

**ARTES MUNDI
ASSISTANT CURATORS**

INFORMATION PACK AND APPLICATION FORMS

INTRODUCTION

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.

THE ROLE

We are seeking to appoint two Assistant Curators.

The Assistant Curators will work with the Artes Mundi team to plan and deliver the forthcoming biennial exhibition, AM11. Specifically, they will assist the Director in all aspects of the programme delivery, in particular exhibition coordination and preparation, installation planning, monitoring budgets and contribute to events and public programming initiatives.

One post will have specific responsibility for artists showing in venues Mostyn, Llandudno and Aberystwyth Arts Centre; the second for artists showing at Chapter, Cardiff and Glynn Vivian Art Gallery, Swansea, and both will liaise with existing teams at these partner organisations.

This is an exciting opportunity to welcome new talent into our dedicated curatorial team and support artists, curators, writers, and others working in the visual arts in Wales.

Reporting to Nigel Prince, Director, the Assistant Curators will play a key role in the successful delivery of AM11, nationwide across Wales, and the related Prizes.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

Reporting to the Director and working with the Curators and venue partner staff teams on a day-to-day basis, the Assistant Curators are responsible for the following duties:

Program Development and Delivery

- Supports all curatorial planning, coordination and development of the Artes Mundi biennial exhibition, Prize and related events with the Director
- Oversees and delivers all aspects of program scheduling, coordinating logistics, managing internal/external briefings for effective delivery of the Artes Mundi biennial exhibition and the Prize
- Oversees, monitors, and contributes to project planning, delivery, realisation and management including installation and de-installation for the Artes Mundi biennial exhibition and prize in consultation with artists, institutional partners and other exhibition venues.
- Maintains overview and implementation of insurance, artwork shipping and loan agreements, artist travel/accommodation, as well as oversees technical requirements and sourcing materials, technicians and equipment for exhibition and project delivery

- Undertakes research and preparation of materials for jurors for their visits and adjudication, and artist and gallery liaison along with the Director
- Prepares and monitors exhibition needs and financial requirements within established budgets, ensuring programs and projects adhere to budget
- Contribute to all Artes Mundi team meetings

Publications

- Sources, liaises and provides guidance to external designers, guest writers and coordinates internal processes for output of essays and publications as appropriate in support of and with the Director and others within the Artes Mundi team

Development

- Assists in gathering and collation of data and evaluating artists' and visitor experiences toward final reports as required by funders

Community Relations

- Builds and maintains positive relationships with artists, curators, institutions, collectors, and gallerists
- Works with galleries locally, nationally, and internationally in the development of Artes Mundi's biennial exhibition and Prize events

Networking and Coordination

- Build and maintains professional relationships and Artes Mundi's networks to further develop partnerships locally and internationally with the aim of working collaboratively whenever possible
- Along with the Curator of Public Programmes, contributes to relationships with community groups, arts, education and cultural institutions as well as individuals to ensure the growth and diversity of the education activities and public programme

THE PERSON

We are seeking an individual who is embarking on a career within visual arts, is excited by curatorial opportunities and thinking and can demonstrate a commitment to engaging with artists, writers and curators in contemporary visual arts within Wales.

We want to work with people who:

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

These roles will be primarily supported by the Director, but you will also have contact and work with the whole Artes Mundi team and staff at our venue partners.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Fine art, history of art and/or curatorial studies at graduate level and/or 4/5 years of equivalent experience. A Welsh speaker is highly desirable but not essential.

SKILLS AND ABILITIES

- Researching, organising and planning resources, and producing finished projects while meeting timelines
- Ability to take action and apply sound judgment and 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
- Strong 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
- Managing projects and events
- Understanding budget management
- Requirements of planning and realising national/international and ambitious 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

The Assistant Curators will work closely and collaboratively with the Director who will be responsible for ensuring you are fully supported in your work. Work will be undertaken on site, at venue partners, at Artes Mundi offices based in National Museum Cardiff and from home.

We are committed to providing an environment that nourishes meaningful participation and positive learning experiences. The advantages of being a small core team will allow you to have regular, daily contact with key members of staff in addition to contributing to formal planning and programming meetings. Opportunities may also arise to meet with Trustees.

We will provide you with a workspace in our office at the National Museum Cardiff. However, as a flexible and hybrid working employer combined with the nature of the roles, you will be provided with a laptop, resources and reasonable adjustments to support working from home. Artes Mundi is committed to ensuring you can do your best work and will be able to support access needs as appropriate within available budget and resources.

You will have significant opportunity while in post to develop your networks. In addition to the support provided by Artes Mundi, there will be an opportunity of engaging with, international artists and curators and representing galleries. We will also develop connections between you and other partners across Wales.

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, including Welsh speakers.

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

These jobs are offered as Pay as You Earn (PAYE).

These positions are offered as part time: averaging 2.5 days per week/18.75 hours per week (0.5 FTE of standard 37.5 hours) but with an understanding that flexibility will be required relevant to workload and stage of delivery within the overall timeline for the work

to be undertaken. The post holders will be asked to deliver and undertake work on some evenings and weekends. Appropriate notice will be given.

For each position:

- 12 months fixed term contract
- Salary is £15,000 plus travel expenses
- Typical working hours are 9.30am - 5.00pm
- The positions are based in mid to north Wales and south Wales respectively, with some time at our offices at the National Museum in Cardiff

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 **Assistant Curators** in the subject line. Alternative options for application are detailed in the guide notes in this document.

Closing date for applications: 16 May 2025, 12pm

Interviews will take place: week commencing 26 May 2025 at times to be notified

Preferred start date: As soon as possible following interview (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 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.

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 week commencing 26 May 2025 at times to be arranged. All interviews will take place at online using Zoom or alternatives if necessary. If you are unable to make this date 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 provided as a survey link to complete 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.

Assistant Curator

Application Form

Reference no
For office use only

Assistant Curator

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 Assistant Curator at Artes Mundi working specifically on AM11.

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.

Refer to the guide notes above for further assistance.

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

- Why are you applying for this post?
- Tell us about your passions/commitment/experience 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. Please do not add in additional effects to these submissions – just speak directly and clearly into 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 using Wetransfer at opportunities@artesmundi.org with “Assistant Curators” 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 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