

## INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Curator of Learning
Reporting to:	Chief Producer
Contract:	Fixed Term – 12 months, Flexible (full time or part time)
Salary	£37,000 pro rota
Location:	London

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### INSTITUTE OF CONTEMPORARY ARTS

For 75 years, the ICA has used its buildings and platform to celebrate the arts, influence culture, and bring people together to share radically progressive ideas. As we face some of the most complex ecological, economic and social-justice challenges ever seen, both nationally and globally, the ICA's critical approach is needed more than ever. Over seven decades, the ICA has staged numerous ground-breaking exhibitions, legendary concerts, and its cinema continues to be a major voice in independent film. Today, our programme – across exhibitions, performance, cinema and film, theatre, music, architecture, design – is dedicated to issues of racial justice, social justice, and the championing of voices at the forefront of progressive culture.

### PURPOSE OF THE POST

This is a fantastic opportunity to join the ICA Curatorial team and to development and delivery of the organisation's Learning programme. Principles of shared and multidirectional 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 Producer 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 post holder will work alongside the ICA and provide outreach through new partnerships with local resident groups and organisations.. You 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 a learning programme for young people (aged, 16+) from Westminster. As part of this programme, initiate and deliver activities at the ICA and offsite, including public events, private meetings, workshops, study groups etc.
- Work of bare minimum, ICA's artists' collective in residence to deliver their life programme and schedule their collective meetings and provide them with access to ICA resources.
- Manage and recruit a John Lyons-funded Apprentice. Develop a curriculum that provides the Apprentice with experience in different departments to ensure that they that the apprentice grows and develops event planning, admin duties, light research, data management and social media outreach skills.
- Work with members of the Curatorial Team to support with facilitating programme and providing support to our university programmes with Birkbeck and Kingston University
- Work with the Head of HR on Internal learning programmes such as safeguarding and vulnerability training for staff who work with vulnerable and young members of the community and Anti-Racism training.
- 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.
- 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 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.

The Institute of Contemporary Arts is committed to up-holding the Equality Act 2010 and encouraging equality and diversity within our workforce and all opportunities provided by the ICA.

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 actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. 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.

I have read and understood and accept the responsibilities listed in this Job Description and that the ICA reserves the right to vary these duties as described at any point in time, to keep in pace with the changing needs of the organization.

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Employee

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Date