

**OPEN
EYE
GALLERY**

**ROLE:
CURATOR
JANUARY 2020**

WHO WE ARE

Open Eye Gallery works to create, share and champion photography as a way to communicate, collaborate and learn. We're one of the leading photography organisations nationally, and we're growing fast.

We're actively rethinking what a contemporary gallery can be. We produce exhibitions, long-term social collaborative projects, publications, festivals, and university courses – locally and worldwide.

We welcome over 85,000 visitors to our gallery every year, over 200,000 to projects in other venues, and many more to our online spaces. We proactively take risks to spark crucial conversations and enable creative expression.

Our scale enables us to be fleet and innovative, and our partnership model enables us to be responsive and expansive, so we consistently punch above our weight.

We work with people to push for social change. Bringing different voices, photographers and communities together, we establish projects where the collaborative process is just as important as the final product.

Our programme begins with people – with local, regional and international communities – and it is built around the agency of photographs and photographers.

We act and communicate in a way that is generous, nurturing

and friendly. We want everyone to make themselves at home in our spaces and feel comfortable using them. We seek to include, always.

As much as possible, our staff, space, online channels and networks are open and free for people to use. Our open processes and platforms make it easy to contribute to and co-author our programme.

Photography is a tremendously powerful way of bringing different cultures into conversation together. We work with local residents and international partners to support representation, empathy and inclusivity.

THE ROLE

To work with people to make a relevant, diverse, powerful programme.

Open Eye Gallery's curator will embrace co-authorship as an approach to their practice. We are looking for someone who can work effectively with our arts, academic, community and other partners to create, share and champion photography.

They will lead our programme, including LOOK Photo Biennial 2021, an international programme of cultural exchange through imagery.

They will form relationships with emerging and established artists to shape the landscape of photography, and be at the cutting edge of research and discussion. They will also spend up to one day a week at UCEN Manchester, contributing to a joint foundation degree / BA programme in photography.

This varied role provides opportunities to explore and experiment with curation and co-curation models. It also provides the chance to shape the next generation of practitioners, and the role of photography within people's lives for the years to come.

ABOUT YOU

You are future-facing and ambitious, underpinned by an in-depth knowledge of photography and its relevance in the world today.

You enjoy collaborating and learning from others. Experimentation comes naturally to you, whilst your attention to detail and ability to take responsibility will ensure risk mitigation is a standard project management consideration.

Managing teams, especially for multi-venue shows, is something that you would be comfortable with and your organisational skills will enable all involved to take ownership of their workload.

You enjoy communicating your enthusiasm and knowledge of photography and consider working with a diverse range of photographers, partners and audiences to be a key strength.

We actively encourage people from diverse backgrounds to apply. We also encourage applications from people without a specific degree in curation, but can provide evidence of an equivalent experience or knowledge base.

JOB SPEC

Job Specification

Post: Curator

Grade: £23,000 - £27,000, depending on experience

Date: January 2020

Supervisory responsibilities/position in structure

Responsible to: Executive Director

Responsible for: Programme Assistant, Curator Intern, job related volunteers and external contractors

Main function of job (note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- Work with the team and partners to produce and deliver a relevant, diverse programme
- Curate and co-curate programmes, projects and events
- Programme fundraising and development of partnerships

- Line-manage the Programme Assistant and Curatorial Intern
- Lead the drafting of programme texts and contextual materials
- Manage print collection
- Programme evaluation
- Local budget management
- Work with our education partner UCEN, Manchester, including:
 - Contribute to the teaching and learning framework
 - Lecturing up to 1 day per week on the jointly designed photography Foundation Degree and B.A. Course
- Lead liaison role in enabling student engagement with Open Eye Gallery staff, programme and industry or community partners

Duties/Responsibilities

- Management of all aspects of exhibitions programme, administration and delivery.
- Be responsible for effective overall planning, administration and production of the programme, including exhibitions, off-site projects, and events.
- Prepare contracts for artists, partners, tour venues etc, and be the lead artist liaison, including coordinating travel and expenses
- Draft and manage project budgets; update and consult the Director as appropriate.
- Be responsible for insuring, packing/unpacking, transport, handling and condition-checking of artworks.
- Work with the Communications Coordinator on the design, production and

installation of exhibition and interpretation graphics.

- Work with other staff team members on practical arrangements for engagement and other public events.
- Organise and manage high-quality documentation of projects.

Programming and curation

- Work with the Director and team on the research and development of the programmes that relate to our target audiences, responding to evaluation.
- Curate or co-curate specified gallery and offsite exhibitions, programmes and events.
- Write and edit exhibition, online and publication texts working with the Communications Coordinator and partners, as required.
- Liaise with partners, artists and curators on exhibitions as required.
- Research, develop, produce and host events for the Gallery's public programmes.
- Develop projects and programmes that open up the gallery's archive
- Work with the team to devise and manage evaluation systems for the exhibition and engagement programmes.
- Deal with inquiries and proposals from artists, galleries and members of the public.
- Research and develop programme contacts and networking opportunities locally, nationally and internationally.

Talent Development Work

- Contribute to education partner programmes.
- Manage Open Eye Gallery Associates liaison and meetings.

Fundraising and partnerships

- Work with the team to develop funding strategies and relationships, and contribute to funding applications.
- Monitor projects and report to funders as necessary.
- Work with the Director to develop income generation opportunities in relation to the artistic programmes.

Gallery and Collection Management

- Develop and monitor systems for storage, cataloguing and improving access to collections.
- Arrange and supervise access to the gallery's collection.
- Co-ordinate and administrate collection acquisitions and loans.

Other Duties

- Line manage the Programme Assistant
- With Operations Coordinator, manage Curatorial Interns, volunteers and placements
- Manage technicians and contractors
- In relation to exhibitions, be responsible for health and safety of those involved, working closely with the Operations Coordinator; produce and monitor risk assessments.
- Share in everyday administrative and operational tasks to support the smooth running of the organisation.
- Attend team meetings and organisational development activities.
- Report to the board and other stakeholders as necessary.

- Contribute to the development and production of the organisation's policies and strategic plans.
- Be an active advocate and ambassador for the organisation, internally and externally.

UCEN, Manchester Duties

Liaison

To contribute to the development and implementation of joint UCEN, Manchester / Open Eye Gallery strategies that further both academic and industry focused teaching and learning excellence framework.

Liaise with students and staff from both institutions around work placement opportunities for students, including linking in with Open Eye Gallery's Socially Engaged Photography residencies with community, health or school partners.

Teaching

- With colleagues, planning, teaching and assessing at relevant levels and contributing to course evaluation in-line with UCEN's Learning, Teaching and Assessment Framework and quality requirements.
- Supervising and providing support and guidance for student learning activities.
- Initiate and deliver opportunities for students to develop their photographic and visual literacy skills, relating this to real world scenarios.
- Deliver lectures and arrange for students to attend Open Eye Gallery or partner organisation talks as relevant to students interests.
- Act as personal tutor to students as required.

Supporting CPD

- Maximise opportunities for students to engage with professionals from the sector, including photographers, editors/publishers, curators and creative producers.
- Liaise with students and staff from both institutions around work placement opportunities for students, including linking in with Open Eye Gallery's Socially Engaged Photography residencies with community, health or school partners.
- Curate a final B.A. students' exhibition at Open Eye Gallery, or other professional partner venue.
- With Open Eye Gallery staff and CPD partners, such as Shutter Hub, Red Eye, Axis Web and the Socially Engaged Photography Network, provide access to post-course support and networks.

Advocacy

- Work with Open Eye Gallery Team staff to raise the profile of the UCEN, Manchester Photography FdA and B.A. courses externally, through Open Eye Gallery schools' programme, Curious Minds and other partners ensuring collective promotion of the course via websites and social media.

Requirements to carry out job

E = Essential

D = Desired

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| Degree-level qualification in relevant subject | E |
| Post-graduate qualification in the arts, curating, museum studies or similar | D |
| Extensive knowledge of contemporary visual arts and photography | E |
| Knowledge of history and theory of photography | E |
| PGCE Qualification | D |

Experience required:

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| • Proven curatorial excellence, with understanding of needs and perspectives of a diverse range of audiences | E |
| • Experience of collaboration or co-curation | D |
| • Experience of teaching or lecturing | D |
| • Minimum of 4 years' experience of organising and delivering exhibitions | E |
| • Visual arts programming | E |
| • Exhibition design and installation | E |
| • Art handling and condition checking | E |
| • Organising public events | E |
| • Commissioning artworks | D |
| • Working with museum/gallery collections | E |
| • Writing contextual and curatorial texts | D |
| • Experience of having written work published | D |
| • Producing publications | D |
| • Managing staff and volunteers | D |
| • Managing budgets | E |
| • Project monitoring, reporting and evaluation | E |
| • Understanding of creative opportunities for income development | E |
| • Some experience of fundraising within the sector | D |
| • Experience of teamworking | E |

Specialist training required

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| Health & Safety | D |
| Art/archival materials handling | D |
| Knowledge of AV technology | D |
| Understanding Diversity | D |

Any particular aptitude/skill required:

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| Ability to collaborate creatively | E |
| Ability to work flexibly as part of a team | E |
| Excellent writing skills | E |
| Sound IT skills | E |
| Excellent interpersonal and communication skills | E |
| Excellent negotiation skills | E |
| The ability to work under pressure and to effectively plan and prioritise a varied workload. | E |
| Excellent project management skills | E |
| Ability to develop and share systematic approaches | E |

Personal characteristics required:

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| Breadth of perspective: to look beyond one's own needs and concerns to those of the wider organisation, partners and community | E |
| Able to take initiative and to think and work creatively | E |
| Attention to detail | E |
| Self-motivated, energetic and versatile | E |
| Good at solving problems and making timely and informed decisions | E |
| Commitment to the broad aims and objectives of the organisation | E |
| Commitment to personal learning and development | E |
| Commitment to high production values and continuous improvement | E |
| Takes responsibility for own actions and for their consequences | E |
| Thinks and acts in ways that support, engage and motivate others | E |
| Focused on delivering results for the organisation | E |

Special terms

Regular working in Manchester. Broader national travel required, including occasional international travel.
Will require some weekend and evening work.

Additional information

Annual leave is 25 working days per annum
Working hours: this post is offered on a full-time contract, working 36 hours per week.
Pension benefits: after one year's employment the appointee will be eligible to join a stakeholder pension.