

## JOB DESCRIPTION

Job Title: Assistant Curator	Status: Full time (35 hrs week), fixed term 1 Year (restricted project funding)
Reports to: Curator	Last revised: December 2018

### 1. PRINCIPAL AIMS OF THE POST

The post has been created as a response to CCA's closure during the Summer of 2018, following the devastating fire in the neighbouring buildings of the Glasgow School of Art and the ABC music venue in June 2018. During this time, many projects at CCA had to be postponed, reimaged or cancelled, causing much disruption to our staff and programme, as well as our many partners and stakeholders.

This new post fixed term post will be supported by a restricted fund for a period of one year to provide experience in the role of Assistant Curator, whilst supporting CCA and our partners with the delivery of rescheduled events and the production new programme throughout 2019.

The Assistant Curator will work with CCA's director, Public Engagement Curator, Curator, and Programme Coordinator. The post will help support CCA's public engagement programme, focusing on research and community relationships, but will additionally provide support to the exhibitions programme, residencies, archive and open source events.

### 2. PRINCIPAL DUTIES

*This job description describes the principal purpose and main elements of the job at this time. It is a guide to the nature of the main duties as they currently exist but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.*

Reporting to the Curator, the post holder will be responsible for helping to reorganise, fundraise and research for existing projects. The post holder will also provide research and work with existing community stakeholders to develop a new public engagement programme in line with the Public Engagement Curator's aims.

Working with the Curator and Public Engagement Curator, the post holder will support the conceptual structure of the programme including research, proposal writing and fundraising, as well as the planning and hosting events and budget management.

With the Curator, the post holder will provide support and undertake research for the exhibition programme and residency programme, providing support to develop a new initiative of public programme focused on performance, pleasure and advocacy in 2019.

Working with the director, the post holder will undertake research projects and administrative tasks in the CCA/Third Eye Centre archive.

With CCA programme coordinator, the post holder will give limited support to the co-ordination of partner programme events, ensuring that the needs of partners are effectively communicated to operational and communications staff.

The post holder will be required to provide editorial support for CCA publications, and support the coordination of Publication Studio Glasgow, CCA's open source publication suite.

Undertake administrative duties including transport of artwork, production of gallery plans and artist assistance.

**Communication:**

Attend bi-weekly operations meetings to appropriately plan and review programme activities in relation to operational issues such as co-ordination of staffing / space / technical requirements and customer care issues.

Attend internal Equalities and Diversity and Access meetings

Attend regular programme meetings with programme team, and front of house exhibition meetings

Work with CCA staff, in particular Front of house / box office / duty managers, to provide sufficient information and background to artists and exhibitions to allow them to engage with members of the public.

**Financial:**

Work to budgets set by the Curators and director

Maintain appropriate and accurate financial records.

Work within set budgets, prepare purchase orders and statements and liaise with the box office on sales matters.

**Other:**

Adhere to CCA's commercial and financial procedures

Work with the Director and Board as required on any appropriate initiatives.

Represent CCA as required.

**PERSON SPECIFICATION: Assistant Curator**

<b>KNOWLEDGE AND UNDERSTANDING</b>	<b>ESSENTIAL (E)/ DESIRABLE (D)</b>
Sound knowledge of contemporary arts practice (national and international)	E
A good understanding of socially engaged art practice	E
An understanding of the needs of artists	E
An understanding of the production needs of arts events	E
An understanding of and commitment to equal opportunities and to making the arts accessible to all	E
An understanding of programming and co-ordinating projects	E
General knowledge of finance, accounting, budgeting and cost control procedures	E
An understanding of evaluation methods and techniques	D
<b>EXPERIENCE</b>	
Minimum of 2 years experience of curating / programming in an arts environment	D
A proven track record of successful project planning and delivery of arts events	E
Experience of financial management and budgetary control	E
Experience of working in an arts institution	D
Experience of working collaboratively in an arts environment	E
<b>SKILLS AND ABILITIES</b>	
Excellent programming, administrative and organisational skills with the ability to develop comprehensive systems and procedures	E
Ability to work with artists in facilitating their development, through commissioning, producing and presenting their work	E
Strong project management and administration skills	E
Excellent communication skills (both oral and written), with the ability to communicate with a wide and diverse range of people, including the general public, artists and other stakeholders	E
Ability to efficiently manage a heavy workload and prioritise as appropriate to meet targets and deadlines	E
Ability to use computerised systems (word-processing, database, and spreadsheet), with good keyboard skills.	E
Ability to handle difficult situations calmly and sensitively	E

Ability to work well with internal and external colleagues, collaboratively and in a team-oriented way	E
Ability to work with minimum supervision	E
<b>PERSONAL QUALITIES AND ATTITUDES</b>	
Commitment to high standards of customer care	E
Commitment to continuous improvement	E
Enthusiasm for the arts in general	E
Tactful and diplomatic	E
A positive and enthusiastic self-starter	E
Flexible, proactive and responsible in approach	E
A team player	E
Friendly and open	E
Is thorough and pays attention to detail	E
Confident and assertive	E
Calm under pressure	E