

JOB DESCRIPTION: RESIDENCY CURATOR

Title: Residency Curator
Salary: £28,000 to 30,000 pa
Time commitment: Full time, initial one-year fixed term contract

Founded in 2007, Delfina Foundation is an independent, non-profit foundation dedicated to facilitating artistic exchange and developing creative practice through residencies, partnerships and public programming, with a special focus on international collaboration.

PRINCIPAL PURPOSE OF THE POST:

To work with the Delfina Foundation team to achieve the organisation's overall vision, leading on the delivery of residencies and public programmes. This includes taking a key role supporting artistic research and development at Delfina Foundation through structured curatorial and professional development activities, managing residencies end-to-end and initiating, and delivering, public programmes in collaboration with colleagues and residents.

AREAS OF RESPONSIBILITY:

Residency Programme

- To manage and oversee selection processes for Delfina Foundation's residency programme and ensure targeted reach of open calls for applications and nomination processes
- To communicate with selected residents in advance of their residency to plan and discuss goals for the residency
- To organise a programme of presentations, field trips, group trips, studio visits and workshops etc. for residents
- To support artists in gaining access and taking advantage of the UK's cultural offer, providing structure and facilitation where necessary
- To identify opportunities for residents (e.g. commissions) and needs (e.g. training)
- To develop a network of UK-based practitioners around the international residents
- To ensure that residents' logistical needs are met from the selection period to their arrival and departure, including organising relevant visa materials and working with the administrative officer to book travel arrangements, supported by the Administrative Coordinator
- To build relationships with Residency Partners and to keep them informed on selection and the process of the residency they are supporting
- To assess and manage any special needs or access requirements for residents

Public Programme

- To help develop Delfina Foundation's curatorial themes, ranging from *The Politics of Food* to *science_technology_society* as a framework for public programmes
- To shape public programme activities involving residents and/or themes related to their practice and the context of their work
- To produce the public programme events developed with the residents

- To work with the Administrative Coordinator to ensure practical and hospitality needs for events are met

External communications

- To write, contribute to and edit texts in relation to the residency and public programme working with the Communications Manager
- To liaise with the Communications Manager in envisioning and delivering documentation of the programmes, including social media and PR

Development/Fundraising

- To work with the Director and Deputy Director to develop institutional or funding partners for the residency and public programme
- To support relevant proposals and funding applications
- To liaise with partners
- To support artists in making applications for residency funding directly, where necessary

Relationship management

- To interface with residents, developing close working relationships
- To interact with visitors at the foundation, ensuring utmost hospitality and a unique experience
- To represent the foundation externally with individuals and institutions or at events
- To engage with funders and patrons

General

- To facilitate and input into project planning and strategic thinking
- To support the running of the office/space
- To maintain relevant budgets
- To carry out all duties in compliance with appropriate internal and statutory policies and procedures, including in the maintenance of records and information as it relates to the organisation and your individual work
- To prepare for and manage risks

SKILLS, EXPERIENCE, QUALIFICATIONS REQUIRED:

- At least an undergraduate qualification in art, curatorial studies or relevant area of visual culture
- Ability to work independently, take initiative and be resourceful
- Proven experience in producing programmes in collaboration with others, knowing when to take lead and how to support others to reach a shared vision
- Excellent organisational skills with particular attention to detail and capacity to multi-task under pressure and in a fast-paced environment
- Excellent communication and ability to consistently manage artists with diplomacy and warmth
- Demonstrated writing and research ability
- Wide-ranging knowledge of the UK arts sector and the international context
- Preferred:
 - International experience
 - Experience in artist development
 - Proficiency in more than one language
 - Experience of working on a residency programme

ADDITIONAL CONDITIONS OF THE POST:

- Willingness to be flexible with work hours, including out-of-office-hours activity (such as evening programmes/projects etc.)

HOW TO APPLY:

Please send a CV and a personal statement (500 words max.) in one document in PDF format to opencall@delfinafoundation.com with Residency Curator in the subject line.

Please title your PDF document with your name in this format: Surname_Firstname.

Your personal statement should briefly explain why you are applying and why you want this job. You should use this section to show us how your skills, knowledge and experience match the requirements specified in the job description and person specification, and to give details and examples of any relevant interests or activities that would further support your application.

Please also provide contact details of two people whom we can contact for references as part of your CV. One referee should be your current or most recent employer, voluntary work or placement supervisor. The second may be a former employer, an academic reference or a colleague.

In the body of your email, please do not include any text of significance as the emails will not be reviewed by the panel, only the PDF document.

Deadline: Noon on Monday 2 August 2021

Interviews: Week of 16 August 2021

Preferred start date: By Monday 4 October 2021

ACCESS:

Delfina Foundation will make every reasonable adjustment to the office or to working arrangements so as to accommodate the needs of people with different abilities. You can discuss any access needs you may have with our Director of Operations at any stage in the application process by mailing opencall@delfinafoundation.com

EQUAL OPPORTUNITIES:

Delfina Foundation is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector.