

SLG

APPLICATION PACK FOR:
Assistant Curator
Closing date: Thursday 15 June, 12pm



May 2023

Dear Applicant,

This application pack includes:

- Information about the South London Gallery
- A Job Description and Person Specification

To Apply

Please go to <https://hr.breathehr.com/v/assistant-curator-29904> to download an Applicant Details Form and an Application Form and submit both forms via the green APPLY button at the bottom of the page.

Please also complete the online equal opportunities monitoring form here:

<https://www.surveymonkey.co.uk/r/THDJHW3>

The equal opportunities form is anonymous and separate to your application.

The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience and competencies we are looking for in the successful candidate are listed in the person specification.

Please do not attach a CV, references or educational certificates to your application form. Applications in the form of CVs will not be considered.

The closing date for receipt of completed applications is **Thursday 15 June, 12pm**. We regret that applications received after that time cannot be considered. Interviews will be held on **Monday 3/Tuesday 4 July**. Reasonable adjustments will be accommodated where possible.

Shortlisted candidates will be contacted by phone or email and invited to attend. The selection process will include a written application form and panel interview. If you require any different arrangements at any stage of the selection process, please fill in the relevant section of your application form or contact Craig Jones at craig@southlondongallery.org or 020 7703 6120

We particularly encourage and welcome applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

We are a registered Disability Confident employer and guarantee to interview all disabled applicants who meet the criteria listed in the person specification and demonstrate relevant experience, and to appoint on the basis of objective criteria.

After interviews, if it is necessary to select between candidates of equal merit, where known, we may select a candidate from a group that is underrepresented within our workforce.

If you have any queries regarding the process or the role please contact Craig Jones, HR & Administration Manager on 020 7703 6120 or at craig@southlondongallery.org

Thank you for your interest in the South London Gallery, we look forward to receiving your application.

Craig Jones
HR & Administration Manager

South London Gallery

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary art with an acclaimed and award-winning education programme. Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio, a flat for artists in residence, and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

Since its first expansion in 2010, the gallery has grown from welcoming 25,000 visits per year to over 150,000. The SLG is embedded in the local community with a programme that reflects art practices today, supports artists and commissions new work.

The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.

Ryan Gander, Artist



The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

The South London Gallery is the most innovative art space in the capital, with great contemporary exhibitions.

Alicia Burrell, The Sunday Times

Providing opportunities for learning and participation is at the heart of the gallery's purpose, and each year thousands of children, young people and adults take part in an extensive programme of activities. This includes a peer-led young people's forum; free family workshops; a dedicated creative space for children, artist-led projects and commissions on local estates; ongoing provision for school visits; and an after-school programme for looked-after children.

The SLG fosters varied perspectives and experiences, encouraging open conversations and active listening practices. We believe everybody is entitled to feel welcome and safe at the SLG, confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society. Our imperative is to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We want to be fully inclusive and to proactively counter discrimination. All staff and board members have training and support to ensure we are able to achieve this.

The SLG is a registered charity, funded by Arts Council England, Southwark Council and Freelands Foundation with additional essential funding from individual donors, companies, trusts and foundations as well as income from our commercial operations.

southlondongallery.org
Twitter: [@SLG_artupdates](#)
Instagram: [@southlondongallery](#)
Facebook: [@southlondongallery](#)



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ENGLAND**





Job Description

Job title: Assistant Curator

Contract type: Fixed term – 12 months

Salary: £28,783 pro rata (£23,026.40)

Appointments are made at the start of the pay scale, £28,783 - £31,374, with annual pay progression based on satisfactory performance. In addition, the pay scale is reviewed annually in the light of cost of living and operational budgets.

Pension: 6% employer pension contribution

Hours: Part time, 28 hours per week

Holiday: 26 days plus bank holidays pro rata

Reports to: Curator

Place of Work: South London Gallery, 65-67 Peckham Road, London, SE5 8UH

This appointment is subject to a satisfactory DBS check

Purpose of the role:

The Assistant Curator supports the work of Curators in the programme team. This role is also responsible for managing ad hoc events. The postholder provides key administrative and logistical support to the Programme team.

The Assistant Curator is line managed by the Projects Curator, and works alongside the Head of Programme, Curator Exhibitions and Events, Gallery Technical Manager and Gallery Technician.

Key Tasks and Responsibilities

Exhibitions

- Support Curators in the practical delivery and administration of exhibitions;
- be responsible for scheduling and booking all project meetings and taking minutes, preparing powerpoints, presentation and room set up;
- draft and send loan agreements and loan letters;
- liaise with manufacturers and fabricators, external contractors and source materials, as required in liaison with Curator and Gallery Technical Manager
- collate and scan condition reports at install and de-install and emailing to lenders;
- ensure receipt of incoming and outgoing condition reports;
- update project budgets with ongoing spend and process invoices;
- proactively take responsibility for organising and booking travel, accommodation, per diems and other arrangements for visiting artists and associates;
- draft and mail thank you letters;
- provide tours for the general public and invited guests of the gallery, for example exhibition and gallery introductions for university groups, SLG Members and Patrons.
- archive exhibitions, liaising with the project Curator;
- track artwork and artist travel for our annual carbon reporting;
- manage access to exhibition archive;
- manage access to photographic archive;

- monitor the physical condition of exhibitions to ensure that they are in good order and fully operational during opening hours.

Events

- Administer ad-hoc events liaising with external contributors, drafting event copy, acting as host, supported by Front of House team member, completing event and image rights forms, managing guest lists, managing event related staff, monitoring booking levels and managing how the room is set-up;
- manage and administer the SLG's request for bookings on our free community hire program.

Administration

- Collate internal quarterly SLG Board reports for review by the programme team;
- update the exhibitions and collections section of the website;
- update the SLG's interactive map at regular intervals.

General Responsibilities

- Be inclusive and anti-racist, and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures;
- take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- attend weekly staff meetings and report on relevant areas of work;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of the SLG at private views, previews, other evening and weekend events as appropriate, and at external professional events;
- act as a keyholder as appropriate and required;
- have the ability to work evenings and weekends, for which TOIL (time off in lieu) will be given;
- undertake other duties as may be reasonably required.

Person Specification

We are looking for a candidate who meets the majority of the following criteria:

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| Knowledge and Experience |
| Experience of project management and administration |
| An interest in contemporary art |
| Skills and Attributes |
| Excellent administrative skills, including some experience with budgets |
| Confident to communicate with a wide range of individuals and stakeholders and to steward high level relationships |
| A creative and strategic approach to fundraising |
| Excellent attention to detail in all aspects of work |
| A demonstrable commitment to promoting and delivering diversity and inclusion across all aspects of the SLG |
| Ability to organise, plan and prioritise workloads effectively and the ability to meet deadlines under pressure |
| An ability to work on a variety of projects simultaneously |

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| Excellent teamworking skills and the ability to work independently |
| Excellent interpersonal skills |

Image credits

1. Visitor in Under the Same Sun: Art from Latin America Today, in the Main Gallery in 2016. Courtesy: Solomon R. Guggenheim Foundation and the South London Gallery. Photo: Andy Stagg
2. Katharina Grosse & Stefan Schneider, *Tiergarten*, South London Gallery, 2017, photo: Mark Blower.
3. Big Family Press with OOMK, South London Gallery, 2018. Photo: Manuela Barczewski
4. Visitors to the Back to the Bookplace display in the Fire Station Archive. 2019. Photo: Sam Nightingale
5. *Z'EV: There you go. An evening summoning Rhythmajik*, 2018. Photo: Ben Waggett
6. School visit in the Orozco Garden.
7. Okkyung Lee performance, 2019. Photo: Sam Nightingale
8. Participants in a monthly Big Family Press Open Publishing Session. 2018. Photo: Rosie Reed Gold
9. South London Gallery. Photo: Andy Stagg
10. Fire Station, South London Gallery. Photo: Dan Weill
11. Image: South London Gallery garden by Gabriel Orozco, 2016 (c) Gabriel Orozco. Photo: Andy Stagg