

**OPEN  
EYE  
GALLERY**

**CURATOR  
RECRUITMENT PACK**

## ABOUT US

Open Eye Gallery is a leading photography organisation and charity with a base in a purpose-built space in an iconic building on Liverpool's prestigious Waterfront. We are the only dedicated photography gallery in the North West of England and receive core funding from Arts Council England and Liverpool City Council.

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

We proactively take risks to spark crucial conversations and enable creative expression.

Our programme begins with people - with local, regional and international communities - and it is built around the agency of photographs and photographers. We work with people to push for social change and we lead on socially engaged photography nationally. Bringing different voices, photographers and communities together, we establish projects where the collaborative process is just as important as the final product.



The Slum Studio at Open Eye Gallery © Rob Battersby

We are more than a gallery. A wide range of partnerships have transformed our impact in recent years, enabling us to work extensively beyond the gallery, creating programmes with new communities, supporting diverse talent, developing exhibitions that are relevant, carrying out research and lab projects, hosting residencies and learning with communities.

We work closely with several universities, including jointly devising and running photography B.A. and M.A. courses.

All welcome, always! 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 join us in celebrating difference, speaking out against racism and all discrimination. We seek to include, always.

We're open source and free to use. 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.

Our work goes from grassroots to global. 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, equality and inclusivity.



[Sony World Photography Awards 2022 at Open Eye Gallery](#) © Rob Battersby



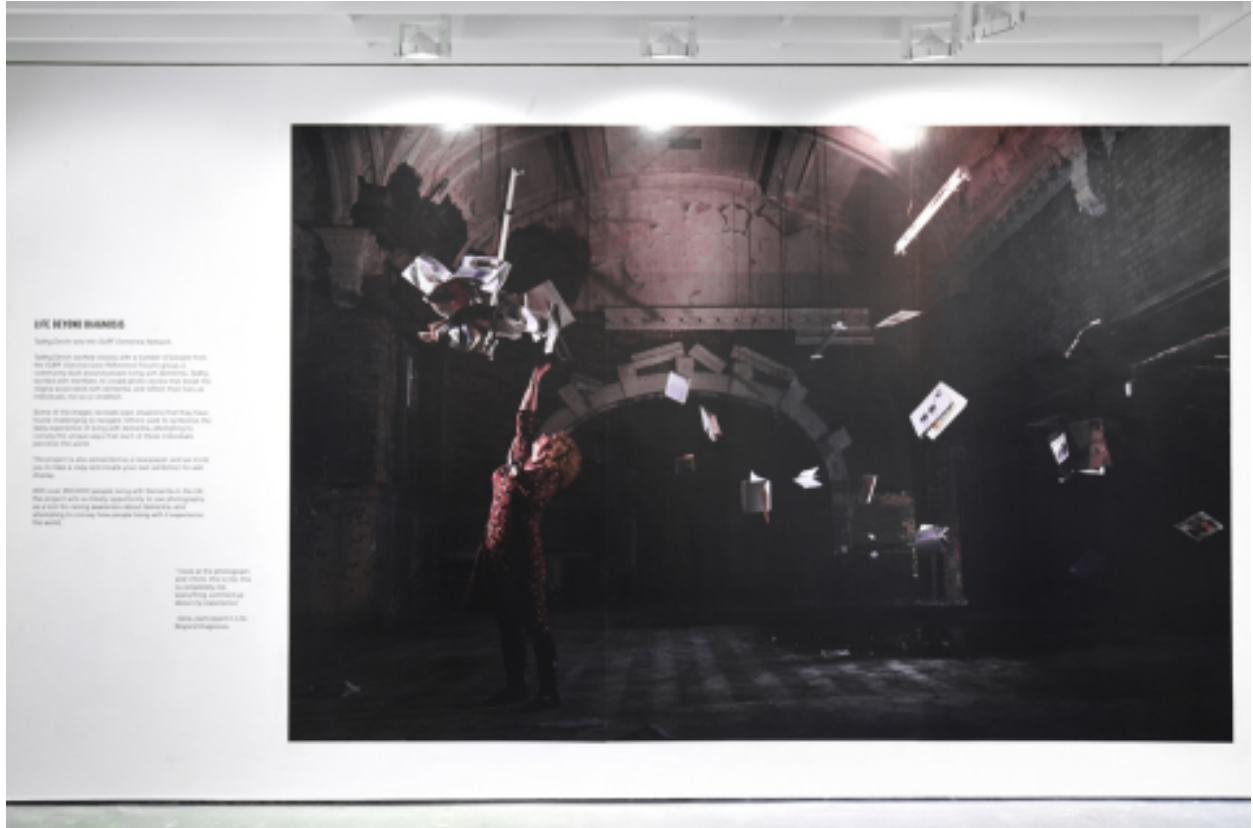
Forest, Yan Preston at Birkenhead Priory © Yan Preston

We believe photography is for everyone and can meaningfully inform our present and inspire positive futures.

We work with people to explore photography's unique ability to connect, to tell stories, to inquire, to reflect on humanity's past and present, and to celebrate its diversity and creativity.



One Day At A Time Boys © Gary Lambert



Gina – Life Beyond Diagnosis, Tadhg Devlin © Rob Battersby

“I look at the photograph and I think this is me, completely me, everything summed up about my experience...”

– Gina, a participant in Life Beyond Diagnosis, a co-authored project from Tadhg Devlin and the Surf Group.

“Today people are curating their lives using photography. With 5 billion images uploaded to social media each day, photography is now as important as text and oral communication in our understanding of the world. At Open Eye Gallery we are privileged in working with the expertise and creativity of photographers, the vibrancy of communities and mutual respect of partners to explore the agency of photography at this moment in history.”

– Sarah Fisher, Executive Director



On The Ground: The Story of Trans-Nzoia Through The Trees © Frederick Dharshie, Kenya residency 2021

Our exhibitions, in-gallery and offsite, reach over 250,000 people per year and over 5,000 people engage with our events, workshops or socially engaged programme, and many more engage online.

We are motivated by both the insight of the photographer and the potential of photography to enable a diversity of voices to explore everyday creativity.

“Open Eye Gallery, where I...  
discovered photography was  
what I'd do for the rest of my life.  
Having a voice that people want  
to hear is a rare privilege.”

– Simon Norfolk, Photographer

Our track record of working with excellent photographers is reflected in our archive which contains over 1,600 prints, a valuable resource for scholarship, exhibition and education. It contains works gifted to the gallery - some of which dates back to the 1930's - and works commissioned by the gallery with a strong emphasis on works made in the city region.

Open Eye Gallery is governed by a Board of Trustees, is a registered charity and company limited by guarantee. We have a core team of nine staff and an ability to adapt, frequently employing project staff so we can embrace new opportunities.

Many of our partnerships continue beyond an initial project so that over the years, partner staff have become very much part of our extended family. We have a reputation for friendliness and our excellent track record of supporting career development has established both a loyal volunteer programme and an impactful student placement programme.

## ABOUT THE ROLE

<b>Role</b>	Curator
<b>Contract</b>	Permanent, 38.5 hours per week (including occasional evening, weekend and bank holiday work) with 25 days holiday per year.
<b>Salary</b>	£26,000 - £28,000, depending on experience.
<b>Closing Date</b>	Midnight on Tuesday 4th April. Interviews to be held Monday 17th April.
<b>Responsible to</b>	Executive Director
<b>Responsible for</b>	Programme Assistant, volunteers, 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)*

- Curate and co-curate programmes, projects and events
- Work with the team and partners to produce and deliver a relevant, diverse programme
- Support fundraising and development of partnerships
- Line-management of the Programme Assistant
- Lead the drafting of programme texts and contextual materials
- Manage print collection
- Contribute to programme evaluation
- Manage relevant budgets
- Work with our education partners Salford University and UCEN Manchester, contributing to managing student placements

### **Duties/Responsibilities**

- Overall management of the gallery exhibitions programme, administration and delivery.
- Contribute to overall planning, administration and production of the programme, including exhibitions, and supporting 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/team/partners on the research and development of the programmes that relate to our target audiences, mindful of past 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 utilise 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.

## **Development Work**

- 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.
- Coordinate and administrate collection acquisitions and loans.

## **Other Duties**

- With Operations Manager, manage Curatorial Interns, volunteers and placements
- Manage technicians and contractors.
- In relation to exhibitions, be responsible for the health and safety of those involved, working closely with the Operations Manager; 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.

### Talent development & University Partnerships

- Contribute to CPD and talent development programmes.
- When appropriate, contribute to courses delivered in partnership with the University of Salford, Manchester, and UCEN, Manchester supporting both academic and industry focused teaching and learning excellence framework.
- Support students from either institution on placement opportunities, or contribute to models relevant to exhibition.

### Role Requirements

**E = Essential    D = Desired**

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

### Experience Required

Minimum of 3 years' experience of organising and delivering exhibitions	E
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
Visual arts programming	E
Exhibition design and installation	E
Art handling and condition checking	E
Organising public events	E
Commissioning artworks	D
Working with gallery/museum collections	E
Writing contextual and curatorial texts	E
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	D
Some experience of fundraising within the sector	D
Experience of working within a team	E

### **Required Specialist Training**

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

### **Other necessary skills required**

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**

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
Commitment to sustainable practices	E

### Special Terms

- Regular working in the region. Broader national travel required, including occasional international travel.
- Will require some weekend and evening work.
- Pension benefits: after one year's employment the appointee will be eligible to join a stakeholder pension.

## HOW TO APPLY

To apply, please submit the following information to [jobs@openeye.org.uk](mailto:jobs@openeye.org.uk):

1. CV
2. Cover letter detailing any relevant experience in relation to the Job Description

Please also fill out our anonymous Equal Opportunities Monitoring Form online (<https://forms.gle/zNYqk4h5fcYLiiZf6>)

**We strongly encourage applications from all backgrounds, and we fully recognise the value of a team that is made up of diverse skills, experiences and abilities. We are particularly keen to hear from people of colour, and those living with disabilities.**

Closing Date: Tuesday 4th April at Midnight. Interviews to take place on Monday 17th April. Please let us know in your application email if you have any access requirements.

Please email Alex Sheen at [alex@openeye.org.uk](mailto:alex@openeye.org.uk) with any queries.