



Full Time Curatorial Project Manager

Overview

Autograph is recruiting for a full time **Curatorial Project Manager**. **This a key role in our newly expanded curatorial and archive team.** Working under the direction of the Senior Curator and Head of Archive & Research and in close collaboration with the Archive Manager and the Curatorial Assistant, the Curatorial Project Manager will:

- Provide project management necessary to develop and deliver all aspects of Autograph ABP's curatorial programme (exhibitions, publications, artist commissions, residencies, special projects & associated archive, collection and editions related activity).
- Provide logistical support: coordinating and implementing all practical aspects of programming across exhibitions, publications, touring and projects on and off site
- Support the development and promotion of Autograph ABP's archive/photography collection. The Archive has recently received a grant from Heritage Lottery Fund to carry out collection care and maintenance work over the next 18 months, led by the Archive Manager.

This pack includes the following information:

- About us: a brief description of Autograph ABP
- Organogram
- Role Description and Person Specification
- Statement on Equal Opportunities
- Application Form
- Equal Opportunities Monitoring Form

Deadline for applications: Monday 9 July 2018 by 5pm.

We regret that applications received after that time will not be considered

Interviews will be held on Tuesday 24 July 2018 at Rivington Place.

You must use our application form to apply for this role; please do not just send a CV as we won't consider it.

Please send your application by email to: info@autograph-abp.co.uk The subject Line for the email should be **Curatorial Project Manager**. If you wish to send your application by post, address it to:

Administrator
Autograph ABP
Rivington Place
London EC2A 3BA

If you have any queries regarding the application process please email cherelle@autograph-abp.co.uk We look forward to receiving your application and thank you for your interest.

1. About Us

Autograph was founded in 1988 (Charity Number 1127712).

It is a well established arts charity based in Shoreditch, London with funding support from Arts Council England and other stakeholders including Heritage Lottery Fund and Trusts and Foundations.

Our mission is to use photography to address issues of cultural identity, social justice and human rights.

We do this through producing an annual programme of contemporary exhibitions and events, commissioning and presenting work by an international constituency of established as well as emergent artists, and managing and developing our photographic archive, at our award-winning building Rivington Place. It contains two galleries PS1 and PS2, small scale screening facilities, a brand new learning studio and purpose built storage for our photographic archive.

Some of our exhibitions also tour globally, we loan work from our archive and we publish books about photography, sell prints as limited editions and develop artistic projects in collaboration with other organisations nationally and internationally.

At Autograph we are very committed to our audiences and we are successful at reaching out to and including many different people with a wide range of interests through all that we offer. In particular our programme is aimed at attracting young people, first time visitors and non-traditional visitors to cultural organisations. We welcomed over 37,000 visitors to Rivington Place during 2017/18 and our projects reached 1.6 million people worldwide through touring and publishing.

For more information, please visit our website: www.autograph-abp.co.uk.

2. About our Archive

The Autograph Archive with its permanent collection of photography, is an important strategic resource which included work from the 1860s to the present day. Our collection includes circa 5,000 prints, more than 10,000 negatives, and several thousand digital and analogue contact sheets plus related ephemera. A digital archive comprises about 4,500 high and low resolution files.

Collection material regularly informs and contributes to our contemporary exhibition, publishing and public events programmes. The archive and the contemporary exhibition and events programmes offered by Autograph at Rivington Place remain in constant dialogue.

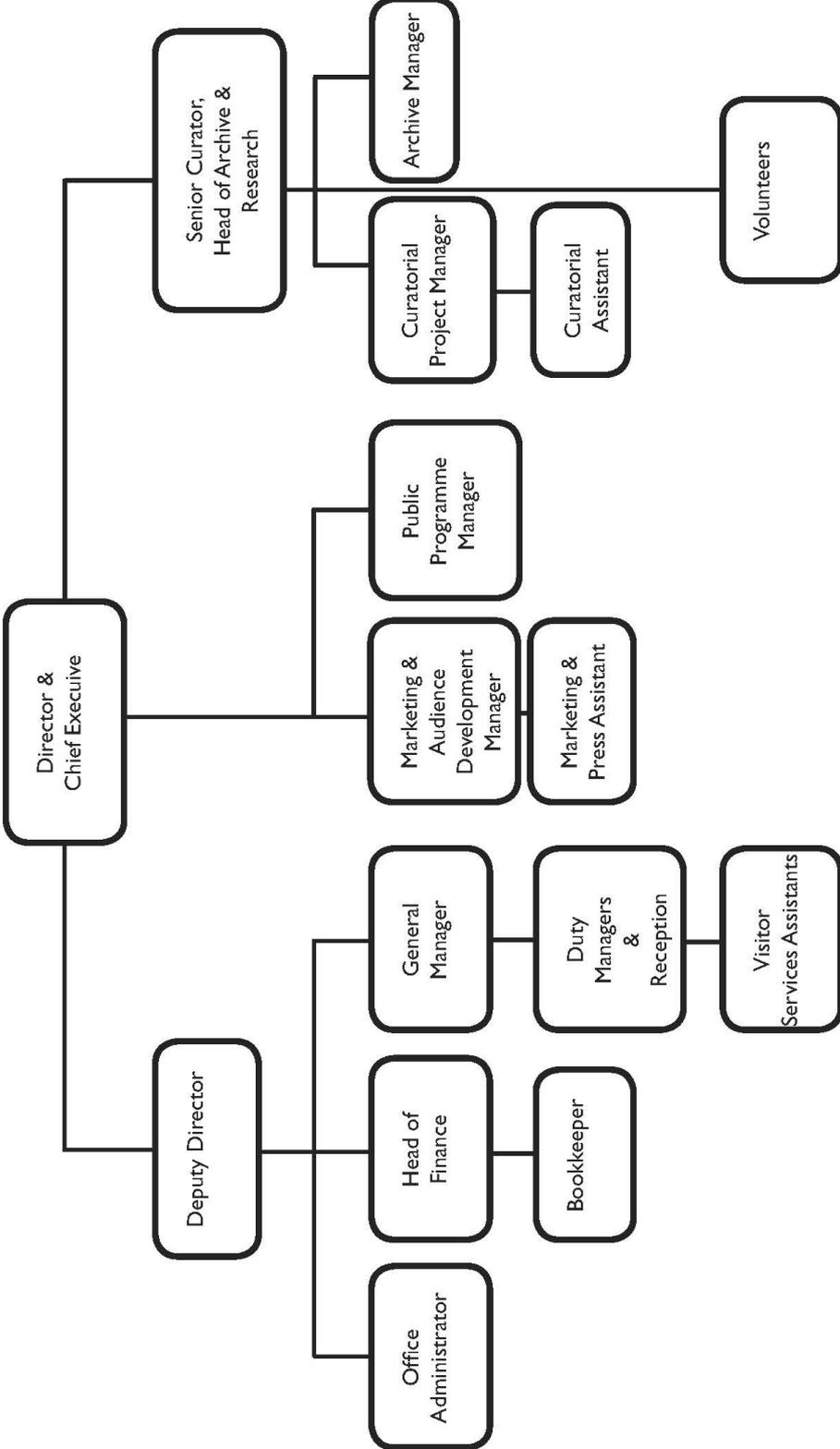
New work from living artists commissioned by Autograph enters the archive to form a legacy for the future. We also use the archive as a learning resource in a wide range of formal and informal learning settings both on and off site for all age groups and offer a series of educational resources and simple display materials featuring selected collection material for community and outreach use.

We will begin work in August 2018 on an eighteen month programme of care, cataloguing and maintenance as well as upgrading systems in the Archive with support from the Heritage lottery Fund. This work will be led by the Archive Manager; with input and support from the curatorial team.

Our collection assets help to support the costs of delivering the charity's activity programmes. We offer the following fee based services through our archive:

- Limited edition print sales for select artists represented
- Loans to institutions of works for exhibition purposes
- Licencing of select images for editorial use
- Touring exhibitions for hire
- Consultancy and advisory services to support photographic collection development and acquisition for private individuals and public institutions

Autograph ABP Organogram



Post:	Curatorial Project Manager
Hours:	Full time
Accountable to:	Head of Archive, Curation and Research
Line Management Responsibility:	Curatorial Assistant & occasional volunteers/interns
Salary:	£29000 p.a.
Benefits:	20 days holiday p.a. and pension scheme

Summary and purpose of role:

Working under the direction of the Senior Curator/Head of Archive and closely with the Archive Manager and Curatorial Assistant, the Curatorial Project Manager will:

- Provide project management necessary to develop and deliver all aspects of Autograph ABP's curatorial programme (exhibitions, publications, artist commissions, residencies, special projects & associated archive, collection and editions related activity).
- Provide logistical support: coordinating and implementing all practical aspects of programming across exhibitions, UK and international touring, publications and projects on and off site.
- Support the development, promotion and maintenance of Autograph ABP's archive/photography collection where required. The Archive has recently received a grant from Heritage Lottery Fund to carry out collection care and maintenance work over the next 18 months, led by the Archive Manager.

Main Duties & Responsibilities

Production Support

- Organise and manage all aspects of installing and producing exhibitions, working to established museum standards and including condition reporting, packing, transport, inventory checking, captioning etc; as well as the procurement of exhibition contractual agreements with artists/stakeholders.
- Coordinate and oversee exhibition associated production activity provided by third party contractors; assist with the project management of external exhibitions and touring projects; create promotional visual/textual dossiers for internal use and external use
- Participate in creative discussions about exhibition development, such as devising design, layouts, installation and sequencing of displays of work; propose and implement ideas for curatorial projects as part of the future programme.
- Manage relationships with printers, framers, designers, installers and other service providers and communicate with artists or other contributors on behalf

of the Director, Curator and Guest Curators(s) as required, including co-ordination of travel plans.

- Assist with research, editing of exhibition and publication texts, image and rights management for publication, including scanning materials to support a range of projects, checking on and clearing copyright and confirming permissions with relevant departments at partner institutions where appropriate.
- Manage the production of interpretation materials, to include: collation of all essential information for external communication purposes (liaising with the Audience Development & Communications Manager); editing content, liaising with designers and providing text, logos and acknowledgements for exhibition materials and captions such as wall graphics and leaflets.
- Support the organisation of public programme activity related to exhibitions, including coordinating timelines and scheduling of events, booking of rooms; technical requirements; design of support materials; in conjunction with the Public Programme Managers (job share).
- Give guided exhibition tours and short gallery talks to the public in relation to our artistic programme and works on display; and lead on widening participation programme for pre-foundation art students in collaboration with UAL.

Archive and Collection Development

Note – in the first year of the role, there will be a particular focus on archive cataloguing /collection administration in support of the forthcoming HLF-funded Resilient Heritage programme.

- Assist with the maintenance of communication and contractual agreements with artists around works represented in the archive/collection including licencing agreements.
- Assist with archive-related projects, including preliminary research and planning, collection management and the administration of acquisitions, donations, loans, limited editions print sales and other sales.
- Assist with captioning and cataloguing of existing and new content in the collection, including key-wording images for retrieval from the image bank website and for project outputs.
- Help maintain the collection including preservation of new archive content and support work to develop improved systems for cataloguing and access.
- Facilitate archive visits, help users access the collection, and build relationships with researchers and peers, widening participation groups and other users.
- Actively promote the archive and image bank and encourage reproduction rights and image licensing to support future sustainability of the project.

Administration

- Cost plans for project delivery; produce, monitor and work within budgets as agreed with senior staff.
- Conduct research and compile relevant materials to be included in touring packages, promotional publications, funding application, and reports.
- Contribute to reports necessary for external funders, for Autograph ABP's annual reporting and for internal evaluation purposes.
- Represent the organisation to external organisations and funding bodies.
- Attend regular team and management meetings.
- Undertake supervision and line management responsibilities
- Undertake any other duties as required by the Director

PERSON SPECIFICATION

Qualifications & Experience

- A minimum of two years relevant professional experience of working in a museum, gallery, or other educational/research organisation, with a proven track record in the production of exhibitions, organising of touring exhibitions and ideally publications
- A minimum of BA qualification in the field of visual art, design, curating or museum studies
- Awareness of contemporary exhibition practices and appreciation of visual arts in particularly photography and film
- Knowledge and experience of work produced by culturally diverse photographic practitioners
- Understanding and practical application of the principles of exhibition development, including research toward exhibition execution, interaction with artists and their work, exhibition design, and development of public communication/information
- A minimum of one year's experience of line managing a junior staff member

Knowledge & Skills

- Experience of producing high-quality work, excellent organisational skills and an eye for detail
- Experience of exhibition installation and design, including art handling, print production and preservation issues
- Experience of liaising with artists and professionals in institutions and working with a range of photographic and digital media.
- Knowledge of digital imaging, and experience working with design packages such as Adobe Creative Suite, including Photoshop, InDesign and Illustrator
- Strong skills in using ICT including Word and Excel
- Excellent communication skills, both verbal and written, capacity to interact with people of all ages and backgrounds, willingness and ability to engage with diverse audiences.
- Proven administrative, research, planning and organisational skills including successfully managing budgets and supporting income generation efforts
- Experience of working to meet clearly defined outcomes, meeting deadlines in planning and programme delivery as well as reporting requirements of multiple funders.

- Willing to work flexible schedule including evenings and weekends when necessary.

Personal qualities

- A creative, resourceful, and flexible approach and a desire and ability to think differently and critically; capacity and initiative to recommend solutions and solve problems
- Ability to work on own initiative, prioritise a work programme which requires multi-tasking and involves managing multiple projects simultaneously
- Willingness to participate flexibly as a member of a small team to support colleagues and take direction from line managers
- Ability to establish and maintain positive, effective working relationships with artists, collectors, advocates, visitors, volunteers, and colleagues externally
Commitment to promote positive measures to eliminate discrimination.