

## Curator Development Scheme

**Deadline for Applications: 12noon, Sunday 10 April 2022**

**Fixed fee, freelance:** £2,000 (inclusive of all taxes and expenses)

**Based on an estimation of:** 20 days work depending on experience

**Role begins:** as soon after appointment is confirmed

**Role expected to complete:** 30 September 2022

Creative Industries Trafford (CIT), in partnership with Castlefield Gallery, are offering an opportunity for an emerging curator or producer to work alongside us in the delivery of two major photographic exhibitions at Waterside Arts in Sale, Trafford in 2022: *Your Own Light* by Allie Crewe (May - Jul 2022) and *Flood & Fire* by Gideon Mendel (Sep - Nov 2022)

### What we are looking for

The successful applicant will work alongside Matthew Pendergast, curator and deputy director at Castlefield Gallery, to deliver the exhibitions. These opportunities are part of Waterside's contemporary photography programme, supported by Arts Council England and delivered in partnership with Castlefield Gallery.

Through this opportunity, CIT and Castlefield Gallery are seeking to support the development of a talented curator working on contemporary visual arts exhibitions. We're looking for a creative individual who can work on their own initiative who is seeking to develop their skills as a curator or producer. We are looking for someone with a genuine interest in contemporary visual art, and photography. You will need to be committed to working with Waterside and Castlefield Gallery and be a confident, engaging and effective communicator in all forms of communication. You will be able to work to budget and to competing deadlines whilst collaborating with multiple partners and artists.

We invite applications from emerging professionals and welcome applicants of all backgrounds. If you have any questions or any special access requirements, or would prefer to send in a video application, please contact us via email [cit@watersidearts.org](mailto:cit@watersidearts.org) or phone 0161 912 5616 to make arrangements.

## **About**

### **Creative Industries Trafford**

CIT's work is focused on helping to develop sustainable careers for artists through improving creative skills and industry knowledge.

Together with Castlefield Gallery, CIT delivers portfolio surgeries giving critical feedback to visual artists and our Curator Incubator programme (2017-18) offered placements for emerging curators with exhibition opportunities on Waterside's visual arts programme.

Our programme includes the Northern Lights Writers' Conference and Puppet Masters Animation Conference, along with creative sessions, commissions, mentoring, publication and exhibition opportunities for a range of creatives including writers, visual artists, moving image artists, animators and designer-makers.

CIT is committed to valuing creativity and advocates for copyright retention and fair fees for artists. CIT is supported by Waterside, Trafford Council and Arts Council England and the Culture Recovery Fund through the Department of Culture, Media and Sport.

### **Waterside**

Waterside is an award-winning, vibrant destination for performance, culture and events in the heart of Sale in Trafford, Greater Manchester.

Waterside opened in 2004 and has built a strong reputation for delivering high quality and engaging work, ranging from family theatre, interactive arts activity, performance, live music and regular comedy as well as high profile visual arts exhibitions.

With an important role to play in the local community, the venue welcomes over 100,000 visitors per year, stages the annual ten-day Refract Festival and the cultural LGBTQ+ celebration Pride in Trafford; and engages with over 7000 residents through the established participation programme.

The space houses a main auditorium (the Robert Bolt Theatre), a versatile conference and studio performance space (the Chambers), three exhibition spaces and a number of studios, meeting and workshop spaces, all used by a variety of different groups.

The Lauriston Gallery is open to the public six days a week and is free to visit. The venue is funded by Trafford Council and supported by Arts Council England, the Heritage Lottery Fund and Esmée Fairbairn Foundation.

## **Castlefield Gallery**

At Castlefield Gallery (Est. 1984), we make new art possible. We are dedicated to the advancement of contemporary visual art. We are artist facing. We work with artists and creatives in Greater Manchester and beyond, at all career stages. We support them to develop their practice and careers, and to find ways not just to make art, but to make a living. We do this through: our gallery, and its free exhibitions and events that are open to all; through tailored career and practice development support; through our 200-strong artist Associates scheme; through the provision of low-cost studio and project space; through commissions and co-commissions; and through collaboration with universities, including annual graduate programmes that provide mentoring, coaching and more.

For 38 years, we have supported young and older artists, new graduates right through to established artists, connecting them to each other, and to our international network of curators, arts organisations, artists and collectors. Castlefield Gallery's international work is focused on exchange between artists in the North West of England, and the rest of the world. We have an established track record in public art commissioning and public realm animation and activation. We are a female led organisation and a registered charity. Castlefield Gallery is an Arts Council England National Portfolio Organisation and Manchester City Council Cultural Partner. Our Artist Patron is the celebrated Ryan Gander, OBE.

### **Curator Development scheme Responsibilities**

- Work with the teams at Waterside and Castlefield Gallery to support the development and deliver the exhibitions and related events such as artist talks and public engagement sessions).
- Be the main point of contact for the artists
- Assist with all the logistics, insurance requirements and risk assessment associated with delivering the exhibitions
- Administer and monitor a specific budget, contributing to overall budget management and reporting
- Work efficiently to source and procure within budget any items and materials needed for the delivery of the exhibitions
- Day to day, work to and regularly update the partnership team on progress, and attend regular programme and production meetings
- Work to deliver the overall aims of Waterside and Castlefield Gallery, and specific targets not limited to but including audience participation, communication and evaluation

- Work with a strong commitment to the principles of Equality, Diversity and Inclusion, as well as environmental sustainability
- Maintain high standards in publicly representing Waterside and Castlefield Gallery in all forms of communication, and in liaising with constituents and key stakeholders
- Be familiar with and comply with relevant policies and procedures, especially regarding the Waterside venue. Where relevant, support others to do the same. Not exclusive to but including Health and Safety, Child Protection, Equality, Diversity and Inclusion, GDPR
- Deliver overall robust planning, scheduling and risk assessment as applicable to activity and location

**Person specification:**

**Desired Knowledge and skills**

- Knowledge and understanding of the visual arts sector, especially that of Greater Manchester
- Some experience of curating, producing and or project management skills
- Solution focused, working with a can-do-attitude, including when under pressure and managing competing demands
- Excellent communication skills - confident, effective and considerate communicator, able to broker, maintain and grow relationships with a range of people in all forms of communication
- Administrative and digital skills, with strong attention to detail
- Competent across IT and software, including strong working knowledge of Microsoft Office

**Experience and interests**

- Preferable to have some experience of working with the cultural sector, in particular producing or curating exhibitions and events
- Strong interest in contemporary visual art and photography
- Interested in innovating, being imaginative and adopting creative collaborative approaches
- Active commitment to the principles of equality of opportunity and access, as well as environmental sustainability

**Terms and Conditions:**

**Fixed fee freelance:** £2000

(Inclusive of all taxes and expenses, unless demonstrated by prior written agreement).

We are happy to assist the successful applicant to set up as a freelancer.

**Based on an estimation of:** 20 days work

**Role begins:** as soon after appointment is confirmed

**Role expected to complete:** 30 September 2022

**Base:** Waterside Arts, Sale, Trafford.

The successful candidate will have access to desk facilities and meeting space when required, and as available across the partner venues, however they will need to operate their own home / office set-up.

**Hours:** to be determined by the appointed candidate in discussion with Waterside and Castlefield Gallery - the role will demand flexibility and occasional evening and weekend work

**Contract and fee management:**

Waterside will contract you and manage the fee. The fee will be paid in four installments including one final payment at the end of the project and contract completion

## How to apply

Please submit either a written or video/audio file application statement

Applications statements should cover:

- 1) A statement that outlines why you have applied. Your statement should be clear in covering how you meet the person specification, what qualities and experience you will bring to the role if appointed, and how you will deliver the role as outlined in the description of responsibilities You may include relevant web links with this section (up to 300 words).

We will also need you to submit a written:

- 2) Current CV that includes your personal information, your employment history (including dates, duties, reasons for leaving) and the names and contact details of at least two referees, one of whom should be your current or most recent employer or equivalent

**We also kindly request that applicants complete an Equality Monitoring Form which is anonymised and can be completed via this link ([google.com](#))**

**Please let us know if you have any access requirements that we can help you with during the application process.** To get in touch with us you can email [cit@watersidearts.org](mailto:cit@watersidearts.org) or telephone 0161 912 5616 (Mon- Sat, 10am - 5pm).

If you cannot reach us by phone please leave us a voicemail stating the nature of your call, your full name and clearly state your phone number so we can call you back. We will endeavor to call you back within 48hours.

**Once complete, please send your application to [cit@watersidearts.org](mailto:cit@watersidearts.org)**

Please ensure you use the subject **Curator Development Scheme** when emailing your application or send your application by post to:

### **Curator Development Scheme**

Richard Evans  
CIT, Waterside Arts  
1 Waterside Plaza, Sale, M33 7ZF

**Deadline for Applications: 12noon, Sunday 10 April 2022.**

**Please note that we cannot accept late or incomplete applications.**

### **Interviews:**

Interviews will take place on Thursday 21 April 2022 at Waterside Arts in Sale, Trafford and/or via video conference on Thursday 21 April 2022, between 10am and 4pm.

### **Shortlisting and appointment**

The position will be shortlisted, interviewed for and appointed by representatives of Waterside and Castlefield Gallery. If we have not contacted you by 5pm on Friday 15 April 2022, we thank you for your application but we are sorry you have not been selected for interview on this occasion. Unfortunately, we are unable to provide feedback to applicants that do not progress to interview stage.

### **Exhibition Dates**

Allie Crewe: Your Own Light  
Waterside Arts  
Exhibition: 19 May - 30 July 2022  
Install from 04 to 18 May 2022

Gideon Mendel: Flood & Fire  
Waterside Arts  
10 Sep - 19 Nov 2022  
Install from 30 Aug to 09 Sept 2022

### **Equal Opportunities**

Waterside is an Equal Opportunity Employer and will not accept unfair discrimination or less favourable treatment on the grounds of race, sex, gender, sexual orientation, age, religion or belief, disability, marriage and civil partnership, gender re-assignment, pregnancy and maternity or trade union activity. Waterside's Equality Policy is underpinned by the Equality Act (2010) which provides a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society.

Waterside is committed to the promotion of equal opportunities in all aspects of our work, including management, employment practices with both paid workers and volunteers, access to services and service provision. We fully support the principles of equality, diversity and inclusion. We recognise that groups and individuals in society are disadvantaged due to discrimination directed against them by both direct and indirect discrimination.

We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and to develop organisational cultures that positively value diversity. Our venue is fully wheelchair accessible and assistance dogs are welcome.

We are aware that not everyone has internet access and access to IT equipment, and will take steps to make sure that this is not a barrier to applicants.

If you have access needs and wish to discuss alternative ways of applying for this opportunity, please contact [cit@watersidearts.org](mailto:cit@watersidearts.org) or phone 0161 912 5616 and ask for Frances Rocca or Richard Evans.

If our offices are closed and/or we cannot respond immediately, please leave a message clearly stating the nature of your call, your full name and contact details so we can get back to you. We will endeavour to respond within 48hours or sooner.

**Thank you for your interest in this opportunity!**

#### **Funders and project partners**



Supported using public funding by  
**ARTS COUNCIL  
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