

Artist-Curator Trainee (Smithfield) Job Description

Fixed term contract for 12 months

30 hours per week, usually across 4 days

Paid at Real Living Wage – currently £9.50p/h (£14,820 per annum)

Application Deadline: 10pm, 10 October 2021

Interviews: w/c 18 October 2021

Online Pre-application Workshop: 5–6pm, Thursday 30 September 2021.

Join this workshop to find out more about the role and what we are looking for in an applicant. Bring your questions! [BOOK HERE](#)

If you have any questions around access needs please drop us an email on info@eastsideprojects.org or call 0121 771 1778. Or feel free to let us know what you need in your application.

We are looking for a fledgling artist-curator who will work with us across 12 months and be involved in many aspects of Eastside Projects with a focus on the Smithfield project.

Artist-curating is a self-taught profession which you learn through hands-on experience. To gain the practical and creative knowledge and skills an artist-curator requires, you'll need to work with others, collaborate and be open to learning from everyone around you.

Artist-curators organise their own reality and arrange things and thoughts in space and time to make their ideas possible. This role is designed to support potential and emerging artist-curators, people who may, or may not, have the confidence to define themselves as an artist, artist-curator or artist-organiser at the moment, but know they want to use art to make their own projects, public works, organisations or buildings as artworks in the future.

ABOUT EASTSIDE PROJECTS

Eastside Projects Makes Art Public. We aim to SURVIVE, SUPPORT, BE ATTENTIVE, CENTRE THE ARTIST and MAKE CIVIC SPACE by putting artists' practice at the centre of the life of our city. Find out more about our work by visiting eastsideprojects.org and checking out current and past programme as well as information in the ABOUT section.

Please read our Code of Conduct before applying

WHO ARE WE LOOKING FOR?

The Smithfield project will be fast-moving and dynamic with many different partners and

stakeholders and short timeframes. You will be the kind of person who is excited by this. You will be a quick thinker who is happy to improvise and respond, who is not phased if you don't quite know all the detail and who enjoys creative problem solving and connecting people.

- You will have an active creative practice
- You will probably be the person who organises things. These may be exhibitions or art projects but equally you might be organising in non-art settings - putting on events that bring people together or developing community projects (for example).
- You will be a creative thinker and a good problem solver who isn't afraid to suggest ideas, use their own initiative and think quickly to find solutions to creative and practical challenges.
- You will be a quick learner, who enjoys taking responsibility and feels comfortable working in a fast-paced, responsive and reactive environment. You'll be excited by situations where you don't always know what is coming next and can pretty much guarantee you won't have done it before.
- You will enjoy being hands on – some of the time you will be doing administration in the office, other times you will be working onsite at the market talking to a range of people, delivering activity and supporting artists.
- You will be interested in contemporary visual arts, and culture in its broadest terms.
- You will be a confident communicator who enjoys meeting, talking to and working with and around all kinds of people.
- You do not need a degree to apply. If you don't have one you will need to have comparable experience gained through an apprenticeship, work experience or by developing your own projects.

Please note **these roles cannot be combined with education** so please don't apply if you are currently enrolled on a course.

We particularly welcome applications from candidates who have Black, Asian or Global Majority heritage and/or who are from lower socio-economic backgrounds.

WHAT WILL YOU BE DOING?

As Artist Curator Trainee (Smithfield) you will work closely with Artist Organiser Ania Bas, Lead Artist Celine Condorelli, Artist Curator Gavin Wade, Artist Maker Ruth Claxton and Artist curator Trainee Kathy Smith on Smithfield, a new public project which will see us collaborate with David Kohn Architects to design the new markets for Birmingham.

You will be a public face for Eastside Projects, helping to establish the design team's presence onsite in the Bullring markets. You will help build relationships with a range of market users, support the delivery of research and activity which will contribute to the process of developing concepts and designs for the new market building.

As part of this process, you will support commissioned artists as they develop proposals for artworks and help deliver arts and engagement activity in the current markets, working with

traders and other market users to ensure their voices, experience and needs are central to the design process.

As well as working on the Smithfield project, from time-to-time you will contribute to Eastside Projects' other work, in the gallery and beyond. This might include helping on exhibition installs, invigilating shows, supporting event delivery, and working on other offsite activity.

WHO WILL YOU WORK WITH?

Eastside Projects does not have 'departments' and is run by a small team so you will have the opportunity to learn from a wide range of people with different approaches, experience and roles.

Alongside the staff team, which includes three other Artist Curator Trainees, you will work with artists, artist-curators, freelance contractors, partner organisations, volunteers, EOP members, our Advisory Board, exhibition visitors and communities in the market and beyond. We are committed to being an inclusive organisation where the people we work with - staff, artists, communities and users – help shape how we work, who we work with and what we do.

On Smithfield you will work closely with Artist-Organiser Ania Bas and Lead Artist Celine Condorelli plus other artists Eastside Projects invites into the project. In addition, you will work alongside David Kohn Architects and other specialists working as part of the Design team. You will also liaise with individuals and organisations commissioned by the developer Lendlease to deliver the wider Smithfield masterplan and employed by Birmingham City Council to manage the current markets.

HOW TO APPLY

Please note. It is not possible to combine this role with your studies. Please don't apply if you are still in education.

1. Please email a completed application form to jobs@eastsideprojects.org and write 'AC Trainee Smithfield' in the subject heading.
2. Please also complete our Equal Opportunities Monitoring Survey which you will find at <https://eastsideprojects.typeform.com/to/m0mau5yB>

Closing date for applications: 10pm, 10 October 2021

Interviews: w/c 18 October 2021

We expect to receive a high volume of applications and unfortunately do not have capacity to offer feedback to all applicants. We will offer feedback to all interviewees.

WHAT SKILLS OR EXPERIENCE DO YOU NEED?

As an artist-curator you will need all the skills listed below, **however at this stage we don't imagine you will be able to demonstrate all of them.** We anticipate you will bring some of these skills and attributes to the role but that you will also want to develop some of them whilst working with us.

Please refer to the skills and attributes when writing your application.

Area	Skills and attributes
Supporting Communities	<p>Hosting Skills. Communication skills. Creative skills. Organisational skills.</p> <ul style="list-style-type: none"> * Interested in people, and happy to meet and talk to a wide range of market users, traders and other stakeholders and become part of the life of the market. * Comfortable discussing art, culture and ideas with people with different backgrounds and experiences. * Confident about speaking to groups and introducing Eastside Projects, and the projects we are involved in, in formal and informal settings. * Able to respond creatively to ideas to devise, plan and deliver hands on sessions, community workshops and activity in the market. * Able to make everyone feel welcome and included when hosting events and conversations. * Empathetic and collaborative - able to see things from different perspectives and work with others to find solutions. * Interested in sharing knowledge, introducing people and connecting them to each other.
Supporting Artists	<p>People skills. Organisational skills. Communication skills. Research skills. Practical skills.</p> <ul style="list-style-type: none"> * Interested in working directly with artists to help them imagine artworks and develop participatory processes. * Able to build good relationships, communicate clearly, solve problems and work to deadlines.

	<ul style="list-style-type: none"> * Able to find solutions - source and order equipment and materials, organise travel and accommodation, anticipate issues and communicate them to others. * Emotionally intelligent and sensitive to different working styles. * Comfortable working in responsive, process-led environments.
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Supporting Eastside Projects	<p>People skills. Organisational skills. Communication skills. Administrative skills. Research Skills</p> <ul style="list-style-type: none"> * Invested in contemporary art and keen to introduce new artists and ideas to Eastside Projects. * Self-starting – proactive, bold and able to come up with your own ideas and solutions. * Able to be flexible and adaptable. * Methodical - able to follow processes and instructions and prioritise to complete tasks on time. * Confident computer user who is happy to do the boring stuff (sometimes) to support the administrative and operational functions of the organisation and project. This might include pulling together information for reports, keeping records and collecting and collating data. * Able to organize - gather information, schedule and plan tasks, communicate them to individuals and manage their completion to deadlines. * Able to deliver inductions and support volunteers and placement students to develop useful experience, skills and networks.
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Producing Events	<p>Organisational skills. Technical skills. Creative skills. Hosting Skills</p> <ul style="list-style-type: none"> * Interested in the way events can expand projects, explore ideas and create deep experiences for participants. * Confident host, able to make everyone feel welcome and included. * Interested in putting forward ideas for events and contributors. * Able to anticipate requirements and issues, liase with other staff leading events and brief volunteers and other stakeholders clearly. * Able to set up projectors and sound equipment. * Able to use photography, film and/or audio to document events.
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	<ul style="list-style-type: none"> * Able to edit video and sound recordings.
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Working Offsite	<p>Practical skills. People skills. Organisational skills.</p> <ul style="list-style-type: none"> * Interested in working beyond the gallery with different communities, sites and contexts. * Empathetic and approachable. Able to work with a wide range of people from different backgrounds. * Good negotiation skills. * Good verbal communication skills. * Excited by working onsite and becoming part of the life of the market.
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Sending Messages	<p>Digital Skills. Communication skills. Networking skills. Research skills.</p> <ul style="list-style-type: none"> * Interested in creating content for websites, e-flyers and other platforms to communicate what we do. * Digitally confident – happy to use Wordpress to manage websites. * Confident user of social media. * Good research skills. * Good written English - able to write confidently about events, projects, artists and art and communicate ideas to different audiences.
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Exhibition Making	<p>Practical skills. People skills. Organisational skills. Communication skills. Research skills.</p>
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	<ul style="list-style-type: none"> * Invested in contemporary art and keen to introduce new artists and ideas to Eastside Projects. * Interested in Eastside Projects' curatorial approach. * Happy to get your hands dirty. * Able to provide practical support during installation and work with freelance technicians and artists to prepare the gallery or sites in the market, and produce new exhibitions and artworks.
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Taking Care	<p>People skills. Organisational Skills. Communication skills</p> <ul style="list-style-type: none"> * Good collaborator who thrives when working with others. * Good attention to detail - able to spot when something needs tidying, sorting out or mending. * Kind, respectful and sensitive to the impacts of different life experiences.
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Artist-Curating	<p>People skills. Organisational Skills. Communication skills. Digital Skills. Networking skills. Research skills. Practical skills. Administrative skills. Hosting Skills.</p> <ul style="list-style-type: none"> * Intuition and anticipation. * Good at maintaining relationships and following through on communication, collaboration, ideas and contacts. * A starter finisher – good at seeing a job through to the end no matter how hard it gets. * Not afraid to take risks. * Action focused, not a procrastinator. * Able to cope with unfamiliar situations. * Keen to develop. * Not afraid to fail.
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