

APPLICATION PACK:
CURATOR

Dear Applicant,

Thank you for your interest in the role of **Curator** at Impressions Gallery. In this pack you will find information about the role including job description, person specification, terms and working conditions, as well as information about Impressions Gallery and details of how to make an application.

We are seeking to appoint a **Curator** to deliver innovative, thought-provoking photographic exhibitions and other projects that realise the gallery's artistic vision, and its commitment to diverse, and often marginalised, audiences. Applicants must have relevant photographic knowledge and experience of working within a professional visual arts environment.

Impressions Gallery is a registered charity and a company limited by guarantee, governed by a Board of Trustees. Day to day direction is delegated by the trustees to the director. The charity is supported by public funding from Arts Council England and Bradford Metropolitan District Council and raises additional income from sources, including trusts & foundations, donations, retail and earned income.

The successful applicant will join us at an exciting time; **Bradford is UK City of Culture 2025**. This is a game-changer, putting the city firmly on the national and international stage. Impressions continues to be a key partner and the successful candidate will play an active role in shaping our programme for Bradford 2025.

In addition, we have ambitious plans for our long-term future including re-imagining what a photography gallery should be. It is expected that the successful candidate will play a pivotal role in helping us to shape our thinking.

We believe this role is an exceptional opportunity for someone with the right mix of experience, ambition, enthusiasm, and initiative. The role is perfect for someone looking to take their career to the next level.

The salary for this role is **£27,000 to £30,000 p.a.** dependent on experience. If required, reasonable relocation costs will be available for the successful candidate.

The closing date for applications is **Monday 10 October 2022 at 12 noon**. We look forward to receiving your application



Anne McNeill,
Director

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1. BACKGROUND

ABOUT THE ROLE

The Curator will work as part of a small, dedicated team and will manage the delivery of exhibitions, commissions, and other curatorial projects in line with Impressions Gallery's vision and mission.

The Curator will report to, and work with, the Director. As well as having an executive role, the Director is the artistic director, and provides leadership on the artistic programme.

The Curator will contribute ideas to the overall artistic programme, with opportunities to curate and lead on exhibitions that champion high-quality and risk-taking photography that is accessible to all. They will form relationships with a range of diverse artists and help shape the future of photography by supporting the next generation of practitioners.

Other duties include management of Impressions Gallery's touring exhibitions portfolio, developing key partnerships for exhibitions and other curatorial projects; ensuring effective communications to enable the artistic programme to reach wide and diverse audiences; supporting learning and engagement programmes; and assisting with the charity's fundraising aims.

Impressions Gallery believes in career progression, with a track record in providing mentoring that supports the professional ambitions of its staff.

ABOUT YOU

We are looking for a professional, ambitious individual with strong project management skills, who is highly organised, and able to balance multiple projects and priorities. To be successful in this role you will have a passion for photography, visual arts and contemporary culture, and a belief in the positive impact they can have on lives, wellbeing, and social change.

You will be ambitious and visionary, having experience of planning and producing high-quality visual art exhibitions. You will also have experience of programming within the cultural sector, commissioning new work and are capable of working with a diverse range of artists, curators, partners, and audiences.

You must be committed to widening access, inclusion, and diversity in the arts. You enjoy communicating your knowledge of photography, have a good understanding of arts engagement, and are motivated to work as part of the vibrant cultural sector in Bradford.

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The ideal candidate is dynamic and creative, with attention to detail. You have a positive and collaborative approach with the ability to spot opportunities and deliver on them. The ability to perform to the pressure of assigned budgets and multiple deadlines are a must. You will be comfortable communicating with the public and will be expected to represent Impressions Gallery's work to funders, press and media partners.

We encourage people from any background to apply for this post. We want to create a workforce which is representative of our society and brings together those with a variety of skills and experiences to help shape what we do and how we work. Disabled people and those of ethnically diverse heritage are underrepresented in the cultural sector, so we particularly encourage applications from people in these groups.

ABOUT IMPRESSIONS GALLERY

Impressions Gallery is a charity that helps people understand the world through photography and acts as an agent for change. We believe photography is for everyone, and people are at the heart of what we do. Since opening in 1972, as one of the first photography galleries in Europe, we have grown to become one of the UK's leading venues for photography.

We collaborate with photographers and organisations nationally and internationally to commission, exhibit and publish inspirational contemporary photography. We have a long history of championing artists from non-western backgrounds and our programme embraces a wide range of artistic voices, enabling exhibitions of artists from diverse backgrounds and addressing themes that are relevant and accessible to a wide range of people.

Our work with new emerging photographers and often-overlooked artists' cements and builds their careers. Impressions Gallery is an international brand known for curatorial excellence; our knowledge shapes future trends within photography through commissioning and exhibiting exceptional new work. With an international reputation, we are proud to be in Bradford, with our exhibitions premiering here before touring to other galleries in the UK and beyond.

We work strategically with partners to deliver projects that respond to, and champion, what makes Bradford special – including its young and diverse, population, distinctive cultural heritage, and progressive outlook.

Audiences are at the core of what we do. We work with our local and culturally diverse communities to create innovative opportunities that widen the understanding and enjoyment of high-quality visual arts and actively support people to express their creativity. Regular events, workshops and projects provide accessible opportunities for all. Those taking part range from 3 years old to over 80, and are from often marginalised communities,

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including people on low incomes and of ethnically diverse heritage. Our education and learning programmes benefit students from primary schools through to colleges and universities.

Every year we welcome thousands of people, both in person and online, who visit our exhibitions, take part in our inspirational events, and come together to exchange ideas in a friendly and supportive environment.

Impressions Gallery is a registered charity, and our work is supported by public funding through Arts Council England's National Portfolio and Bradford Metropolitan District Council.

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2. JOB DESCRIPTION

POST: Curator
REPORTING TO: Director
PURPOSE OF THE ROLE: To manage all aspects of the Gallery’s artistic programme, including exhibitions, touring, and other curatorial projects. To support the effective delivery of communications enabling the artistic programme to reach wide and diverse audiences. To assist with raising the profile of Impressions Gallery on a local, national, and international level. To advocate for the charity and be an ambassador for the gallery’s aims.

MAIN DUTIES & RESPONSIBILITIES

- To manage the exhibition programme, including concept, design, logistics, interpretation, planning and evaluation.
- To propose ideas for the future programme.
- To manage our touring portfolio and develop new and existing partnerships.
- To implement press and marketing systems to ensure the widest possible reach of Impressions’ programme.
- To support our learning, engagement & professional development programmes.
- To work within annual gallery budgets as agreed with the Director.
- To assist the charity’s fundraising aims.
- To advocate for the charity and attend events in the gallery’s programme.
- To be an ambassador for the gallery to other organisations, stakeholders and funding bodies.
- To act in accordance with our policies including Equality, Diversity & Inclusion, Safeguarding, Environmental Responsibility, Data Protection, Health & Safety.
- From time to time carry out other reasonable duties that may be required by the Director.

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3. PERSON SPECIFICATION

We are seeking applications from candidates which can demonstrate that they have the following experience, skills and abilities. Please provide details in your covering letter.

Please consider applying even if you don't meet every point of this specification. While candidates should hit the majority of the criteria for this role, we would be happy to consider applications from those who don't meet every part of the person specification, but feel that they are a good fit for the work that we do at Impressions Gallery.

ESSENTIAL

- Degree level qualification in an arts related subject (for example, photography, art history, visual culture, museum studies), or work experience equivalent.
- Proven track record of organising high quality visual arts exhibitions and projects (including photography exhibitions).
- A strong interest in current and future photographic trends.
- Minimum of three years professional experience of working in a gallery, museum, or arts organisation in an exhibitions or programming role.
- Knowledge of the publicly funded arts sector, and photography / visual arts networks.
- Experience of budget planning and management, or willingness to learn.
- Belief in the principles of diversity, representation and inclusion and a commitment to embedding them throughout your work.
- Excellent organisational skills, with the ability to plan ahead, meet deadlines and deliver multiple projects simultaneously.
- Attention to detail and commitment to achieving the highest standards possible.
- Experienced communicator with strong written skills and the ability to speak confidently in public, or willingness to learn.
- Ability to build effective working relationships with a range of colleagues and stakeholders.

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- Good degree of IT literacy, including proficiency in using Microsoft Office applications.
- Willing to work flexibly, including evenings and weekends where necessary.

DESIRABLE

- Experience of working with culturally diverse artists and commissioning new work.
- Experience of successful partnership working.
- Experience of communications, PR and marketing.
- Experience of writing interpretation and press copy texts for different audiences.
- Experience of using Adobe InDesign and Photoshop.

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4. APPLICATION GUIDELINES

When you send your application to us make sure you attach the following:

- A covering letter (max 3 pages) explaining how you fulfil the essential criteria, and, desirable where applicable, and why feel you are suitable for this role.
- A current CV.
- The names of two employee referees or similar trustworthy positions who have known you, at least, within the last three years. Please indicate if they can be approached prior to interview or not.

Please return your application by midday on Monday 10 October 2022 by email to sarahhill@impressions-gallery.com with 'Curator' in the subject line.

Please note if you have not heard from us by Friday 14 October 2022 your application has not been successful.

First round interviews will be held via Zoom on **Thursday 20 October 2022**.

A second interview will be arranged with final stage candidates in-person in the week commencing 24 October 2022.

If invited for interview you will be asked to verify your residency status and provide proof, e.g. passport.

If you would like any information to be provided in a different format, please contact Sarah Hill, Deputy Director via email sarahhill@impressions-gallery.com or call 01274 737843.

5. TERMS AND WORKING CONDITIONS

Job title	Curator
Salary	£27,000 to £30,000 depending on experience
Responsible to	Director
Place of work	Impressions Gallery, Centenary Square, Bradford, BD1 1SD. On Mondays, staff work at home.
Working hours	Full-time position, 37.5 hours Monday to Friday, with occasional evenings and weekends required.
Responsible to	Director
Pension	On completion of three months service, employees are eligible for auto enrolment in Impressions Gallery's pension scheme (NEST). Employer contribution 3% and minimum employee contribution 5%.
Annual leave	25 days per year, plus Bank Holidays.
Contract	Permanent.
Referees	All appointments are subject to satisfactory pre-employment reference checks.
Notice	Two months.
Closing date	Monday 10 October 2022 at midday.
Interviews	Thursday 20 October 2022 via Zoom. A second in person interview will be arranged with the final candidates in the week commencing 24 October 2022.

6. DATA PROTECTION

Impressions Gallery is committed to protecting your privacy. All personal data given as part of your application will be held and processed securely by the Gallery in accordance with the GDPR and Data Protection Act 2018. It will be used to administer your application in the recruitment process and to monitor the Gallery's equal opportunities policy and practices.

The successful candidate's application will be retained by the Gallery and will form the basis of their employment contract and personnel record. Applications by unsuccessful candidates will be retained for a maximum of 6 months and then securely destroyed. Your information will not be passed to any other third parties during the recruitment process. For more information, please refer to the Gallery's Privacy Notice here <https://www.impressions-gallery.com/privacy-policy/>.

By submitting your application, you are consenting to your personal data being used and held as described above. Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible.