**HEAD OF CURATORIAL**

**APPLICATION PACK**

Thank you for your interest in the above vacancy. We’re really happy that you’ve found us.

Details of the background and context to this role can be found in this pack.

**How to apply**

Your completed application should include the following:

1. An application form
2. A personal statement in written or recorded format
3. Your up-to-date CV

Once you have completed your application documents, please return them before the closing date to:

Lyn Maytum
Executive and Project Assistant

Creative Folkestone

Quarterhouse
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: lynmaytum@creativefolkestone.org.uk

If you have any questions relating to this vacancy, please contact Lyn Maytum: lynmaytum@creativefolkestone.org.uk or phone 01303 760749 for an informal chat

**Deadline**

Closing date for applications: **31 January 2022**

**Interview process**

Interviews will take place on: **11 February 2022**

**ABOUT CREATIVE FOLKESTONE**

Creative Folkestone is dedicated to transforming Folkestone through creative activity to make it a better place to live, work, study and visit for all. We believe that everyone is creative and that creativity has the power to change people and places. We have developed five key projects that form the foundation of our work:

1. The Creative Quarter has transformed the Old High Street into a hub of independent shops, artists’ studios and live-work spaces.
2. Folkestone Triennial transforms the town every three years into an outdoor sculpture park with newly commissioned artwork by national and international artists.
3. Folkestone Artworks is the UK’s largest collection of public contemporary art in a town.
4. Folkestone Quarterhouse is a performing arts centre that hosts live events across theatre, dance, music, comedy, film, family shows and festivals.
5. Folkestone Book Festival is one of the UK’s most established festivals of literature, books and ideas.
6. We also do other projects!

We have declared that **FOLKESTONE IS AN ART SCHOOL** and all our projects are underpinned by an inspirational learning and engagement programme that works with schools, community groups and the people of Folkestone across art-form, age and ability.

[www.creativefolkestone.org.uk](http://www.creativefolkestone.org.uk)

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**JOB DESCRIPTION**

**Reports to:** Chief Executive

**Responsible for:** Prospect Cottage custodian, Triennial project managers, Artworks coordinator

**Teams:** Member of the Senior Leadership Team, line manages the Artworks Co-ordinator and the Prospect Cottage Custodian

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20

**Salary:** £42,000 per annum

**Hours:** Full time. Out of office hours working may be required.

**Primary purpose of the service:**

To deliver the successful visual art programme for Creative Folkestone ensuring it is fully embedded in the wider work of the charity. This includes working with the Triennial curator to deliver their vision, managing the Artworks, working on audience development and overseeing the care of Prospect Cottage and its residencies. To ensure that all of these objectives collectively move Creative Folkestone towards creating a successful ‘Folkestone Art Town’.

Communication and collaboration within Creative Folkestone

You will need to work alongside the following teams: Marketing, development, visitor experience, finance, learning and engagement.

External Communication

Artists and the professional arts community (local, national and international); the broader Folkestone and Kent arts community; the general public; funders and other stakeholders; suppliers, contractors, consultants; partner organisations; project managers.

Specific Responsibilities

1. Assisting the Triennial curator to deliver their vision for the Triennial.
2. Manage the delivery team for the artworks in the Triennial.
3. Ensure that the Folkestone Artworks are properly cared for within an agreed budget.
4. Manage the Prospect Cottage custodian to ensure the Cottage, Garden and contents are well cared for and the residency programme is delivered along with the public entry.
5. Work with marketing, visitor experience and learning teams to consider enhanced public engagement with the Artworks and Prospect Cottage.
6. Draft and manage the budgets for the Artworks and Prospect Cottage and work with finance team on the Triennial finances.
7. Recommendations to the Curator and CEO regarding the purchase and maintenance of works commissioned.
8. Support the CEO and Curator, in managing relations with the local Council as regards artworks, permissions etc.
9. Work with the Head of Development on providing information to support fundraising.

Triennial specific tasks:

1. Contribute to research of appropriate artists, host organisations / communities and sites for artworks; lead on community and schools’ relations for artworks (in partnership with appropriate members of Creative Folkestone Learning and Engagement staff).
2. Contribute to conceiving and delivering a programme of artist activity when requested.
3. Contribute to devising and implementing a programme of linked activities (conferences, residencies, academic activity, talks and guided tours) aimed at adults / higher education if requested.
4. Support the Triennial curator in establishing the feasibility of artists’ concepts (taking professional advice as needed).
5. Support the Curator in establishing the design and installing commissions, in liaison with an appointed technical manager, and through keeping a directory of local suppliers and contractors.
6. Co-ordinate artists’ visits and accommodation, with ongoing artist liaison.
7. Provide accurate information about artists and artworks when requested by the marketing and engagement team, directly or through project managers, and generally support the team over media releases, website, map, labels etc.
8. Support the Triennial curator in the authorship, design and production of publications not within the budget / responsibility of the marketing and engagement team.
9. Take talks and guided tours of visual arts, including deputising for the Triennial curator as required.
10. Take responsibility for the archiving of relevant materials in connection with the Triennial, past and present

**Terms and Conditions:**

This is a full-time, permanent position.

Starting salary: £42,000 per annum + contributory pension.

Full conditions are as per the written statement of employment.

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|  | **HEAD OF CURATORIAL****PERSON SPECIFICATION** |  |  |
| **KNOWLEDGE & EXPERIENCE**  | **Essential** | **Desirable** |
| 1. Experience working in a senior position on major exhibitions | x |  |
| 2. Experience working on art in the public realm, including technical issues, health and safety and planning | x |  |
| 3. Experience of working with artists and other curators helping them to deliver their vision | x |  |
| 4. Experience of caring for a collection both contemporary and historic (and a building) | x |  |
| 5. Experience of working with local communities and public visitors | x |  |
| 6. Excellent team worker with the ability to use own initiative to analyse situations and solve problems | x |  |
| 7. Responsibility for budgets and financial management |  |  |
| 8. Experience of issuing and managing contracts and/or service level agreements, eg with artists, makers and builders | x |  |
| 9. Experience in motivating and developing direct reports | x |  |
| 10. Proven success in instigating and developing productive relationships with external stakeholders | x |  |
| **SKILLS** | **Essential** | **Desirable** |
| 11. Diplomatic and effective negotiating skills | x |  |
| 12. Effective forward planning / project management skills | x |  |
| 13. Astute budget management skills | x |  |
| 14. Articulate and confident communication skills | x |  |
| **ATTRIBUTES** | **Essential** | **Desirable** |
| 15. Calm, focussed and motivated under pressure | x |  |
| 16. Hard working and energetic | x |  |
| 17. Committed to Creative Folkestone’s place making agenda through the arts. | x |  |

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**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK?  |
| How did you hear about this vacancy?  |
| What is your notice period / earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, your CV and any subsequent interview; and that you understand that withholding or misrepresenting information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY) DATE RECEIVED: DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**WE’D LIKE YOU TO PROVIDE A PERSONAL STATEMENT ABOUT WHY YOU ARE INTERESTED IN BEING HEAD OF CURATORIAL AND WHAT YOU FEEL YOU CAN BRING TO THE ROLE.**

**YOU ARE INVITED TO RESPOND EITHER IN WRITING USING NO MORE THAN 1000 WORDS OR WITH A 2 MINUTE VIDEO/SOUND FILE.**

**SECTION 4:**

Please provide details of two referees, one of whom should be your current or most recent employer and indicate at which stage you consent for these references to be taken up.

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact number: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview□ contact only on offer of employment |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation if relevant: | Contact numbers: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview□ contact only on offer of employment |