

WESTON JERWOOD CREATIVE BURSARIES 2020-22

ARTES MUNDI CURATORIAL ASSISTANT

INFORMATION AND APPLICATION PACK



CONTENTS

In this pack you will find:

	PAGE
Introduction: Weston Jerwood Creative Bursaries Programme 2020-22	2
About Artes Mundi	4
The Role	5
The Person	5
Inclusive Practice	7
Terms of Appointment	8
How to Apply	8
Guide Notes	8
Application Form	10
Referees	14

INTRODUCTION

Weston Jerwood Creative Bursaries Programme 2020-22

This document is available to read in [Easy Read format](#), listen to as [an audio recording](#) or watch in [BSL video](#).

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](#).

Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations. Together with organisations like the one you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from low socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

What is a low socio-economic background?

If you are from a low socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other

forms of discrimination. You can find out more about socio-economic diversity and inclusion, and the actions we are advocating for, in this [Toolkit](#).

How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](#).

What will you get from the programme beyond the job?

- 1. Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from low socio-economic backgrounds. We call this a network of 'Fellows'. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and inter-connecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won't be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.
- 2. Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.
- 3. Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You'll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.
- 4. Progression:** Throughout the programme, you'll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.
- 5. Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on sarahg@jerwoodarts.org or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.



The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England's Transforming Leadership Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, The National Lottery through Creative Scotland, British Council, Jerwood Arts and PRS Foundation

About Artes Mundi

Artes Mundi is the key internationally focused flagship visual arts organisation in Wales generating unique opportunities for individuals and local communities to engage creatively with the urgent issues of our time in ways which resonate with us all. We are committed to stimulating dialogues and debates, internationally and locally, that develop greater understanding of ourselves, of others, and of the relations between familiar and distant cultures.

Operating from the context of Wales, Artes Mundi celebrates diversity and plays a vital role in broadening cultural experience. Every aspect of our activity aims to sustain relationships between artists, audiences and communities and to demonstrate the capacity of the visual arts to communicate across boundaries.

At the heart of Artes Mundi is the biennial exhibition and prize, events of extensive international profile and critical reputation. Through these we continue to build networks, locally and within the international arts community, that form the essential foundation of a much wider programme of activity, nurtured holistically in order to continue to advocate and deliver benefits to and for Wales and its communities.

Education is key to our activities, promoting knowledge, understanding and debate for the broadest of constituencies we work with. It provides the roots and foundation from which all of our work builds. Our learning and public programmes include talks, tours, longstanding co-creative community outreach projects and workshops for schools, youth and families, each emphasising the importance of personal experience in creating meaning by engagement with and through contemporary visual art.

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

CURATORIAL ASSISTANT

THE ROLE

The Curatorial Assistant will work with the Artes Mundi team to help us research, plan and deliver our international exhibition, prize, co-creative community projects and public events. Together we will ensure they are relevant, ambitious and unique. This is a hands-on and varied role with opportunities to learn new skills, develop your knowledge and meet new people, as well as use creative ideas and previous experience and skills in support of the position.

Reporting to Melissa Hinkin, Curator, and working closely with the whole Artes Mundi team, artists, and colleagues from National Museum Cardiff, Chapter, g39 and other external partners, the Curatorial Assistant will play a key role in the delivery of our work across a range of venues and with differing individuals, groups and communities.

Duties and responsibilities

The Curatorial Assistant will:

- Assist with curatorial research, administration, planning, production and coordination of the Artes Mundi 9 exhibition, prize, co-creative community projects and public events
- Contribute to the installation, deinstallation, and preparations toward exhibition coordination and logistics including artwork shipment, loans, artist's travel/accommodation and sourcing equipment for Artes Mundi 9
- Support the development of ideas, content, relationships and presentations of live educational and public programme projects in galleries, off-site and online, including talks, workshops, tours and long term co-creative projects such as with Aurora Trinity Collective
- Work alongside a group of Engagement Assistants to deliver public events and activities, in venues and online
- Assist in gathering data and evaluating audience and participants' experiences
- Support the delivery of key events including exhibition receptions and awards ceremony
- Participate in the planning, communication and marketing of all Artes Mundi programmes
- Assist with collating information for drafting reports for funders
- Assist in research and contribute toward the planning of Artes Mundi 10 exhibition and public programme
- Help maintain relationships with artists, curators, community groups, institutions, education and cultural institutions as well as individuals
- Provide administrative support to the Curatorial team including meeting bookings, Powerpoint presentations, external communications
- Contribute to all Artes Mundi team meetings

THE PERSON

We want to work with people who:

- Are open, curious and passionate about culture, the arts and the communities in Wales
- Are interested in sharing their ideas and are interested in listening to other's
- Enjoy learning new things and taking on challenges
- Can work independently but are comfortable asking for support and guidance

We need someone who:

- Has the legal right to work in the UK
- Isn't in full time education (12 hours or more formal study a week)
- Has been working for between 2 and 5 years in any context
- Can work across multiple projects on a weekly basis

This fellowship has been designed specifically for those whose socio-economic background has resulted in them having less access to opportunities in the arts, due to inequalities in UK society.

We would also be interested to hear from applicants who are Welsh-speakers or are confident in any other languages.

This post does not require higher educational qualifications (college qualifications or University degrees) or previous specific experience or positions in the arts. There are no restrictions concerning where you have worked or what you may or may not have studied.

The Curatorial Assistant will be enthusiastic about culture and in ideas which are inspirational, inclusive and creative. We are particularly interested in those with an imaginative and flexible approach to achieving outstanding results.

The role requires a keen interest in understanding and learning about visual arts and culture, the ability to learn skills to engage wide and diverse audiences in art, a commitment to creative means of making and participating, and an interest in communicating complex ideas clearly.

In detail, the Curatorial Assistant will show abilities and interest in:

- Researching, organising and planning resources, and producing finished projects while meeting timelines
- Having a positive approach to solving problems
- Analysing, prioritising and organising their work independently as well as being part of the Artes Mundi team
- Enjoying learning new things and taking on challenges
- Working on multiple tasks at the same time
- Being passionate about culture and the arts, and their role in society
- Having good knowledge and computer skills including MS Office package including Word, Outlook and Excel
- Organising and meeting priorities
- Working with people from different backgrounds across a wide range of levels and responsibilities
- Having good interpersonal and verbal communication skills
- Working on own initiative and with supervision
- A flexible approach to work, taking into account the needs of the organisation and colleagues in sharing your ideas and listening to those of others

Some of the skills you will further develop in this role include:

- Understanding curatorial research and knowledge
- Developing your own artistic and curatorial practice
- Managing projects and events
- Understanding inclusive and co-creative practice
- Developing strong presentation and facilitation skills
- Understanding budget management
- Requirements of planning and realising large-scale and ambitious exhibitions and projects

- Arts administration including; organisational procedures, working with databases, office and IT systems
- Ability to think strategically and lead new innovative ways to develop communication for programmes
- Ability to build local and international professional relationships
- Developing written and verbal communication, team-working and negotiation skills

What we will do to support you to do your best work

We are committed to providing an environment that nourishes meaningful participation and positive learning experiences. The Curatorial team at Artes Mundi will provide guidance while you are in post and will act as advisors and mentors to you with additional support from the wider team. The advantages of being a small core team will allow you to have regular, daily contact with key members of the artistic leadership including the director in addition to contributing to formal planning and programming meetings. Opportunities will also arise to meet with Trustees.

We will provide you with a workspace, computer and other usual equipment in our office at the National Museum Cardiff. However, under current circumstances concerning Covid-19, then you will be provided with a laptop, resources and reasonable adjustments to support working from home, in addition to any Access to Work support if needed. Artes Mundi is committed to ensuring you can do your best work, feel as comfortable as possible and will be able to support access needs during their fellowship should there be additional costs. A supplemental contribution towards relocation costs is available if required up to £250.

You will have significant opportunity while in post to grow your confidence and develop your networks. In addition to the training and development support provided by Weston Jerwood, there will be an opportunity of engaging with, meeting and assisting the artists, representing galleries and jurors of Artes Mundi 9. We will develop connections between you and our creative partners including National Museum Cardiff, Chapter and g39, plus other groups and organisations in Wales and the UK. You will be given invitations to exhibition openings and creative networking, events and opportunities and be invited to join What Next? Cardiff and Visual Arts Group Wales online meetings. At the end of this contract, Weston Jerwood Creative Bursaries and Artes Mundi will assist you to prepare for other opportunities, including support with writing applications, preparing for interviews and providing references to any future employers.

INCLUSIVE PRACTICES

Artes Mundi aims to become a truly inclusive organisation with a workforce and audience whose lived experience is as diverse as the communities it serves. This is fundamental to our future success and ability to continue to contribute to culture and society in Wales and the UK.

Artes Mundi is fully committed to ensuring equality in all our work and we are actively collaborating to create inclusive working cultures. We recognise that there are many people whose experiences and perspectives are not well represented in our work or in the arts sector in Wales, this includes people of colour, disabled people and people from working class communities. We are especially encouraging applicants who can speak to one or more of these experiences and cultures.

Please note that all interviews will take place online, using Zoom or alternative platforms on request. Further information and instructions will be given to applicants who are invited to interview. Financial support is available to anyone who requests assistance that will help them to participate with the interviews online.

TERMS OF APPOINTMENT

The position is full time (37.5 hours per week). The post holder may be asked to undertake occasional evening and weekend work, with appropriate notice given when this is necessary.

- One year fixed term contract
- Salary £19,500 per annum
- 25 days holiday (excluding bank/ public holidays)
- Enrolment in company pension scheme
- Typical working hours are 9.30am - 5.30pm
- The position is Cardiff based with some potential for work across Wales or the UK. Artes Mundi office is situated at the National Museum Cardiff but all team members are currently working from home. As part of this role, the Curatorial Assistant will be supported to work from home for part of their contract as for any employee.

HOW TO APPLY

Candidates should apply for this role using the **Application Form** and **Equal Opportunities Monitoring Form** and submit by email to opportunities@artesmundi.org quoting **WJCB Curatorial Assistant** in the subject line. Alternative options for application are detailed in the guide notes in this document.

Closing date for applications: 5pm on Tuesday 24th November, 2020

Interviews will take place: 14-15th December 2020

Preferred start date: 11th January 2021 although this can be discussed at interview

We look forward to receiving your application.

GUIDE NOTES

Thank you for your interest in joining the Artes Mundi team. Please read through these guide notes and then complete the Application Form and Equal Opportunities Monitoring Form.

For any queries concerning the role, application, the forms or interviews, please contact Melissa Hinkin, Curator, at opportunities@artesmundi.org and we can assist further.

Read the Role Description and Person Specification

The purpose, main duties and responsibilities of the post are set out in the job/role description and the knowledge, skills, qualities and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

Think about your Experience

Look at the activities involved in the vacancy. Ask yourself why you are interested in this position. Would it be a good career move for you? Is the move intended to broaden your skills and experience?

Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience from any context. Explaining your current (and previous) jobs or experience

to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure activities, hobbies or any other aspect of your life.

Completing the Form

Please do not attach CV, testimonials or copies of educational certificates to your application.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

The section headed 'Supporting Statement' is a very important part of your application. In this section you will be asked to respond to the essential ideas and values relevant to the role. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. Don't merely state in your supporting statement that you have the qualities, knowledge, skills and experience required but provide us with specific examples of what you have done and how you believe these relate to the role.

Don't forget to proof-read your form and check for any errors before submitting it to us.

Alternative formats

With regard to your 'Supporting Statement', you may wish to submit a video or audio recording as an mp4 file and of no more than 10 minutes duration in total instead of a written piece. Make sure that the recording has minimal background noise and that you speak clearly. Further information regarding this can be found under the section headed Supporting Statement.

If you opt to use this alternative format, the first part of your Application Form and Equal Opportunities Monitoring Form must still be returned to us via email. If you require any assistance with this, please do get in touch.

Interview

The interviews for this post will take place on 14-15th December 2021.

All interviews will take place at online using Zoom or alternatives if necessary.

If you are unable to make these dates or need to use a different platform, let us know and we will work with you to look at an alternative.

Further information and instructions will be made available to applicants invited for interview. At this stage you will be able to give details of any special arrangements or adjustments you would require to enable you to participate in our interview selection process effectively.

Equal Opportunities Monitoring Form

All applications must be accompanied by a completed Equal Opportunities Monitoring Form. The form will be separated from your application when received and will play no part in the process.

If you are applying for a post involving working with children/ vulnerable adults, your offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Services (DBS). Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

WESTON JERWOOD CREATIVE BURSARIES 2020-22 ARTES MUNDI

Application Form

Reference no
For office use only

Curatorial Assistant

First name(s)	Surname
Address	
Post Code	
Telephone	Mobile
Email	

How did you hear about the role?

This section will be separated from your application form when received and will play no part in the application process

Reference no For office use only

SUPPORTING STATEMENT

This is your opportunity to tell us specifically why you wish to apply for the post and what would make you a great Curatorial Assistant at Artes Mundi.

Tell us about how you would approach your work and the role. Use your previous and current knowledge, skills and experiences and provide examples that demonstrate how you would apply these to ideas, values and ways of working relative to the role. As this job is intended for an individual from a low socio-economic background, reflect on your own experiences and what you hope working with Artes Mundi might help address.

Refer to the guide notes for further assistance.

As a guide to structure your statement, you may wish to consider some or all of the questions below.

- Why are you applying for this post?
- Tell us about your passions/ commitment to culture and the arts
- What do you enjoy about learning new things and taking on challenges?
- How do you prioritise tasks?
- Are there specific ways you plan and solve problems?
- How do you work with others and independently?

Overall your statement should be no longer than two sides of A4 at a minimum of 11pt font size. Alternatively, as detailed in the guide notes, this may be submitted as a video or sound recording. If you use this method, then it should be no longer than 10 minutes maximum in duration.

If you decide to submit a video or audio recording, make sure that the recording has minimal background noise and that you speak clearly into your microphone. Please do not add in additional effects to these submissions – just speak directly to the microphone or camera. Video and audio recordings can create large files which might be challenging to send by email so please send us links and passwords to your files on either Youtube, Vimeo or Soundcloud or alternatively email them to us at opportunities@artesmundi.org with “WJCB Curatorial Assistant” in the subject line.

Reference no
For office use only

Current or most recent employment (Paid or unpaid)

Name & address of employer	
Job title	Dates employed
Period of notice required if any	
Give a brief outline of your main duties and/ or responsibilities	

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

A second language is not necessary for this post

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Other employment and volunteer work (Paid and/ or unpaid)

Please list the most recent first

From To	Name & address of employer	Role and responsibilities	Reasons for leaving/ moving on

Education and Training

Please give details of any qualifications obtained and those currently being pursued, and any training that you have undertaken or that is continuing.

Please list the most recent first

School/ College/ University/ Training Provider	Subjects and grades and/ or Course title	Dates obtained

Verification

I confirm that to the best of my knowledge the above information is correct.

I confirm that I am not in full time education (12 hours or more formal study a week)

I confirm that I am entitled to work in the UK

Data Protection Act

Please note that when you sign this form it gives permission for the application form to be used for recruitment processing. All details will be kept confidential.

Signed:

Date:

Please note that our Equal Opportunities Monitoring Form will have to be completed separately and will not be used for shortlisting in line with our Equality and Diversity Policy.

Completion of this will assist Artes Mundi and Jerwood Arts in their commitment to being an equal opportunities employer.

Referees

Please give the details of two referees, one of which should be your current, or most recent employer if you are currently not employed. The other could be a person 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?

Thank you for your interest in Artes Mundi and for taking the time to complete this application form