

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Curator of Learning
Reporting to:	Chief Curator
Department:	Curatorial
Line Management:	Community Arts Apprentice
Contract:	Permanent, full-time contract, 40 hours per week
Salary:	Competitive; depending on experience (please state your current salary and your salary expectations in your application)

We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by the ICA.

Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.

PURPOSE OF THE POST

The Institute of Contemporary Arts was founded 72 years ago and is a model that is continuously adapting to the world of today. Our agenda setting programme positions artists and thinkers at the centre of the ICA's activities: as our Partners, Participants, and our Audience. Historically, the ICA has always anchored its programme within the socio-economic conditions of its times. Today, this critical approach is needed more than ever, as we face some of the most complex ecological, ethical and social justice challenges of the 21st Century.

This is a fantastic opportunity to join the ICA Curatorial team and to lead the development and delivery of the organisation's Learning programme. Principles of shared and multi-directional learning and study are key to the ICA and are acted on throughout all areas of our work. The ICA Learning programme is central to these principles, developing new frameworks for outreach, community building, social justice and institutional change through long-term relationships with partner artists, activists, and participant groups. Centring in particular the voices of young people, and groups often socially and culturally marginalised, the Learning programme creates vital contexts for knowledge and skill sharing.

The post holder will strategise and realise the future Learning programme with these principles in mind, in discussion with the Director, Chief Curator and other members of the Curatorial team. This will encompass activities open to the public, and those solely for particular participant groups, both at the ICA and offsite. The role includes the oversight and development of the Social Creative Network – and on an offline platform for young artists and creatives to share their work and to build communities of resistance and resilience. The post holder will also be responsible for building on existing relationships with partner organisations and key collaborators, as well as broadening towards international partnerships.

KEY TASKS AND RESPONSIBILITIES

- Devise and implement an ambitious Learning programme for the ICA, working closely with collaborating artists, organisations, activist groups and participants from diverse backgrounds.
- As part of this programme, initiate and deliver activities at the ICA and offsite, including public events, private meetings, workshops, study groups etc.
- Attend fortnightly curatorial team meetings, and work collectively with other members of the curatorial team on overlapping programmes and areas of research.
- Work alongside the ICA's Curator of Artists' Moving Image on the development and delivery of programmes and production opportunities as part of a two-year experimental broadcast project for 16-30 year-olds, beginning in 2019, in partnership with the BBC.
- Develop and maintain long-term relationships with partner organisations, groups and individuals, particularly those working with people who are typically under-represented by art institutions due to forms of discrimination and marginalisation; as well as expanding into international partnerships.
- Maintain and further build the ICA Social Creative Network, developing its possibilities as a digital forum for young people to share, connect and create.
- Effectively communicate with the Box Office, Operations and Technical teams at the ICA, and external collaborators and participants, to ensure the full and efficient delivery of programmed events.
- Work closely with the Assistant Curator of Learning & Talks, maintaining clear lines of communication and guidance in order to enable their efficient and effective support of the Learning programme.
- Manage the ICA apprenticeship scheme, including maintaining relationships with partner organisations working with young people from disadvantaged backgrounds, and working directly with the Learning apprentice as well as organising placements within other areas of the ICA where appropriate.
- Manage the budget for the Learning programme in discussion with the Chief Curator and Director of Finance, projecting costs for individual projects, processing invoices and maintaining records of all expenses in order to stay within available resources.
- Work closely with the Development team to produce applications for relevant grants for Learning-related projects and programmes, and to seek out new funding opportunities.

ICA AUDIENCE DEVELOPMENT AND ENGAGEMENT

- Ensure that the ICA's commitment to increasing the diversity of programme contributors and audiences is fulfilled within the nature and make-up of the Learning programme, and by contributing to wider institutional discussions, innovations and processes aimed at addressing structural inequalities.
- Working with the Communications team, contribute to the ICA's efforts towards audience development and engagement through engaging participants and audiences of the Learning programme in forms of evaluation and feedback, such as surveys, social media and other online forums.
- Develop and maintain contacts with schools, universities and students to grow audiences and broadly raise awareness of the ICA and its programme.

PERSON SPECIFICATION

Essential Criteria:

- Proven leadership and innovation in initiating and organising learning-related projects involving artists and diverse collaborators and participant groups, particularly young people.
- Experience of delivering innovative and ambitious public events in both community and art museum/ institution contexts.
- Experience of working with people of all ages and backgrounds.
- A substantial understanding of art gallery/museum education and learning programmes and audience development initiatives. Previous experience in managing relationships with third party stakeholders, particularly within arts and educational organisations.
- Excellent verbal and written communication and interpersonal skills.
- Experienced budget holder.
- Methodical logical thinker with attention to detail. Highly organised, with the ability to prioritise and meet deadlines, and experience of managing a wide range of activities and projects.
- Good team player with the ability to work independently, and to use good judgement to solve problems.
- Can-do approach: helpful and positive even when undertaking routine work.
- Excellent PC literacy and experience of Microsoft Office software.

Desirable Criteria:

- Qualifications or equivalent experience relevant to the arts, education and curating fields.
- Experience in activist contexts, and with addressing social justice concerns from the perspective of art and culture.
- Excellent contacts and professional networks and awareness of policy and trends in the educational field.
- Experience with Arts Council and other learning-related funders' evaluation frameworks.
- An up-to-date enhanced DBS clearance.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.

Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.