

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

Job Title:	Curator, part of the Curatorial Team
Reporting to:	Chief Producer
Contract:	Full-time (permanent)
Working Hours:	40 hours per week with some late night and weekend work
Location:	London (hybrid working, with at least 3 days a week from the office)
Contract:	£37,555 per annum

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### VISION AND MISSION OF THE ICA

We commission, produce and present new work in film, music, performance and the visual arts by today's most progressive artists.

In our landmark home on The Mall in central London, we invite artists and audiences to interrogate what it means to live in our world today, with a genre-fluid programme that challenges the past, questions the present and confronts the future. The multidisciplinary programme encourages these art forms and others to cross-pollinate in new combinations and collaborations. We present club nights and film festivals, gigs and exhibitions, talks and digital art – with interplay and interaction at the core of all we do.

### ABOUT THE ROLE

The Curator is responsible for developing, planning and delivering the exhibition programme for the ICA in line with the agreed artistic vision and values of the Director and organisation. The ICA exhibition programme should be distinct within the arts sector – commissioning or showcasing new emerging talent, developing intergenerational exhibitions and/or exhibitions that focuses on the issues of our time. Central to this role will be to build on the curator's already wide network and actively seek co-production and touring partners, both nationally and internationally. In addition, the Curator is also responsible for developing a cohesive accompanying public programme which attracts a broad range of audiences.

### ABOUT THE TEAM

The team is structured with 4 permanent curators working across Artist's Film and Moving Image, Live, Learning (16–24 years) and Exhibitions and one part-time curator working on higher education partnerships and talks. These roles are supported by a Curatorial Co-ordinator, Music and Live Event Manager and a John Lyons Charity Apprenticeship and overseen by the Chief Producer.

## WHAT WILL YOU GAIN

The Curatorial Team are highly motivated, skilled and experts in their fields and as such provide a welcome place for discussion, ideas and support. In this role, you will be encouraged to contribute ideas, realise your potential and learn new skills and knowledge.

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### **Duties and Responsibilities**

- To formulate, devise and deliver the exhibition programme, including commissions and residencies, in line with the Director's vision and values of the organisation, working closely with the Chief Producer and Director.
- Work collaboratively with artists, co-curators or external collaborators to ensure the exhibitions and commissions are at the highest standard at all times, it is innovative and well suited to ICA's programme.
- Work collaboratively with the rest of the Curatorial department, who on occasions will programme small-scale interventions in the gallery spaces in-between exhibition turnarounds, and every now and then commission or present exhibitions, where appropriate.
- Along with the Chief Producer, to actively seek co-production and touring partners, both nationally and internationally, maximising exposure, audiences, profile and revenue for the ICA.
- Develop and maintain partnerships with other institutions for collaborative projects.
- Undertake research trips in the UK and abroad when relevant to the programmes.
- Working with the Editions Manager to identify and plan future limited editions and liaise with the Bookstore Manager on related merchandise and potential opportunities.
- To deliver an accompanying public programme that reaches a breadth of different audiences, liaising and collaborating with the rest of the Curatorial and Learning teams as required and, where possible, are as cost neutral as possible.
- Maintain an audience-centred approach to the exhibition and event programme that engage and reach new audiences.
- Ensure that the event programme has visibility on Cinema 3 to grow our audience capacity beyond the venue.
- To liaise and collaborate with the Curator of Learning team to ensure that the Learning is embedded throughout the exhibition and event programme.

### **Organisational**

- To work within allocated budgets at all times, monitoring and controlling these and ensuring that any variances are communicated to the Chief Producer in a timely manner.
- Taking responsibility for the authoring, commissioning and proof-reading of exhibition guides, labels and wall texts.
- Developing installation plans in consultation with the Lead Technician and Chief Producer.
- Ensuring the proper flow of exhibition information across all departments.
- Overseeing loan negotiation and administration, ensuring that all loan conditions are fulfilled, in liaison with the Lead Technician.

### **Communications**

- To work with the ICA Marketing & Communications department to ensure that the programme is widely communicated to existing ICA audiences and beyond, proactively

identify target audiences for the programme and that communications are timely and relevant, of a high standard and designed to maximise attendance and build press coverage for the ICA programme.

- Write project copy that can be used for press releases and securing images that are effective for marketing.
- Ensure access is embedded throughout exhibition planning and the public programme.

### **Fundraising**

- Representing the Gallery at networking events, including talks for sponsors, funders etc.
- Supplying information on designated exhibitions to the Development and Communications team for inclusion in sponsorship proposals, press releases and marketing campaigns.

### **General**

- Actively seek to implement ICA's Diversity and Inclusivity policies, financial procedures and health and safety policies
- Contribute to and participate in a collaborative working environment, including weekly team discussions and other conversations
- Work in a sustainable and environmentally conscious manner in the production and presentation of ICA programme.

### **Person Specification – Essential**

- Specialist knowledge of contemporary art, with strong research and publication record of expanding art historical narratives and advancing under-represented perspectives.
- Significant curatorial experience in a museum or public gallery or as an independent curator.
- Extensive knowledge of contemporary art, artists and art world networks.
- Confident public speaker, able to represent the Gallery and its programmes to diverse audiences.
- Excellent organisation skills including demonstrable ability to plan and deliver projects on time and to budget.
- Excellent communication and accuracy in written communication.
- Impeccable writing skills with proven record of high-quality research and critical art writing.
- Good negotiation skills and the ability to handle sensitive situations with diplomacy.
- Experience of managing complex projects and budgets within an organisational context.
- Commitment to advancing equal opportunities and diversity.
- Commitment to and real understanding of the aims and objectives of the ICA.
- Collaborative approach to team working, including the ability to forge strong relationships with colleagues across the organization.

### **ICA FOR ALL**

Our aim is to become a truly inclusive organisation with a workforce, audience and Board as diverse as the communities we serve. This is critical in safeguarding the future of the ICA and our ability to contribute to culture in the UK. We want our workforce to be reflective of all sections of society at all levels of the organisation and the ICA expects all employees to contribute to this aim as part of their role.

## OUR VALUES

- Open: We are welcoming, generous spirited and listen to all of our audiences
- Bold: We have the courage of our convictions, keen to take artistic risks and admit our failures
- Kind: We value everyone that enters our building, our partners and those that we work with

## BENEFITS

- Complementary tickets to ICA exhibitions, cinema screenings and events (where feasible)
- Provision of eye tests
- Cycle to work scheme
- 23 days annual leave
- Annual season ticket loan
- A workplace pension scheme with The People's Pension
- 10% off bookshop and café and discounts with editions.

*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 and grading 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.*