



TAIGH CHEARSABHAGH ASSISTANT CURATOR POST

JOB IDENTIFICATION

Job Title: Assistant Curator

Location: Taigh Chearsabhagh, Lochmaddy, Isle of North Uist. Outer Hebrides

Responsible to: Taigh Chearsabhagh Arts Manager & ATLAS Arts Director

Responsible for: Visiting artists/ volunteers/ freelance artists/educators/technicians

Key working relationships: Arts Manager/ ATLAS Arts Director & team/ Taigh Chearsabhagh Team, visiting artists & external stakeholders local and national

Salary: £22,300 p/a

Organisation: Taigh Chearsabhagh Trust

Duration of contract: **21 months**

Probationary period: **3 months**

Notice period: 2 Months (2 weeks during probationary period)

Hours: Full time: 9am – 5pm Monday to Friday with 1 hour for lunch

Holiday: 20 days per annum excluding public holidays

Taigh Chearsabhagh Trust and ATLAS Arts are seeking to appoint a dynamic and creative individual to the post of Assistant Curator. The successful candidate will work with the Taigh Chearsabhagh team and ATLAS Arts Director to deliver an ambitious programme focusing on different approaches to exhibition making, interpretation and socially engaged programming.

Through this exciting collaboration you will bring enthusiasm and capacity working closely with the curator on the administration of the exhibition and public programme, from the early development and planning stage to the implementation and conclusion of exhibitions and related projects. You will be a crucial point of communication liaising with artists and a wide range of non-arts partners and stakeholders.

You will be a well-organised, flexible and energetic individual with experience of; curating, working with and installing contemporary visual art, writing and publishing across a range of media, and will be concerned at once with audience development and with the promotion of visual art and artists locally, nationally and internationally

This post requires a strong commitment to Taigh Chearsabhagh and ATLAS Arts objective of making contemporary art accessible to a broad cross-section of audiences.

BACKGROUND

About TAIGH CHEARSABHAGH:

Taigh Chearsabhagh is an award-winning contemporary arts and heritage centre and a Creative Scotland Foundation Organisation. Based in North Uist in the Outer Hebrides, our work is rooted in the Uist community and its' strong creative and heritage sectors.

Taigh Chearsabhagh aims to present a bold visual arts programme that engages local and visitor audiences and is also of national and international relevance. Our programme supports residencies, workshops, education programmes in partnership with UHI and other activities to help develop the diverse and talented range of creative people in Uist.

About ATLAS Arts:

Based in Skye and Lochalsh, ATLAS was founded in 2010 with the aim of generating and presenting innovative and ambitious contemporary arts projects. An organisation "without walls," we work with artists, curators, writers and the public to create work in response to a specific location or situation. We aim to inspire community interest in contemporary art by delivering a varied programme that is of local, national and international significance.

ATLAS Arts are providing a 2-year curatorial residency for Taigh Chearsabhagh which this assistant post will support.

A 2-year pilot project, *UistFilm*, developing digital media within Taigh Chearsabhagh, will run concurrently with this project.

MAIN PURPOSE OF THE JOB

The Assistant Curator is responsible for the smooth day-to-day running of the exhibition, project and public programme at Taigh Chearsabhagh. Working on public engagement programmes for each project and working with curators in residence ATLAS Arts on the effective delivery and communication of the projects and programme. General Assistance on exhibition projects at all stages. Duties range from organising allocated exhibition Project Meetings, writing/distributing minutes; up-dating project expenditure budgets and assisting curator with financial management of project budgets; to other duties as required relative to exhibition development and preparation.

The position works closely with the curator at all stages of the exhibition process, and provides back-up where required.

Exhibition project tasks include sourcing/captioning images and achieving copyright clearances for publicity and print production purposes; assistance on production including sourcing and preparation of artist biographies,

acknowledgements, ISBN allocations and print proofing; sourcing installation materials and special installation requirements; providing curatorial assistance including preparation of artists' letters and other administrative tasks; coordinating artists' travel and accommodation, artist fees, per diem payments and artist welcome packs; updating information on installation schedule including artist arrival/departure dates, media commitments and other significant information that impacts on installation process; providing support to the curator during the install period; designing and generating exhibition labels and signage for the artworks to a high standard (extended labels, fragile works, special directions etc); updating of exhibition contacts list and invitation lists for openings; coordinating photographic/video documentation; exhibition maintenance if and where appropriate and closing off projects including mail-out of documentation slides and media clippings to the artist/s.

The position is the contact person for enquiries referred re; exhibition and public programmes, artist and exhibition proposal enquiries. Where required the position assists with presentations including preparing reports for funders and Trustees. The post holder will ensure that all programme activity is communicated appropriately to all staff, verbally and using in-house systems, ensuring that all staff and volunteers have information and background to artists and exhibitions to allow them to engage with all members of the public.

The post holder is responsible for the installation and de-installation of exhibitions, coordinating with artists and the shipping of artworks. The post holder will liaise with appropriate staff to ensure that the gallery and any exhibiting, installation and art handling spaces are clean and maintained to a high standard.

The position works with the Taigh Chearsabhair team and ATLAS Arts curator to research and prepare fundraising and sponsorship documents, media and other public presentations.

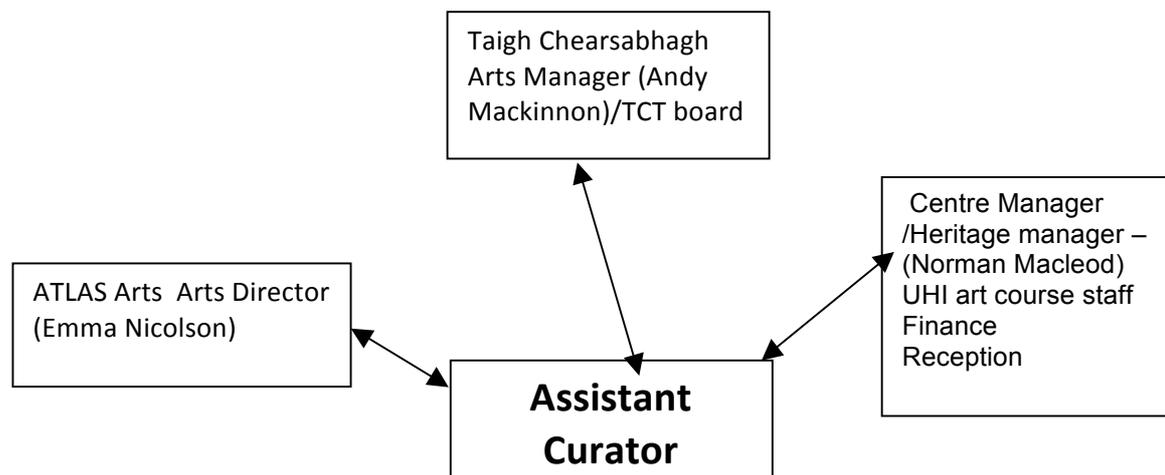
The position coordinates and assists in the preparation of publicity materials, documentation of projects and evaluation materials, collation and analysis.

The position involves assistance with fund-raising applications for exhibition projects, both at government and corporate level and acquittal reports, and project acquittals.

Additional to exhibition projects, this particular position is responsible for the delivery of public programmes in consultation with the TC team and the exhibition Curator.

This position requires some flexibility of hours and may involve periodic evening and/or weekend work, especially during exhibition installation periods. Time in lieu is available for additional time worked.

ORGANISATION POSITION



REQUIREMENTS/OUTPUTS

Required competences and expected outputs include:

- Assist in the realisation a series of exhibitions and accompanying socially engaged projects/ public programmes
- Assist in the development of plans for the advancement of contemporary craft that contribute to the retail opportunities available at Taigh Chearsabhagh
- Contribute to the securing of external funding and support for exhibitions and associated projects
- Represent Taigh Chearsabhagh and ATLAS Arts with a positive attitude both locally and beyond.
- Contribute to marketing and PR of exhibitions and associated projects
- To consult with other arts organisations in the area and with key groups in the community
- To research scope for developing networks, relationships and sources of funding to support activities now and in the future.

ASSIGNMENT AND REVIEW OF WORK

Project work will in the main be autonomous towards the achievement of agreed objectives and key results, within the project priorities identified by ATLAS Arts & Taigh Chearsabhagh, in discussion with Project Sponsors.

The post holder works towards the achievement of agreed objectives under the broad guidance of ATLAS Arts director and Taigh Chearsabhagh Arts Manager by means of regular meetings.

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

A requirement to use a computer keyboard and visual display equipment on a daily basis, physically able to hang artworks and work on the installation of artists work for exhibition purposes.

Mental

Due to the time-limited nature of the appointment and the deadlines inherent in the project, during periods of analysis and planning there will be a requirement for intense concentration over days and weeks. Requirement to manage a number of simultaneous projects elements with some interruptions to ongoing work to provide advice and where revised priorities dictate.

Emotional

Working with limited resources and competing demands requiring prioritisation.

Environmental

Use of computer equipment, VDUs for extended periods on a daily basis

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PERSON SPECIFICATION

ATTRIBUTES	
ESSENTIAL	DESIRABLE
Qualifications	
BA fine art/art history/ Minimum of 1- 2 years experience of curating / programming in an arts environment	Post-graduate in curating or production/ contemporary art / art in public realm
Experience	
Experience of organising, planning and prioritising workloads effectively and ability to meet deadlines under pressure. Experience in the production and installation of contemporary art. General knowledge of finance, accounting, budgeting and cost control procedures Understanding of evaluation methods and techniques	Proven track record of successful project planning and delivery Experience of fundraising within an arts environment Experience of working in arts education and community, ideally across formal and informal settings Experience of working
Abilities, Skills and knowledge	
Strong project management and administration skills 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 Ability to efficiently manage a heavy workload and prioritise as appropriate to meet targets and deadlines Ability to use computerised systems (PC & mac) word-processing, database, and spreadsheet, with good keyboard skills. Graphic design skills Excellent problem solving Sound knowledge of contemporary arts practice Social media and creation of digital content for web H&S /risk assessment procedures	Desktop publishing Familiar with Adobe photoshop/indesign software Website content management, Experience of drafting contracts and letters of agreement
Disposition	
Commitment to high standards of customer care. Commitment to continuous improvement Enthusiasm for the arts in general Tactful and diplomatic A positive and enthusiastic self-starter Flexible, proactive and responsible in approach A team player Friendly and open Is thorough and pays attention to detail	Meticulous approach to project and events planning. Proven ability to collaborate with artists and non-arts partners and stake-holders

<p>Confident and assertive Calm under pressure</p> <p>Good team worker Self motivating Reliable</p>	
<p>Physical Requirements</p>	
<p>Able to install exhibitions, use tools, and support artists in the best possible presentation of their work.</p>	<p>Sound technical knowledge, such as new display technologies, and new suppliers.</p> <p>Moving and packing of art works, as well as care and storage of artworks.</p> <p>Demonstrate practical experience and technical skill in exhibition display and installation</p>
<p>Particular Requirements of the Post</p>	
<p>Resident in Uist or ability to relocate to Uist Ability to travel outside Uist and on occasion to work evenings and weekends</p>	<p>Knowledge of the Highlands & the Hebrides.</p> <p>Gaelic speaker/learner</p>

APPLICATION PROCESS

Applications should consist of a covering letter and CV preferably in the same document (maximum four A4 pages). Please supply the names & contact details of two referees who you would agree to us approaching prior to interview.

Please send your application by email to arts@taigh-chearsabhigh.org with 'Assistant Curator' in the subject heading.

Should you need to submit your application by post, please mark the envelope clearly with Assistant Curator and send it to:

Arts Officer
Taigh Chearsabhigh Trust
Taigh Chearsabhigh Museum & Arts Centre
Lochmaddy
Isle of North Uist
Outer Hebrides
HS6 5AA

Closing date: **6th September 2013**

Shortlisted candidates should be available for interview on **Wednesday 18th September**. It is anticipated that the successful candidate will be available to start work by **21st October**. Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.

For more information about Taigh Chearsabhigh website <http://taigh-chearsabhigh.org>

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