

Artes Mundi is an internationally focussed contemporary arts organisation based in Cardiff and is one of Wales' flagship arts organisations. Founded in 2002 as a biennial exhibition and prize, we have become one of the best-known visual arts organisations in the UK with an extensive UK and international media profile and critical reputation.

We are seeking a creative and dynamic full time Director & Curator to lead the organisation and to continue to develop its international programme of activity. The successful applicant will continue to build on the successes of Karen MacKinnon who has led Artes Mundi since joining as Director & Curator in 2013, most recently Artes Mundi 8, won by Thai filmmaker and artist Apichatpong Weerasethakul. It is of vital importance that Artes Mundi is positioned at the centre of the art community in Wales and as an advocate for Artes Mundi it is an advantage, however not essential for the Director to be based in Cardiff.

Thank you for your interest in this post. Enclosed are: background information on Artes Mundi; job description; person specification; application forms and some details about the recruitment process itself.

Completed forms, along with a personal statement, which sets out your interest in and suitability for the post noting the requirements of the person specification, should be returned to lianne.toye@artesmundi.org or by post, marked Private & Confidential to;

Lianne Toyé
Development Director
Artes Mundi
Rm S01:13 National Museum Cardiff
Cathays Park
Cardiff
CF10 3NP

Tel: +44 300 7777 300

We look forward to receiving your application.

APPOINTMENT OF DIRECTOR & CURATOR INFORMATION PACK

About Artes Mundi

Artes Mundi brings exceptional and challenging international artists to Wales, generating unique opportunities for individuals and local communities to engage creatively with the urgent issues of our time in ways which are meaningful, and useful in our everyday lives.

Our mission is to present excellent programmes of international, contemporary visual art that enrich the cultural and educational life of Wales and its people, develop and inspire new audiences and build cultural bridges between Wales and the wider world.

Founded in 2002, Artes Mundi is best known for the international exhibition and prize it organises every two years in Cardiff. The exhibition is Wales' biggest and most exciting contemporary visual art exhibition and, at £40,000, the prize is the largest in the UK and one of the most significant in the world.

Successful exhibitions have attracted large audiences and a high level of public interest and popularity across a wide cross-section of society. Around each exhibition Artes Mundi has developed:

- an extensive programme of public events reaching diverse audiences
- educational and school visits
- community activity working with disadvantaged, and disengaged sections of society
- events and activity designed to give professional development opportunities, especially to young artists and curators working in Wales

As well as the biennial exhibition and prize Artes Mundi also works in partnership with other organisations to present new commissions and major exhibitions with its Alumni artists. Recent examples include Broomberg & Chanarin's *Holy Bible* a co-commission with MOSTYN gallery in 2014, Ragnar Kjartansson's *The Sky in a Room* with National Museum Cardiff and Derek Williams Trust in 2018 and N S Harsha with Glynn Vivian Art Gallery in 2018.

Artes Mundi has proved able to attract significant corporate sponsors, including national brands based outside Wales, and to compete with other organisations to win support from major UK trusts and foundations. For every £1 of public sector core funding it raises an additional £1 in private sector grants, sponsorship and donations and achieves extensive worldwide media coverage across a wide range of specialist arts publications, international press and UK press and media including live coverage of AM6, AM7, and AM8 by Will Gompertz on BBC News at 10'

The Director is supported by a small team of full and part-time staff.

Artes Mundi is both a company limited by guarantee and a registered charity. It is governed by a Board of Trustees that meets five or six times every year.

Further information about Artes Mundi is available at www.artesmundi.org

Director & Curator

Job Description

Job context and purpose:

Artes Mundi is the only contemporary art project in Wales that operates predominantly on an international level. It attracts artists who are significant global players, operating to the highest professional standards – working with artists, gallerists, curators and arts organisations all over the world, the Director will understand and uphold its professional standards and have a network of contacts and colleagues within it.

The role of Director is the lead executive position within Artes Mundi. It provides vision and leadership for the organisation and in particular is responsible for overseeing Artes Mundi's artistic direction and activity it delivers. This includes the biennial Artes Mundi Exhibition and Prize which is initiated and co-ordinated on a two-year cycle. It also includes extending this vision to our co-commissions with other galleries, the learning and outreach programme and any other projects that may arise.

The Director is responsible for the strategic direction of Artes Mundi and manages other key personnel within the organisation. He/she is responsible to the Board of Trustees for effective and appropriate management of the overall organisation and has responsibility for all aspects of the Artes Mundi's work including artistic, learning & outreach, financial, operational, commercial and fundraising activities.

Responsible to: Chairman and Board of Trustees

Main accountabilities:

- To provide a conceptual framework, artistic vision, and strategic leadership in line with Artes Mundi's agreed aims and objectives.
- To act as an ambassador for Artes Mundi, developing its profile as a leading contemporary visual arts organisation at regional, national and international levels.
- To manage relationships with key partners and stakeholders including the Arts Council of Wales, National Museum Wales, Plus Tate, British Council, Galleries across Wales and beyond.
- To build relationships with potential partner organisations outside Wales with the aim of developing cultural dialogue and joint activity.
- To put in place effective systems for planning and evaluating Artes Mundi's activities.
- To lead on all aspects of Artes Mundi including the biennial Exhibition and Prize, Partnership Projects, education and outreach work, an interim programme in the intervening years and ongoing education and public engagement activities.
- To oversee the content and organisation of the biennial exhibition and all other artistic activities and projects.
- To ensure appropriate fundraising, marketing and communications strategies are developed and delivered.
- To provide timely and appropriate information to the Board, partners, funders, sponsors and the media.
- To support the Chair and Board of Trustees in other activities as appropriate.
- To line manage a range of key staff.

Director & Curator

Person Specification

	<i>Essential</i>	<i>Desirable</i>
<i>Qualifications</i>	Arts degree	Postgraduate qualification in a relevant subject.
<i>Experience</i>	<p>Leadership within a contemporary art organisation of international standing</p> <p>Leading and motivating a small staff team</p> <p>Controlling expenditure within a budget</p> <p>Managing exhibitions and public events</p> <p>Successful fundraising from a variety of sources including public sector, businesses and private individuals.</p>	<p>Developing and implementing business plans</p> <p>Established reputation for developing and implementing artistic policy and translating this into a programme of high-profile exhibitions and events</p>
<i>Skills / Competencies</i>	<p>Outstanding knowledge and critical understanding of modern and contemporary visual art</p> <p>Comprehensive working knowledge of the international contemporary art sector</p> <p>Knowledge of public funding system and issues facing arts organisations in Wales</p> <p>Excellent communication and influencing skills</p>	A broad network of international contacts encompassing artists, curators and institutions
<i>Personal Qualities & Circumstances</i>	<p>Commitment to equal opportunities and diversity</p> <p>Commitment to broadening public access to visual art and to strengthening links with local and international communities</p> <p>Willingness to travel, including internationally, and to work outside core hours</p> <p>Able to make a significant commitment to the artistic community of S E Wales</p>	<p>Lives in, or willing to relocate to S E Wales</p> <p>Ability to speak welsh or a willingness to learn</p>

Recruitment Timetable

7 March 2019	12 noon: closing date for applications
19 March 2019	Interviews to be held in Cardiff

Applications

Application forms can be downloaded from www.artesmundi.org or requested by phone or email. Completed forms should be returned in an envelope (marked STRICTLY PRIVATE AND CONFIDENTIAL) to

Lianne Toye
Development Director
Artes Mundi
Rm S01:13 National Museum Cardiff
Cathays Park
Cardiff
CF10 3NP

Tel: +44 300 7777 300

or emailed to: lianne.toye@artesmundi.org

Applicants who submit their forms by email and are shortlisted will be required to sign the form at their interview.

You are welcome to submit a *curriculum vitae* or any other information you feel to be appropriate in support of your application. Please note however that the application form will be the principal resource used by the shortlisting panel and it is in your interest to complete it as fully as possible.

Director & Curator Application Form

Please complete this form fully. You may attach a CV as additional information if you wish, but if you send a CV instead of completing the form your application will not be considered.

If you have any difficulty in completing this form please call Artes Mundi on t: 0300 777 7300 or email lianne.toye@artesmundi.org

Most Recent Employer (Paid or Unpaid)

Name & address of employer	
Job title	Dates employed
Period of notice required: None	
Reason for leaving (or seeking other employment)	
Give a brief outline of your main responsibilities	

Previous Employers (Paid and/or Unpaid)

From	To	Name & address of employer	Job title and brief details of responsibilities	Reasons for leaving

--	--	--	--

Education, Training & Membership of Professional Bodies

Please give details of all qualifications obtained and those currently being pursued.

School, university, college etc	Qualifications obtained

Please give details of any work-related training you have undertaken.

Course title	Subjects covered	Course date

Please give details of membership of professional bodies (including level of membership and date obtained).

--

Knowledge of spoken Welsh or other language, please specify language and level
(e.g. entry, foundation, intermediate, advanced, proficient)

--

Supporting Statement

Please tell us about:

- Why you are applying for the position
- How your personal and work experience, education and training are relevant to this role
- Anything else that you feel supports your application.

**Please continue on a separate sheet if needed*

Rehabilitation of Offenders Act, 1974 (Exceptions) Order

Have you been convicted of a criminal offence? Yes No

If yes please give details on a separate sheet. (declaration subject to the Rehabilitation of Offenders Act 1974).

Referees

Please give details of at least two people, not related to you, who will provide an employment reference for you to cover the last three years of employment or education. One of these must be your present or most recent employer if you are not currently employed. The other/s could be a previous employer, or a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying. We will not contact referees before an interview.

Name	Name
Job title	Job title
Name of organisation	Name of organisation
Address	Address
Contact tel	Contact tel
Contact email	Contact email
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

You may expand this form or attach additional sheets if you need more space or feel additional information would be helpful to your application.

Verification

I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signed

Date

Please return this form in an envelope marked STRICTLY PRIVATE AND CONFIDENTIAL to:

Lianne Toye
 Development Director
 Artes Mundi
 Room S01:13
 National Museum Cardiff
 Cathays Park, Cardiff CF10 3NP United Kingdom

Tel: +44 300 7777 300

or email it to: Lianne.toye@artesmundi.org

Personal Details and Equal Opportunities

Confidential

Artes Mundi is committed to a policy of ensuring equality of opportunity to ensure that job applicants are only considered on their ability to do the job. This form is intended to monitor that our policy is working effectively. This information will be kept separate from your application and will not be seen by any person involved in the shortlisting process.

If you have any difficulty in completing this form please call Artes Mundi on +44 300 7777 300 or email lianne.toye@artesmundi.org

Personal Details

Family name	First name
Address	
Postcode	
Telephone Number	
Email	
Date of birth	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other than assigned at birth (please specify) <input type="checkbox"/> Prefer not to say	Sexual orientation <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Prefer not to say
Do you consider yourself to have a disability?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state the nature of your disability	

Ethnic Origin

To which of these groups do you consider you belong (tick one box only):	
White <input type="checkbox"/> Welsh/Irish/Scottish <input type="checkbox"/> British <input type="checkbox"/> Any other white background If any other please specify _____	Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background If any other please specify _____
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background If any other please specify _____	Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background If any other please specify _____
Other ethnic Groups <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group If any other please specify _____	

Please give detail of any special arrangements you would require to enable you to participate in our selection process effectively.

--

Do you require a work permit to work in the UK? No
Are you a close relative of one of Artes Mundi’s current employees or trustees? No

If you have answered yes to either of the above, please give details

--

To help us monitor our advertising policy, please tell us where you saw the post advertised or how you found out about this vacancy.

Online

Declaration

I declare that the information contained in this application (application form, personal details and equal opportunities form) is complete and correct. I understand that if I have knowingly provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice.

Signed _____

Date _____

Reference no. For office use only
