s), ensuring that Goldsmiths CCA complies with legislation and best practice relating to employment, working with vulnerable groups and all Goldsmiths policies.
- Oversee recruitment and training of Goldsmiths CCA support roles as required.
- Liaise with other key departments within Goldsmiths (e.g., Communications, Widening Participation, Legal, Development and Estates and Facilities) to ensure the efficient running of the organisation
- With the Director and Gallery Manager, the universities' Communications Department, and external agencies where relevant - contribute to the organisation's communications and press and marketing strategy
- You will be required to undertake any other duties as may reasonably be required

- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

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Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form **C = Certificate**
I = Interview **R = Reference**
T = Test / P = Presentation

Category

Essential Criteria 1 - Qualifications	
Undergraduate degree in a relevant subject	A, C, I
Desirable Criteria 1 - Qualifications	
Post-graduate Degree in a relevant subject or similar	A, C, I
Essential Criteria 2 - Experience	
At least three years' experience of curating contemporary visual art within a not for profit institution organisation	A, I, R
Experience of writing successful funding applications	A, I, R
Extensive experience of the processes involved in staging exhibitions, and working on new commissions	A, I
Experience of co-ordinating publishing projects	A, I
Experience of a flexible self-motivated approach to working and ability to multi-task, prioritise and plan	A, I
Experience of public and private arts sector funding, including researching and completing successful fundraising bids from a range of sources	A, I
Experience of managing junior curatorial staff	A, I
Desirable Criteria 2 – Experience	
Experience of lecturing or teaching in an art school or similar	A,I,R
Some experience of working in a museum context	A,I,R
Essential Criteria 3 – Knowledge	
A broad knowledge of modern and contemporary art, together with general knowledge of national and international cultural developments and institutions, particularly those at Goldsmiths CCA-level	A,I,R
Understanding of strategic development planning and gallery supporter structures.	A,I
Knowledge of organisational strategic development	A,I
An understanding of how to work as part of a small team and demonstrable ability to forge respectful and effective working relationships with a diverse group of personalities, including members of the Advisory Committee, invigilators, staff, patrons, funding bodies, and Lewisham council	A,I
Awareness of issues of equality and cultural diversity as they affect the work of a not for profit arts organisation	A,I

Demonstrable excellence in verbal communication and presentation	A,I
Desirable Criteria 3 – Knowledge	
Knowledge of international residency programmes	A,I
An interest in research and art education	A,I
Essential Criteria 4 - Skills	
Flexibility and adaptability, with a positive attitude and a pragmatic approach	A,I
Excellent leadership and team-working skills	A,I
Good IT skills, particularly in MS Office, Filemaker Pro, Photoshop and ability to use social media channels	A,I
Website management skills, with experience of WordPress and general content management. Excellent verbal and written communication skills with strong attention to detail.	A,I,R
Ability to problem-solve and work independently, on own initiative, with the ability to remain calm under pressure.	A,I,R
Desirable Criteria 4 - Skills	
Knowledge of InDesign and Sketch Up	A,I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Sarah McCrory, e-mail: s.mccrory@gold.ac.uk.

Sept, 2021

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to [University of London facilities](#) such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.