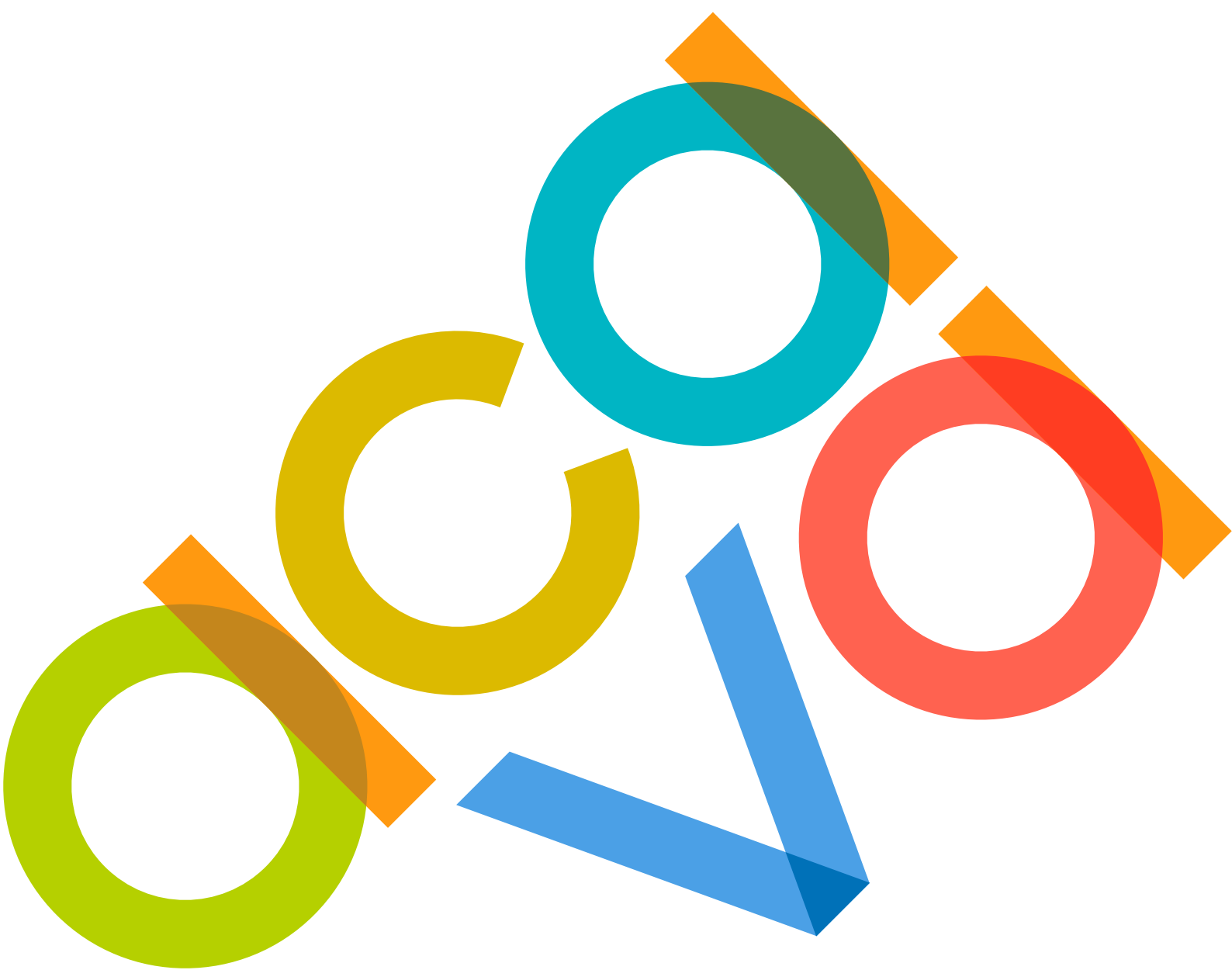


Curator (Professional Development)

Application pack



Welcome

Dear Applicant,

Thank you for your interest in the newly created role of Curator (Professional Development) at ACAVA. If successful, you will join a dynamic, progressive and growing organisation with a 50 year history as an important part of the national cultural infrastructure.

ACAVA's unique vision – Creativity with Social Purpose – guides our work at the intersection of creative practice, community and place. We are an ambitious team focused on diversification and growth, enjoy a great work culture and have recently joined Arts Council England's National Portfolio so it is an exciting moment to join us and develop your career, with our support.

We welcome informal confidential conversations with potential candidates to discuss any queries you may have. If you would like to arrange a discussion, please contact us at: recruitment@acava.org in the first instance.

I very much look forward to receiving your application.

Tom Holley

CEO

ACAVA

ACAVA seeks to appoint a Curator (Professional Development), a new role focused on delivering and evolving our professional development plan. We are looking for someone with experience in programme development, curation and event production. This role will prioritise advancing the careers of emerging and established creative practitioners, fostering talent, facilitating peer networks and professional opportunities and championing diversity.



J D Rooney presenting his work as part of ACAVA Hosts: Studio 13 Residency. Photo by ACAVA Shoots

Equality, diversity and inclusion

ACAVA is committed to equal opportunities, diversity and inclusion and we are keen to address imbalances in our workforce. We encourage applications from all races, religions, genders, countries of origin and sexual orientations.

We particularly encourage applications from disabled people and those from global majority backgrounds as these groups are underrepresented in our organisation.

A large print version of this document is available on request.

We also welcome video applications. You can read the 'How to apply' section on this pack for more information on how to apply by video.

If you have access requirements at any stage of the recruitment process, please contact the team at: recruitment@acava.org.

Job description

- **Job title:** Curator (Professional Development)
- **Contract:** Fixed term (18 months), with the potential to become permanent, subject to funding
- **Hours:** 37.5 hours per week – we are open to flexible work arrangements (4 or 5 days per week)
- **Salary:** £33,000 per annum (pro rata for part-time role)
- **Benefits:** Contributory pension, 22 days holiday per annum (pro rata for part-time role), bank holidays, birthday day off.
- **Reports to:** Interim Head of Professional Development and CEO
- **Manages:** Project assistants, facilitators and freelancers
- **Key internal relationships:** Head of Social Practice, Head of Operations, Head of Fundraising, Head of Communications and Marketing, Communications Manager, Administrator, social practice team
- **Location:** Flexible working from home, co-working in central London and at various ACAVA sites as required

Purpose of the role

To work with the Interim Head of Professional Development, CEO and other colleagues on developing, delivering and evaluating ACAVA's new professional development programmes.

Activities will include (but are not limited to) curating and producing webinars, peer-to-peer networking, expanding our Artist-in-Residence programmes (young and emerging practitioners of the global majority), our work with young artists, new membership schemes and other initiatives as they emerge. There is significant potential to contribute to the evolution of this expanding area of our work, and you will be expected to bring ideas and ambition to the role.



ACAVA artist Sabi North based at Maxilla Walk Studios, London. Photo by ACAA Shoots

Key responsibilities

Programme development (with Interim Head of Professional Development)

- Develop new programmes that support our vision and business goals.
- Identify opportunities for collaboration that support our professional development strategy.
- Identify and apply to funding streams in collaboration with the Head of Fundraising and Interim Head of Professional Development.
- Cultivate and maintain relationships with a range of partners and collaborators.
- Advocate for ACAVA, engaging locally, regionally and nationally with the cultural, education, commercial and public sectors.
- Embed ACAVA's professional development programmes in our studio holder community, ensuring a responsive and collaborative approach to programme development.
- Visibly position ACAVA's programmes in the cultural and creative industries sectors.
- Design and schedule a programme of professional development activities throughout the year, in line with agreed objectives.
- Contribute to the future evolution of professional development initiatives.

Programme delivery

- Lead the programming of events and activities, including sourcing guest speakers/facilitators, booking venues and equipment, scheduling, marketing support and production.
- Ensure that programming is delivered on time, within budget and meets reporting and evaluation requirements.
- Produce internal and external programme reports and evaluation as required.
- Lead the recruitment of freelancers and contractors as required.
- Lead the recruitment of Artists-in-Residence.
- Ensure excellent pastoral and professional support for Artists-in-Residence before, during and after the period of the residency.
- Build and nurture an alumni group of Artists-in-Residence.
- Develop a plan (with structure, costs and timeline) for launching our new Associate Membership scheme in 2024.
- Work with the communications team to create and collate relevant content for newsletters, website and social media to promote and celebrate the programme.
- Work with colleagues to create an online library of resources including recorded content from live activities.
- Ensure activity complies with ACAVA's Respect, Safeguarding, Health and Safety and other relevant policies.

General

- Support ACAVA's commitment to best practice including equality, diversity and inclusion in all our work.
- Positively engage in, and contribute to, an open collaborative working culture.
- Be an ambassador and advocate for ACAVA at all times.

Person specification

Required

- Knowledge of contemporary arts and curatorial practices.
- Experience of working directly with creatives, supporting them in the development of their practice.
- Ability to manage projects, including interpersonal relationships, timelines and budgets, with excellent communication, administrative and planning skills.
- Excellent financial management when monitoring and controlling budgets.
- Experience of event management and production.
- Excellent written, verbal and digital communication skills.
- Excellent ability to multi-task, delegate and prioritise in a busy working environment.
- Strong ability to build team-spirit in the workplace.
- Confident working independently and as part of a small team.
- Experience of managing freelancers and contractors.

Desirable

- Experience of skills development and training for creative practitioners.
- Successful track record of fundraising from public and/or private sources.



Grenfell Memorial Community Mosaic: Walking as One, installation on the streets of North Kensington, London
Photo by ACAVA Shoots

About ACAVA

ACAVA is a leading arts education charity that evolved from artist-led initiatives in the early 1970s. For 50 years we have been amongst the UK's most progressive affordable studio and workspace providers.

With a portfolio of 15 studio buildings, exhibition spaces and workshops across eight London boroughs, one building in Essex and an industrial heritage site in Stoke-on-Trent we support a community of over 400 creative practitioners, cultural organisations and creative SMEs.

A pioneer of delivering arts in health and wellbeing settings for over 30 years, we bring professional artists together with local communities in co-created programmes that explore art and creativity and deliver creative, social and economic value.

To learn more about us, please [visit our website here](#).

How to apply

Please email the following to recruitment@acava.org:

- Completed [Application Form](#), including answer to application question (maximum two sides of A4 with text at 12 point size) or WeTransfer link to a sound recording or video (maximum ten minutes)
- Up-to-date CV

We also encourage you to complete and return the [Equal Opportunities Monitoring Form](#). All information given to us on the monitoring form will be separated from the application documents on receipt and will be held separately and anonymously for monitoring purposes only.

We are only accepting applications by email for this post. If you have a disability that makes it difficult for you to provide us with information in this way, please call 0749 639 2136 for assistance.

Dates

Please apply by 9 am on Monday 8 January 2024.

Interviews will be held in person during the week beginning 15 January 2024 at a location in London.

If you have any access requirements, please let us know when you apply. Start date: ASAP

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