

## **CURATOR**

August 2017

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Thank you for your interest in the above post at S1 Artspace.

Enclosed is the job description, person specification, core terms and conditions, background information about S1 Artspace and organisational structure. An equal opportunities monitoring form is also enclosed and it would be helpful if this could be completed and returned with your application.

The closing date for applications is **Thursday 21<sup>st</sup> September 2017, 12 noon**. We regret that applications received after that time cannot be considered. All candidates shortlisted for interview will be contacted by email. If you have not been contacted by Monday 25<sup>th</sup> September, please assume that your application has not been successful. Interviews will take place on **Tuesday 26<sup>th</sup> and Wednesday 27<sup>th</sup> September**.

To apply for this role, please send a covering letter (no longer than two pages) detailing your suitability and interest in the position. Please include a recent CV, including the names and contact details of two referees, one of whom should be your current or most recent employer and email to 'recruitment@s1artspace.org' with 'Curator Application' in the subject line.

If you have any queries regarding the process or would like an informal conversation about the role please contact me on 0114 275 6131.

Thank you for your interest in S1 Artspace and we look forward to receiving your application.

Yours sincerely

Louise Hutchinson  
Director, S1 Artspace

## BACKGROUND

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S1 Artspace is a valued and respected gallery and studio organisations based in Sheffield. Established in 1995 by artists living and working in Sheffield who wanted to create a different type of studio organisation; one where artists would collaborate, share ideas and create opportunities for themselves.

The organisation has grown from a modest, voluntary run studio complex above a nightclub, to an organisation now based on an iconic estate where work of an international standard is produced, commissioned and exhibited.

S1 has been widely acknowledged for the quality of its work and the value of the support it provides to both artists and the wider arts community. Over its 21-year history, it has provided 160 artists with studios, presented work by over 550 artists and commissioned 80 new works. Of these six were Turner Prize winners a further five nominees, and over the past ten years 12 artists included in the programme were selected for the British Art Show.

S1 provides studio space for contemporary artists at varying stages in their career, from recent graduates to established artists working at an international level. In addition, it also provides workspace for creative businesses and Sheffield Hallam University's practice-based PhD students.

Artists based at S1 have been selected for New Contemporaries, British Art Show, won the Northern Art Prize, Silver Lion at the Venice Biennale, been commissioned to produce permanent public sculpture for the 2012 Olympic Park, and regularly exhibit their work nationally and internationally.

S1 frequently collaborates with other organisations to realise its work. This has included partnerships with Bloomberg New Contemporaries, Henry Moore Institute, Leeds City Art Gallery, Sheffield Doc/Fest, Eastside Projects, Sheffield Hallam University, Glasgow Sculpture Studios, Museums Sheffield, Site Gallery, Spike Island, Studio Voltaire, Iniva and Wysing Arts Centre.

Now based at the Park Hill estate following the completion of (Phase 1) a successful 18-month pilot exhibition's programme in 2015/16, S1 has begun developing Phase 2 of its plans at Park Hill – the renovation of the former garage block to provide S1's new premises over the next five years. S1 will relocate into these new premises in early November and the public programme will re-commence in December 2017. S1's long-term ambition at Park Hill is to significantly expand its work to establish a new national flagship for arts, culture and heritage at the largest listed structure in Europe.

S1 Artspace is a registered charity and receives income from grants, individual donations, rental income, shop sales, corporate sponsorship, trusts and foundations.

## JOB DESCRIPTION

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### Main purpose of role

The curator will work closely with the director to conceive, develop and deliver the exhibitions and events programmes, including fundraising and securing appropriate partners. The curator will also support artists' development, in particular, those based in studios at S1 Artspace, members of the S1 Associates programme, and lead on Syllabus, a national peer-led learning programme in partnership with peer organisation's across England.

<b>Job title</b>	Curator
<b>Responsible to</b>	Director
<b>Salary</b>	£24,000 - £26,500 PA (dependant on experience)
<b>Hours</b>	Full time. Office hours are 10am – 6pm Mon – Fri, with occasional evenings and weekends required.
<b>Contract</b>	Initially six months with view to make permanent
<b>Annual leave</b>	In addition to bank holidays, employees are entitled to statutory annual leave (pro rata).
<b>Probationary period</b>	This post is subject to a probationary period of three months. There will be a staff review at 3 months and again at 6 months.
<b>Other</b>	On completion of three months' service, employees are eligible for auto enrolment in S1 Artspace's workplace pension scheme
<b>Deadline</b>	Thursday 21 <sup>st</sup> September 2017, 12 noon
<b>Interviews</b>	Tuesday 26 <sup>th</sup> and Wednesday 27 <sup>th</sup> September
<b>Place of work</b>	S1 Artspace, Park Hill, Sheffield, S2 5 QX. Open plan office environment. Five minutes' walk from Sheffield train station/tram stop and bus station. Pay and display parking available at Park Hill, £4 all day.
<b>Start date</b>	Immediately

## **Key tasks and responsibilities**

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### **Artistic Programme**

- Work closely with the director to conceive, develop and deliver the artistic programme (exhibitions and events), including project managing and overseeing production, developing partners and opportunities, and contributing to programme planning discussions
- Manage exhibition logistics including; install/de-stalls, transport, artist travel and accommodation, insurance, contracting freelance support staff and overseeing exhibition maintenance
- Manage invigilation recruitment, lead invigilator team inductions, training, briefings / debriefings and invigilation rotas for each exhibition
- Ensure the gallery complies with health and safety procedures
- Provide introductory talks for group visits and at specific events as required
- Attend and contribute to Art Sheffield meetings and support its continued development
- Manage the effective development and delivery of S1's artist professional development programmes and act as lead contact for participants and partners - including the associates scheme, syllabus and collaborate with the studios manager to support the bursary programme.

### **Marketing and PR**

- Produce copy for promotional material as required
- Work with external designers to produce promotional material
- Manage online social media platforms and S1's web presence, working to increase the volume of users / followers / reach
- Manage exhibition mail-outs and the distribution of promotional material
- Ensure subscription databases are kept up to date and comply with data protection laws
- Act as lead contact for press enquiries and ensure press releases are drafted and circulated appropriately to local and national media networks, and in a timely manner
- Refer to and deliver the audience development and marketing strategy and assist with the development of future strategies

### **Administration**

- Manage visitor queries as required
- Manage the gathering, monitoring, analysis and reporting of visitor and participant information using visitor surveys and questionnaires and other audience research techniques

### **Finance and Fundraising**

- Develop and submit funding applications and sponsorship requests in liaison with the director to support the artistic programme
- Manage S1's editions and sales of artworks, including production, promotion, sales, stock and inventory. This will include organising and representing S1 at art fairs (approx. once a year).
- Provide relevant and timely information to the finance manager regarding project budgets and invoices, and assist with the production of financial reports and updates as required

**Other**

- Participate in and actively contribute to staff meetings
- Ensure good communication between the gallery, studio manager and studio holders
- Carry out all evaluation and monitoring processes as required by funders and produce project evaluation reports for both internal and external purposes
- Assist and attend S1 events (working outside of normal working hours will be necessary on occasion)
- Represent S1 at external meetings when required
- Actively and positively contribute to other areas of S1's activities and duties as and when required

## Person specification

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### Essential

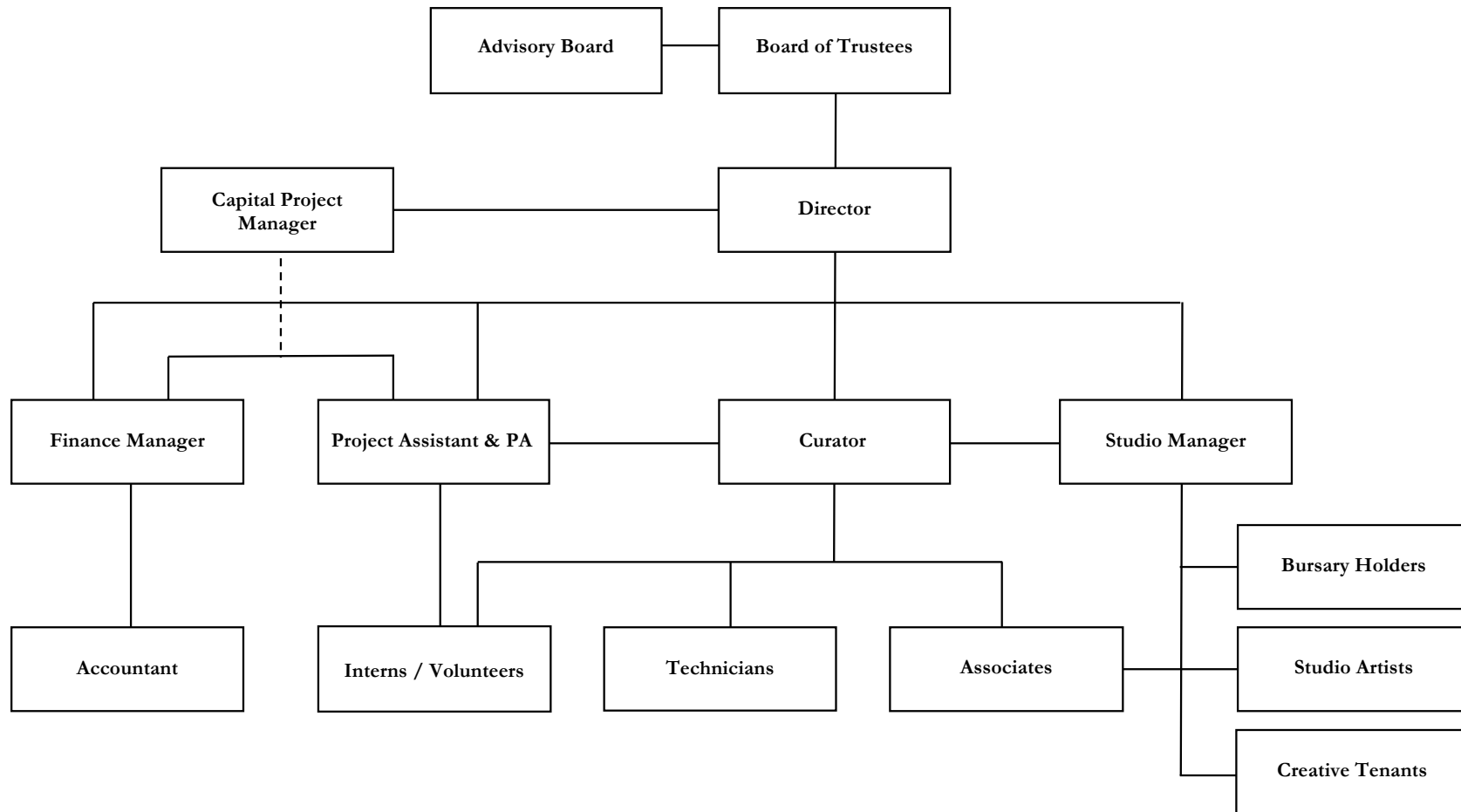
- Degree or degree level qualification in an arts related subject
- Excellent knowledge of contemporary visual arts
- Experience of working with artists and commissioning new work
- Knowledge of artist-led and independent initiatives nationally and internationally
- Knowledge of and interest in current issues of programming and curating
- Minimum of 2 years' professional experience of working in a gallery or arts organisation within a programming or curatorial team
- Experience of writing and speaking to the general public about art
- Experience of project management, including planning and budgeting
- Experience of print production, editing, proof reading, liaison with designers
- Experience of successful fundraising
- Experience of budget management
- Experience of working as part of a small, dedicated team
- High level of communication and interpersonal skills
- Excellent organisational and time management skills, including ability to initiate, self-motivate and work to tight deadlines
- Effective decision making, negotiation and problem solving skills
- Computer literate and IT experienced
- Comprehensive knowledge Microsoft Office and confidence in using databases
- Experience of managing small teams including volunteers and interns
- Ability to creatively problem solve
- Positive, team oriented attitude
- Ability to think analytically and strategically
- Prepared to work flexibly including evenings and weekends where necessary in order to meet the demands of the post
- Willingness to travel and be away overnight for research and partnership development

### Desirable

- Postgraduate qualification in arts management/ curating/ art history/ art education
- Experience or knowledge of commissioning and presenting public sculpture / work in the public realm
- Understanding of the opportunities and complexities of working at the Park Hill estate
- Knowledge or experience of working in the commercial gallery sector
- Understanding of the professional development challenges and opportunities for young artists and other early stage practitioners working within the contemporary visual arts
- Proficient use of design and graphics programs for Mac (Photoshop, In-design, Illustrator etc)
- Experience of initiatives that focus on audience development and working with diverse audiences
- Effective working with the arts press and media
- Experience of art handling and condition checking artwork
- Experience of patron schemes and crowd funding campaigns
- Experience of working with the exhibition of new technologies
- Driving licence

## S1 Artspace - Organisational Structure

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## Equal opportunities monitoring form

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S1 Artspace is dedicated to equality of opportunity and values a diverse workforce. Please provide us with the following information to help us identify any possible barriers to employment and to monitor the effectiveness of our equal opportunities policy. The information provided here is confidential and will not be part of the selection procedure.

**Post applied for:**  
**Where did you hear about this opportunity?**

### AGE

- 16 – 24
- 25 – 34
- 35 – 44
- 45 – 54
- 55 – 64
- 65+

### GENDER

- Female
- Male
- Other

### DISABILITY

Do you consider yourself to have a disability?

- No
- Prefer not to say
- Yes, please specify:

Can you please inform us of any access requirements you may have that could assist you in your interview? (e.g. large print, BSL interpreter etc.)

### ETHNICITY

What do you consider your ethnic group to be?

- Prefer not to say

#### White

- British
- Irish
- Other background:

#### Black or Black British

- Caribbean
- African
- Other background:

#### Dual heritage

- Asian and White
- Black African and White
- Black Caribbean and White
- Chinese and White
- Other background:

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other background: