

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

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Job Title:	Curator of Talks and Live
Department:	Curatorial
Reporting to:	Chief Curator
Salary:	£30.000 to 35.000 Depending on Experience
Contract:	Maternity Cover, 9 months (until April 2020)

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 ROLE

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 Talks & Live programme, in collaboration with the Director, Chief Curator and other members of the curatorial team. The ICA has historically centred aspects of discursive and live programming. Today, the support and presentation of practices across art, theory, philosophy, activism, performance, music and literature is more vital to the organisation than ever. The ICA's Talks & Live programme is a site for the facilitation and gestation of challenging new ideas and practices, for the commissioning and realisation of new works, and the convening around leading theory and critical thought from social, cultural and political perspectives.

The post holder will strategise and realise the future Talks & Live programme with these principles in mind, in discussion with the Director, Chief Curator and other members of the Curatorial team. The post holder will be responsible for building long term relationships with

artists, thinkers and performers, and to stay aware of developments in cultural and social theory and practice. They 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

- To formulate and drive Talks and Live programmes at the ICA with ambition and imagination, working closely with the Director, Chief Curator and other members of the Curatorial team on devising the programme.
- To ensure the delivery of all Talk and Live programmes are of the highest standard at all times with particular consideration to the needs of participants and audiences and working closely with the Technical department.
- To deliver a Talks programme that is critical and at all times relevant to contemporary culture, including constantly reviewing and developing existing ICA programme strands.
- To work collaboratively with artists, speakers and external organisations or individuals to develop and deliver each Talk or Live programme so that it is innovative and well suited to ICA's programme.
- To actively seek new opportunities for co-commissioning programmes with external partners.
- To draft speaker contracts and gain permission for online content, as well as other formats according to best practice.
- To develop the strategy and format for ICA Talks that take place wholly online, or through livestreaming, to grow our audience capacity beyond the venue.
- To consider commercial opportunities related to the Talks and Live programmes, and to pursue these where appropriate, including working with the bookstore manager around book launches and signings.
- To fully manage the financial budgets for the programme and be responsible for performance against budgets, including box office reporting, income and expenditure.
- To work with other members of the Curatorial team on areas of collaborative programming.
- To work with the ICA Communications department to ensure that the programme is widely communicated to existing ICA audiences and beyond, and that communications are timely and relevant, of a high standard and designed to maximise attendance and build press coverage for the ICA programme. This would include producing concise and informative written summaries for each Talk and Live programme and securing images that are effective for marketing.
- To effectively communicate with ICA Front of House and Sales teams, Development, and Communications to further develop and promote the ICA Brand.
- To work with Development to develop a strategic approach to funding opportunities and to contribute to those approaches as required.
- To work closely with the Development team on bespoke Friends of the ICA events.
- To provide detailed figures in support of stakeholder evaluations.

COMMON REQUIREMENTS FOR ALL POSTS

- To contribute to the development of a professional working and learning environment within the organisation.
- To contribute to the organisation's understanding of diversity and its implications for the arts, and to ensure that this understanding informs all the organisation's activities.
- To ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities and Health and Safety and other statutory requirements.
- To work in a flexible manner in line with the organisation's corporate objectives and role and to be willing to undertake other duties as reasonably requested.
- To provide excellent customer service in dealings with the public.
- To work in the best interests of artists, filmmakers, arts organisations and audiences throughout the country.

PERSON SPECIFICATION

Key Knowledge:

- Detailed knowledge of contemporary cultural practice and theory across a range of art forms
- Detailed knowledge of contemporary social and political theory across a range of disciplines
- Excellent knowledge of the key issues within current curatorial practice
- Network of contacts and key players within the cultural sector
- Production and event management in a range of different contexts
- Event budgeting
- A commitment to equal opportunities and diversity
- A commitment to and real understanding of the aims and objectives of the ICA

Key Skills:

- Ability to work as part of a Curatorial team
- Ability to take initiative and problem solve
- Ability to think laterally and creatively to develop the content of the programme
- Ability to operate within an agreed strategy
- Ability to network and build partnerships
- Ability to research, analyse and evaluate programming opportunities
- Partnership working
- Excellent presentation skills
- Excellent evaluation and critical analysis skills (to inform future work)
- Budgeting and working within budgets

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.