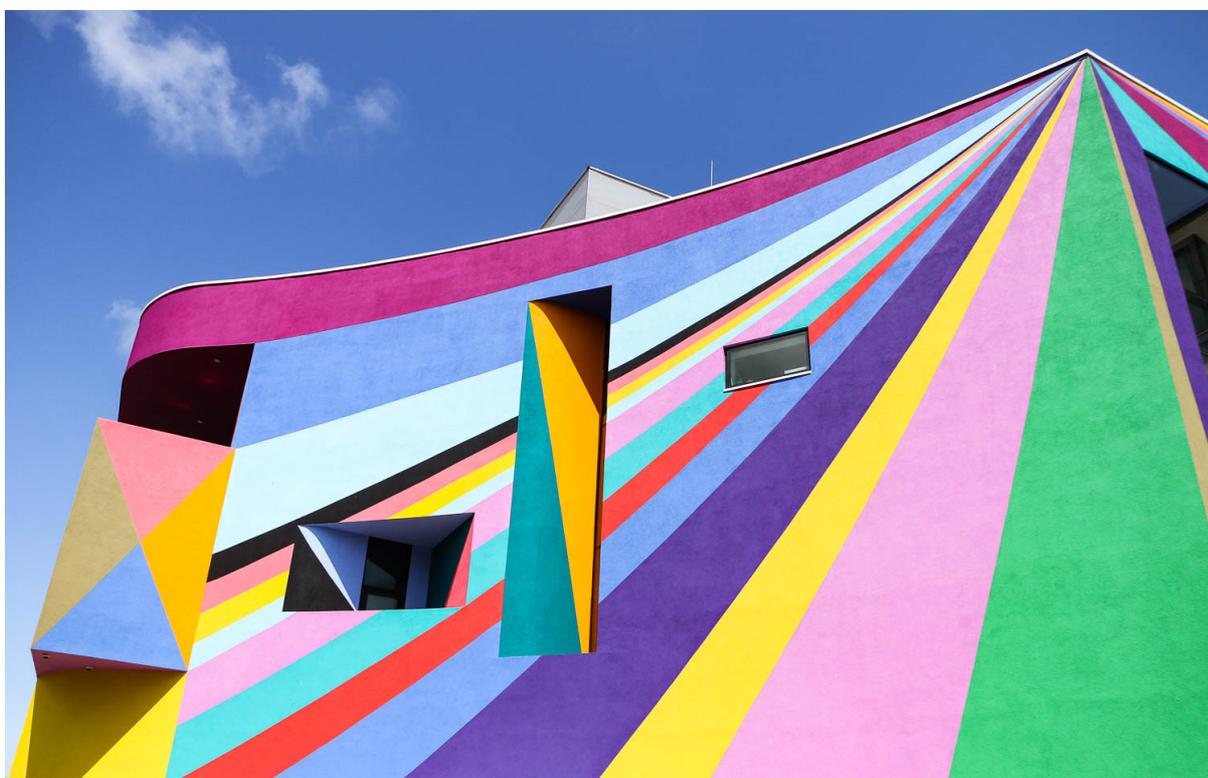


TOWNER

Eastbourne

Assistant Curator (Public Programming Lead)
Recruitment Pack



Lothar Götz, *Dance Diagonal*, 2019 Photo: Eva Eastman

Please find a job description and person specification enclosed. An application form and equal opportunity form are attached separately.

Deadline: Friday 7 May (noon)

Applicants contacted by: Email or phone

Interviews will take place on: 20th or 21st May

If you would like to discuss your eligibility or have questions about the person specification, please contact Sara Cooper at sara.cooper@townereastbourne.org.uk

Completed applications should be emailed to Michele Monteith at michele.monteith@townereastbourne.org.uk or posted to her at Towner Eastbourne, Devonshire Park, College Road, Eastbourne BN21 4JJ.

BACKGROUND INFORMATION

OUR MISSION

Proud of our unique place in Eastbourne where the coast and South Downs meet, we create space for experiences that connect, challenge and inspire.

ABOUT TOWNER

Collecting and exhibiting contemporary art for nearly 100 years, Towner Eastbourne presents an ambitious and high-quality programme of historic, modern and contemporary art through temporary and collection-based exhibitions, talks, events and creative activities for as many as 165,000 visitors each year. Founded in 1923 as a result of a bequest by Alderman John Chisholm Towner to create ‘an art gallery for the people’, this founding ethos remains at the heart of Towner’s mission. Towner is a proud winner of Art Fund’s Museum of the Year 2020 award, recognised for balancing its national and international programme with being a free and open community resource.

Towner’s Collection is best known for its modern British art, including the largest and most significant body of work by Eric Ravilious (1903–1942), and a growing collection of national and international contemporary art including works by Dineo Seshee Bopape, John Akomfrah, Lawrence Abu Hamdan, Tacita Dean, Anya Gallaccio and Wolfgang Tillmans.

The gallery is a free and welcoming community space providing places for study and relaxation including a new Collection Library and a cinema, screening a regular programme of films including new releases, documentaries, classics, family film and more. The Engagement Programme offers creative activities for everyone including drawing, making, designing and film making. A professional development programme for artists of all levels offers artist residencies, mentoring and opportunities for collaboration and showcasing.

The award-winning gallery designed by Rick Mather Architects sits in the Eastbourne’s cultural centre, the Devonshire Quarter. The building, which opened in April 2009, is the largest purpose-built gallery in the South East. Towner Eastbourne is led by Joe Hill, Director.

Job Description

Job Title:	Assistant Curator (Public Programming Lead)
Location:	Towner Eastbourne
Reporting to:	Head of Collections & Exhibitions
Salary:	£22,000 - £24,000 per annum depending on experience
Hours:	Full time - permanent

Role of Assistant Curator

Towner is seeking an Assistant Curator to work within the small and busy Collections & Exhibitions team, and closely with the wider Towner team, on devising and developing programme and the realisation of a range of exhibitions and commissions, working with Towner's permanent collection as well as with contemporary artists and historic and modern collections. The role will also work across the organisation to develop and lead on the delivery of public programming, talks and events. This is an exciting time to join Towner as a winner of Art Fund's Museum of the Year 2020, and in the lead-in to the gallery's centenary celebrations in 2023.

With a degree in a relevant discipline such as Art History, Curatorial. Museum Studies or Fine Art (or equivalent) you will have relevant work experience in a museum or gallery environment, preferably in a curatorial, collections or programming capacity. In addition, you will be able to demonstrate some experience of developing and producing creative events (live and/or digital) and have a keen interest in keeping up to date with cultural trends across a range of art forms. A team player, you will have excellent communication skills, be systematic, have good attention to detail and be able to deliver under pressure to multiple deadlines. You will have strong IT skills, particularly with excel and image software. Experience of working with a collection management database is desirable.

Towner is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Towner are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled people and people from black, Asian and ethnic minority backgrounds as these groups are currently under-represented in the cultural sector and within the organisation. We guarantee interviews for candidates from under-represented groups who meet the requirements of the job description.

Key Responsibilities:

Exhibitions:

- Research and develop exhibition content. Undertake artist and thematic research, including artist studio and collection visits.
- Compilation of object lists. Devising and maintaining Excel spreadsheets for exhibitions with accurate and up to date information about artworks and lenders.
- Exhibition management and organisation, including liaison with lenders, institutions, and partners. Organisation of transport and insurance, and basic condition reporting.
- Departmental administration, including organising and minuting meetings, planning schedules and travel, booking accommodation and arranging per diems.
- Work with the Marketing & Communications team to provide information and images for website, press and publicity purposes, and with the retail manager on images and permissions for use on shop products.
- Communicating exhibition and event content to our range of audiences through written labels, text panels and guides, talks and tours, blogs and digital content.
- Collaboration with the Learning team on the development of activities and projects.
- Provide the initial response to exhibition proposals. Collate proposals, undertake further research and preparation of materials to be discussed at regular team programming meetings.

Public Programming:

- Work across the Towner teams to devise and develop public programme, including live events, talks, symposiums, film screenings, and podcasts, either stand-alone or in relation to the on and off-site programme. Build on the digital and online offer that was initiated during the 2020 lockdown closure period.

- Lead on the planning and timing of events, ensuring liaison and collaboration across the organisation.
- Be familiar with and confident in developing programme using online and social media platforms, eg, Instagram and Facebook live, and Zoom.

Collection:

- Assist with the research, planning and organisation of the curated collection displays.
- Assist with research, planning, and processing of new acquisitions into the collection.
- Research into art works, artists, artist estates. Add further information to the database records and artist files.
- Administration of loans from the collection to external organisations, and new acquisitions to the collection.
- Assist with facilitating and managing access to the collection store and undertake work in the store including object moves, and preparation for talks and tours. Work with the team to ensure the store is always clean and tidy, and monitor supplies of materials and equipment.
- Working with the Marketing & Communications team to provide images and ongoing collection information for website, press, publicity and social media purposes.
- Responding to collection related enquiries from members of the public, researchers, and other museums and galleries.
- Facilitate the hire and use of Towner's digital images from our bank of over 3000 collection images. Actively promote and encourage use of these by authors, publishers, TV, and other galleries in order to generate income.
- Liaise with Bridgeman and DACS on use of our images hired directly by them.
- Maintain and update database (Harelquin) with curatorial contacts.

Documentation & digitisation:

- Ongoing organisation and documentation of the Towner permanent collection, using the TMS Database: for example, maintaining records, adding to the permanent collection and loan records on the database including ongoing location changes when art works are moved.
- Working with wider team on the implementation of E-Museum 'Search Collection on-line' facility. This will include checking and updating object entries, preparing, resizing and uploading images, and securing copyright permissions for image use.

Person Specification

SKILLS / ABILITIES	Essential	Desirable
Professional/Educational qualifications:	Relevant degree or equivalent qualification	Postgraduate museum or curatorial qualification (or demonstrable experience of equivalent independent research and writing skills)
Relevant work/other experience and knowledge:	<p>Experience of working in a museum or gallery environment in a curatorial, collections or programming capacity</p> <p>Experience of curating temporary exhibitions, including writing clear and engaging interpretation material</p> <p>Strong interest in and knowledge of modern and contemporary art</p>	<p>Experience and/or awareness of best practice in collections management and documentation, including standards required for Museum Accreditation</p> <p>Experience of budget management.</p> <p>Keen interest/knowledge in other art forms and interdisciplinary work.</p> <p>Experience of programming and overseeing talks, films and other events.</p>
Particular skills/abilities	<p>Proficiency with Microsoft Office systems (Word, Excel etc), email, and Teams, as well as image software such as Adobe photoshop</p> <p>Confidence in using digital platforms for meetings, talks and events.</p> <p>Excellent communication skills both written and oral for a range of audiences.</p>	<p>Experience of museum databases (ideally TMS)</p> <p>Social media skills</p>
Personal qualities:	<p>Excellent spoken and interpersonal communication skills.</p> <p>Highly organised, with good attention to detail and ability to work to multiple deadlines</p>	<p>Self-discipline and the ability to work on own initiative with minimal supervision</p> <p>Self-motivated</p>

	<p>Proven ability to manage and prioritise a diverse workload</p> <p>Excellent team player with a willingness to collaborate with and support colleagues</p> <p>Ability to be diplomatic and discrete, and maintain confidentiality at all times</p> <p>A commitment to Towner's mission and vision to transform lives and communities through creativity and culture</p>	<p>Demonstrable tenacity to follow leads and complete tasks</p> <p>An ability to think creatively and imaginatively</p> <p>Flexible and open-minded</p>
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