



**Job Description: Cell Project Space , Associate Curator,
Application Deadline: 20th September 2019
Interviews will take place on 26th September –1st October 2019**

To apply please send your completed Application Form in PDF format, to The Trustees at info@cellfoundation.org.uk using the subject line: Associate Curator, Application. Please do not send anything else with your application. Please note that only applications that are submitted using the Application Form will be accepted, CVs will not be reviewed. You will receive an email confirmation that your application has been received within 2 days of submission. If you have any access requirements that you would like to discuss please email rachael@cellprojects.org

Cell Project Space is seeking to recruit a dynamic and passion driven, production focused practitioner to become the gallery's new Associate Curator. This is a hands on practical role suitable for someone working across disciplines with a track record; producing original ideas and content and an ability to realise them through high quality artistic work, innovative public programmes, writing and/ or curatorial practice.

The primary function of the Associate Curator role is to support the Programme Curator and the Public Programme Co-ordinator with research, production and delivery of Cell Project Space's exhibition programme. They will have shared responsibility for the delivery of a cohesive series of exhibitions and demonstrate a commitment to addressing current debates and issues within contemporary art, both locally and internationally. The role requires excellent writing, research, practical and organisational skills alongside well-developed interpersonal skills, to become an effective member of our team. They must make the public and audiences their priority whilst supporting artists and the works in their care.

The appointment of the post comes as part of a new phase of expansion for the gallery in our adjacent 450sq. ft. space on the ground floor yard at the Cambridge Heath Road site providing an exciting opportunity to curate a new format for gallery's future programme.

The post holder will provide high quality administrative support to the curatorial team and will fundraise and initiate procurement, monitor budgets, and produce contractual and shipping documentation. An ability to prioritise work to meet deadlines and maintain attention to detail under pressure is essential to the role. It is expected that the Associate Curator will have a key input in Cell's interpretative materials and digital content on a weekly basis. This work includes producing e-announcements, updates for Cell's website, and responding to information requests from the media whilst contributing to innovative content for the gallery's social media channels.

The Associate Curator assists in delivering exhibitions, which includes;

- Taking a shared practical responsibility and accountability for hanging exhibitions and events alongside the gallery team.
- Managing the schedule of work for Cell's internship programme alongside Cell's Programme Curator & Gallery Manager
- Producing Sketch-ups of exhibition layouts, liaising with the Programme Curator and Technical support team
- Liaising with fabricators and external contractors, sourcing materials, equipment and utilising others' skills to produce cost effective results.

- Project managing installation of exhibitions including assisting artists, contractors and any freelance technicians
- Booking travel and accommodation for artists
- Preparing budget estimates, carrying out procurement
- Maintaining budget sheets for exhibitions using Microsoft -Excel assisting the Gallery Manager, liaising with bookkeeping to ensure records are accurate and up to date
- Monitoring and communicating the exhibitions programme delivery plans to all key parties
- Draft artists' contracts & loan agreements in consultation with the Programme Curator
- Arranging shipping/ transport of artworks
- Producing condition reports for artworks entering and leaving the premises

Front of House

- Undertaking general maintenance of exhibitions, maintaining front of house including ensuring the gallery is clean and tidy, maintaining AV equipment etc. alongside the Gallery Manager.
- Acts as the first point of contact for visitors, providing information on all aspects of the organisation
- Managing Front of House; dealing with phone inquiries, email, printed information, recording visitor numbers etc.

Communications and contextual materials

- Producing exhibitions e-flyers and gallery signage, using In-Design and send in blue/ content management systems
- Researching and producing reading material to accompany the exhibitions and public programme in dialogue with the Programme Curator and Public Programmes co-ordinator.
- Producing the gallery map & text hand out for exhibitions and associated events, as well as preview press newsletters,
- Taking responsibility for in house audio documentation using the gallery's equipment for events alongside Gallery Manager
- Editing and archiving media coverage for the website and producing media reports on social media platforms.
- Posting weekly News features & updates on the website
- Assisting the Programme Curator with drafting and editing media releases and bulletins alongside the Gallery Manager
- Developing a media strategy in dialogue with the Programme Curator & Public Programmes co-ordinator and generating content for social media.
- Maintaining and updating media mailing list regularly and making it relevant to the programme- responding to media enquires.

Fundraising

- Present self-initiated ideas to create a strategic plan to build into the programme to source funds through funding bodies or to attract donors, patrons and potential supporters of the programme
- Initiate Research and prepare funding applications for the exhibitions programme
- Produce reports & evaluation for funding bodies

Curatorial research and exhibitions planning

- To contribute to the exhibitions programme inside Cell's longstanding 20 year space and to additionally develop an adjunct programme of work in Cell's new 450 sq ft ground floor event space with the Programme Curator & Public Programmes Co-ordinator.

- Play a supportive curatorial role, inputting ideas and approaches to various aspects of the programme.
- Contribute self-initiated research to team meetings
- Actively arrange studio visits with artists
- Prepare information for curatorial meetings and presentations, taking minutes and recording actions for the Programme Curator.

Public Events

- Willing to address audiences either through public speaking- chairing or introducing Q&A's at the gallery or addressing community partner groups if appropriate.
- Assists with the coordination of exhibition openings in dialogue with the Gallery Manager
- Liaises with the Public Programmes co-ordinator to deliver and support workshops, talks and related events for schools and community partners

Other

- Carries out other duties deemed appropriate by the Directors
- Actively participates in the London contemporary art world – networking with artists, gallerists, collectors, funders and other institutions, to develop working relationships beneficial to Cell Project Space
- Adheres to all Cell Project Space's policies and procedures

Cell Project Space is committed to equal opportunities. We welcome applications from candidates of all backgrounds and are committed to building a diverse workforce. Cell Project Space is located on ground & first floor, which is wheelchair accessible. If you have any access requirements that you would like to discuss please email rachael@cellprojects.org.

Essential Skills & Attributes

- A good knowledge of the visual arts both national and international with a commitment to contemporary visual art and curatorial practice
- A highly motivated and enthusiastic team worker. Pro-active and independent. Able to work in a friendly manner, building professional relationships with colleagues.
- A Confident speaker- able to promote the organisation within their own professional circles and the gallery's networks
- Excellent computer skills, including experience of using In-Design, social media, sendinblue / mailchimp/ basic html systems and Microsoft databases
- A basic working knowledge of AV equipment or a willingness to learn
- Basic practical skills – and a willingness to take a hands-on approach to exhibition making.
- Experience of exhibition production and working directly with artists
- At least 2 years' experience of working within an arts institution, gallery or equivalent transferable skills such as experience developing independent curatorial projects
- Educated to degree level, Fine Art, History of Art or relevant to the post
- Experience of writing and editing copy for newsletters, social media and websites

About the Organisation

Cell Project Space is an independent gallery founded in 1999 by directors Milika Muritu and Richard Priestley that was originally set up as an artist-run exhibition space in Dalston. The organisation provides affordable workspace, which in turn supports an on-going programme of exhibitions, projects, talks, screenings, and events. The gallery was founded as a testing ground for artists' projects and continues to foster research, discussion and production for a range of projects. Solo presentations in the past decade include: Ghislaine Leung, Anna Sophie Berger, Josh Bitelli, Yuri Pattison, Anne De Vries, Eddie Peake, Benedict Drew, Rachel Reupke, Jessica Warboys, Celine Condorelli, and Angelo Plessas. Today, the programme facilitates local and global critical

debates while supporting underrepresented artists, collaborating with established and emerging practitioners to present varied formats for exhibition making.

The programming year of 2019/20 marks the 20th anniversary of Cell Project Space as a leading artist-centric platform in London developing ambitious new commissions and presenting historically overlooked projects, fulfilling a function in-between artist-run organisation and larger institution to provide access and support to provisional, experimental and emerging practices.

At a pivotal moment in the gallery's 20 year history the programme will react to new voices that reflect on the impact of a changing social and economic landscape and re-examine approaches to working outside mainstream institutions, the concept and practice of collectivity and the role and position of the archive within our current contemporary climate. Cell's current and future programming plans combine a range of UK and international artists, as well as emerging and historical works. The programme fosters links with new partners that include: Boris Lurie Art Foundation (New York, USA), DACS & The Estate of Donald Rodney, Plymouth University, Sussex University libraries, ICA (Philadelphia, USA) and Chisenhale Dance Space (London, UK), with support from Cockayne, East End Community Fund, Arts Council England, Marpac and Elephant Trust. In 2019-20 Cell Project Space plan to release two new publications and work with invited writers and academics Mathieu Copeland, Derica Shields, Caspar Heinemann, Tom Hastings and Laura Mulvey.

Cell extends the gallery's visibility with collective participation through tours, workshops for community partners and local schools. The gallery programmes 5 exhibitions a year with a range of associated events within the gallery's public programme and open free to the public from Thursday - Sunday throughout the year with office operations open every day with the exception of National Holidays and within the month of August.

Cell Project Space, Studios, and charity arm Cell Foundation are an affordable artists work space provider established in 1999, providing leasehold work space to 1097 artists and designer-makers at 7 sites / 147,000 sq ft of B1 work space in east and South East London. Cell Foundation is a registered charity and is the charitable arm of Cell Project Space Ltd. Cell Foundation fundraises for 50% of the artistic programme through national and international trusts, and foundations which directly supports the production of new work by artists, while enabling the gallery to keep all exhibitions and events free. The remaining 50% covered by Cell Project Space Ltd alongside the entire organisation's core costs.

Cell's two Directors take overall responsibility for management and lead a permanent team comprising of Director of Studios, Studios & Gallery Tech Operations Manager, Studios Maintenance & Gallery Technician, Gallery, Programme Curator, Associate Curator, and freelance contractors & Technicians. Cell's Programme Director takes overall responsibility for the artistic programme. Cell's Studios Director takes overall responsibility for buildings management and studios.

Conditions of Work

- Fixed-term 12-month contract, renewable
- Hours of work: Fractional Post 0.8 (4 days per week)
Thursday – Sunday, during gallery public hours with flexible extra days for installation.
- Regular evening and flexible install days will be required, compensated by time off in lieu
- Salary: £26,000 - £30,000, depending on experience per annum/ pro rata
- Probation period: 3 months
- Notice period: 2 months in writing on either side