

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

Job Title:	Curator
Reporting to:	Chief Producer
Contract:	Full-time (permanent)
Location:	London
Contract:	£37,555

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### PURPOSE OF JOB 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.

### 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 centered 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.

*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.*