



Forma Arts – ASSISTANT CURATOR Job Description

Title: Assistant Curator

Contract Terms: 6 month fixed-term freelance contract, 3 days a week. Flexible working with possibility to extend the contract

Salary: £115 a day

Location: London

Office/Hours: 10am-6pm plus some occasional weekend and evening work which will be compensated by time-off-in-lieu

Application Deadline: 29 September 2019

Interview Date: 21 October 2019

Application Process: Please submit your CV and a covering letter (1 A4 page max) to info@forma.org.uk with ASSISTANT CURATOR in the subject.

ABOUT FORMA

Forma Arts is one of Europe's leading visual arts commissioning agencies and creative producers, working with British and international artists to develop and deliver new productions and exhibitions in the UK and across the world. Characterised by excellence in concept and context, production values and the audience experience, we exist to imagine, enable and deliver celebrated art projects by exceptional artists.

Artists we have worked with in the past include Nick Crowe and Ian Rowlinson, Cerith Wyn Evans, Laurie Anderson, Bill Morrison and Jóhann Jóhannsson, Adam Broomberg and Oliver Chanarin, Lynette Wallworth, Mark Boulos, Jane and Louise Wilson, Matt Stokes and Ryoji Ikeda. More recently we have started working with Beth Kettel, Sophie Hoyle, Benedict Drew and Himali Singh Soin.

We are moving into an exciting new phase and have recently appointed a new Artistic Director, who will take our 15-year legacy into the future. The Assistant Curator will join at a crucial time, working closely with the Artistic Director and Producer to ensure that Forma can explore new avenues and be ever more ambitious with its touring programme.

Forma Arts is a National Portfolio Organisation, supported by the Arts Council England.
www.forma.org.uk

ABOUT THE ROLE

You will be responsible for supporting the planning and coordination of new multi-disciplinary productions, exhibitions, community events as well as liaising with partners, art institutions, artists, festivals and others as required. The role will initially focus on developing touring opportunities for Forma's productions including installations, performance and moving image works.

You will have significant experience of working in the visual arts sector, with a strong knowledge of the national visual arts landscape, from institutions and galleries to film festivals and live events.

The ideal candidate will have good writing skills and excellent interpersonal skills with the ability to build relationships both internally and externally at all levels. The ability to work to tight deadlines and maintain a calm, ordered approach, with excellent attention to detail is essential.

KEY RESPONSIBILITIES

Artistic Productions

- Assist Forma's Artistic Director in the coordination, development and delivery of commissions and productions
- Manage the delivery of some artistic projects directly on behalf of the Artistic Director
- Produce presentations and proposals for prospective partners
- Provide support in the preparation and realisation of productions, exhibitions and project related events (private views, talks and events)

Touring

- Lead on researching, developing and securing touring opportunities for Forma commissions including large scale installations and multi-disciplinary projects
- Identify funding opportunities and draft funding applications and reports to support the touring of our artistic commissions
- Identify further artistic opportunities for Forma and our artists such as submitting applications to film and art festivals
- Liaise with touring partners and their curatorial, technical and marketing teams to develop high quality presentations of Forma's work
- Work closely with the Forma's Producer to check the condition of art works and prepare for their transport and installation
- Contribute to drafting contracts with touring partners and contractors
- Assist in the installation and deinstallation of exhibitions when necessary
- Prepare and present touring budgets to the Deputy Director
- Liaise with the Marketing and Communication Manager to ensure all touring activities are included in Forma's wider marketing and public engagement strategy
- Support the Artistic Director in securing marketing and data agreements with all touring partners

General administrative support

- Provide administrative support to the Artistic Director and Deputy Director including organising meetings and travel arrangements
- Provide general administrative support for the efficient running of Forma's office
- Support the wider team on specific tasks that relate to the presentation and touring of artistic commissions
- Any other duties as required by the Artistic Director and Deputy Director

ESSENTIAL SKILLS AND ATTRIBUTES

- Has a passionate interest in contemporary art and experience of coordinating and delivering cultural programmes
- Can demonstrate excellent planning and time management skills, with the ability to multitask and prioritise within a busy working environment
- A willingness to carry out a wide variety of tasks
- Experience of working directly with artists, producers, writers, curators and audiences
- Good knowledge of the cultural infrastructure across the UK and internationally
- High degree of proven written and verbal communication skills
- Experience in preparing applications for artistic events such as arts and film festivals
- A proven track record of fundraising for artistic projects

DESIRABLE SKILLS AND EXPERIENCE

- A good network of contacts in the visual arts sector
- Experience of contract negotiation
- Knowledge of marketing and audience development in the arts
- Able to work well and communicate with a wide range of people
- Ability to use design software (Photoshop, Indesign)

Forma strives to be a reflection of our diverse contemporary society and we welcome applications from all backgrounds.