

Glasgow international 2018

20 April —
7 May

103 Trongate G1 5HD
+44 (0)141 287 8910
glasgowinternational.org
@Gifestival #Gi2018

Hello,

Thank you for downloading the job pack for our new role of Assistant Curator.

I'm really pleased that you are interested Glasgow International and that you would like to apply. To go alongside the job description, I wanted to share with you a bit of information about the festival and what it's like to work here.

'The UK's best visual arts festival'
(The Guardian)

About Glasgow International

Glasgow International is a unique visual art festival taking place over three extraordinary weeks in April and May 2018 and it happens in over 60 venues. More than 200 artists will participate next year, which will be our 8th edition.

Our purpose is to celebrate, showcase and enhance Glasgow's position as a leading international city for contemporary art and promote the city, and its artistic community, at home, nationally and internationally, as one of the UK and Europe's most important festivals of contemporary art.

About Glasgow

Glasgow is a city where the art being made is ambitious, risk-taking and internationally significant. The team at GI are passionate about this and connecting visitors and residents of the city with contemporary art. Through the festival we seek to present Glasgow as a cultural powerhouse to the world.

About the role

The role of Assistant Curator is a new post for GI and offers recent graduates, and exclusively those who received a maintenance grant during their study, with an incredible opportunity to start their career within a fast-paced, small and dynamic team. Should you be successful in your application, you will become an integral member of the GI team for a whole year.

This role has been designed to offer an exciting entry into a career in contemporary visual art and to open out career opportunities as part of our approach to equalities, diversity and inclusion. We want to ensure that everyone that wants to take part in our offer can do, either as a visitor to the festival or as a potential future employee.

I wish you the best of luck with your application.

Yours sincerely,



Richard Parry
Director

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Assistant Curator (year-long fixed-term paid placement)

Closing date: Midday, Thursday 16th November 2017
Interview date: Tuesday 21st November 2017
Term: 1 year fixed term (December 2017 – December 2018)
Salary: £17,095 (35 hours per week based on living wage £8.45 per hour)

About Glasgow International of Contemporary Visual Art

Glasgow International Festival of Visual Art (more commonly known as GI) is a biennial city-wide, multi-venue, festival that takes place over 18 days in April/May in every even year. After seven successful editions, it is still a young festival on an amazing growth trajectory; well established on the international scene and considered a vital event in the national and international calendar.

The festival takes place in Glasgow's major museums, institutions, galleries, temporary venues and public sites right across the city. The festival now comprises c85 exhibitions, c175 events across 75 venues and spaces in the north, south, east and west of the city. The Festival also includes events, performances, talks, tours, workshops and screenings. Approximately 90% of the programme is free of charge.

The 2018 programme will be a hybrid of commissioned and curated work led by our new Director, Richard Parry, and projects led by the wider artistic community who live and work in the city.

'The UK's best visual arts festival. Forget Edinburgh, forget Liverpool: this is the one.' (The Guardian)



About the placement

GI has an exciting opportunity for a bright, creative and energetic individual to join our small team as Assistant Curator. This is a new entry level post, supported by the Weston Jerwood Creative Bursaries Programme, aimed specifically at recent graduates from low-income backgrounds to start a career in the arts.

This role offers a newly graduated individual an opportunity to gain experience of what is involved in planning, developing and delivering a contemporary arts festival and a 360 degree view of the inner mechanics of our festival model, as well as the opportunity to work closely with the much celebrated artistic community in the city and will provide training and development opportunities in curatorial practice.

The Assistant Curator will provide assistance to the Director, Curator and Associate Producer of GI in all aspects of

GI 2018's programme delivery; including the research, preparation, delivery, production, installation, maintenance and de-installation and extending into the planning and development of our 2020 edition.

The Weston Jerwood Creative Bursaries 2017-19 programme is designed and managed by Jerwood Charitable Foundation in partnership with the British Council. It has been made possible through the combined support of Arts Council England's Ambition for Excellence Fund, Garfield Weston Foundation, Jerwood Charitable Foundation, CHK Charities Limited and PRS Foundation.

Key tasks

The Assistant Curator will be an integral member of the programming team, working closely with the Curator, Associate Producer and Director of the festival to:

- Research programme ideas for the 2018 and 2020 editions, including major projects within the Director's Programme
- Support individual artists and curators participating in the open programme strands.
- Carry out research into main programmatic themes, including scientific progress, feminism, diversity and the representation of marginalised voices and supporting the Curatorial team in the development of these themes.
- Provide wide ranging administrative support across the full programme
- Assist with programme development, including scheduling and logistics for the 2018 edition
- Provide programme assistance to artists participating in the 2018 edition, including practical guidance and support
- Liaise with artists, galleries, organisations and community members in support of the programme
- Research and develop a range of means to support artists participating in the programme, including the development of online guides, information sharing sessions and toolkits
- Provide coordination and support for GI's Volunteering Programme and GI's Professional Visits Programme, offering assistance in building more intensive and proactive international peer networks through the festival.
- Administrative duties, such as organising travel and accommodation for artists, preparing and updating checklists and timelines, maintaining curatorial archives, filing, photocopying and processing invoices and other tasks.
- Support the curatorial team in the detailed logistics of the programme, including shipping, security, registration and insurance of all the artworks commissioned.

Skills acquired through the placement

By the end of the placement, we expect the placement to develop:

- An understanding of programme development within an international festival
- Research skills, including an approach to detailed programme and artistic research
- Curatorial practice, particularly from a point of view of equalities, diversity and inclusion, which is a major theme for the 2018 edition.
- An understanding of Glasgow and its artistic community, as recognised as one of the major centres of contemporary visual art in Europe.
- Developed individual networks within the city, including new relationships with artists, independent curators and institutions who live and work within the city
- Developed wider networks of international arts professionals and curators visiting the festival (NB over 600 professionals are accredited as part of our professional visits, and 40% of these are international).
- Experience of budgeting and financial monitoring
- Experience of health and safety, risk assessments, insurance, shipping and loans/collections management.
- Development of project planning and administration skills
- Experience of scheduling and planning
- Development of networking skills.
- Experience of working with an internationally recognised visual arts organisation;
- Improved skills and knowledge to successfully advance a career within the sector;
- Networking opportunities across the visual arts sector at a city, national and international level.

In order to be eligible

You must have received a Maintenance Grant during all years of your study. You must have a degree level qualification in any subject and have graduated in the years 2015, 2016 or 2017. You must be based full time in the UK. We will require evidence of your degree and documentation of your funding through University. (please see

below for further details). We will interview up to 15 people who have fulfilled these key criteria to give as many people the opportunity to interview as possible. We will endeavour to give feedback to everyone we interview.

In order to prove eligibility you must have completed the Weston Jerwood Creative Bursaries Survey Code to be considered for interview. The results will be held by Jerwood Charitable Foundation and will not be shared with GI. They will not be used in assessing your application, only to determine eligibility. Please complete the Survey Monkey:

<http://www.surveymonkey.co.uk/r/JerwoodCharitableFoundationApplicants>

Once completed, you will be given a code, which you should enter on your covering letter.

Please ensure that you have met these criteria before applying for this position. More details about the criteria can be found in the programme's Eligibility FAQ's. These can be downloaded here:

<http://www.jerwoodcharitablefoundation.org/wp-content/uploads/2017/09/WJCB-Eligibility-FAQs-for-Applicants-1.pdf>

In order to apply

Once you have determined that you are eligible, please tell us why you would like the job in a covering letter of no longer than 2 pages. Please make particular reference to the following:

- Your passion for contemporary visual arts
- Why you want to work in the arts
- The quality of your communication and research skills
- How you approach work; your organisational skills and how you work to deadlines
- What motivates and enthuses you
- Your attitude to work and life
- Further details of *any* (not necessarily arts related) work or academic experience that you feel is applicable to the role. For example, you may have other work experience that demonstrates the way you would approach the role more broadly.
- Further details of any relevant projects or experiences you've taken part in in the past that you feel might be applicable to the role.

We are aware that many recent graduates will not be in a position to gain unpaid work experience and therefore this is not a pre-requisite of applying.

Please send your most recent CV and covering letter by midday on Thursday 16th November 2017. Please also complete our equal opportunities monitoring form, included below.

In addition to your CV and covering letter please also attached the following evidence to your application:

- Proof of having graduated not earlier than 2015 from a first degree.
- Student Finance Breakdown letter for each of your University years.

Please ensure you have entered your Weston Jerwood Creative Bursaries Survey Code on your cover letter. Interviews will take place on Tuesday 21st November 2017. Please also indicate in your covering letter when you are able to start. Applications should be addressed to Emma McIntyre, Associate Producer, and emailed to emma.mcintyre@glasgowinternational.org. This should be formatted in one document with the file name including the applicant's full name.

Further information

GI is actively engaged in considering all possible barriers, whether they are physical, geographic or intellectual/perceived. We are keen to ensure a culture of inclusion and do not make assumptions about audience or staff needs. Please let us know if you have any particular requirements in order to apply.

GI is able to cover all travel expenses and may also be able to make a contribution for time taken to attend interview to help with costs. We will also issue interview questions to all short-listed candidates 24 hours before interviews take place by email.

EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL

To monitor the type of applications we receive, we need to collect information which does not directly relate to our assessment of your application. We include questions on age, gender, ethnicity, disability, and sexual orientation - all defined 'protected characteristics' in The Equality Act 2010.

It is important that you provide this information to assist Glasgow International's reporting in line with the above act and to help us to improve our services. In providing your completed response, you are giving explicit consent for us to use this data for statistical reporting. The data is managed confidentially, is not personally attributable and is processed in accordance with the Data Protection Act.

If you do not know some of the information or if you prefer not to provide it, you can fill in the 'Prefer not to answer' box.

UPLOAD THE COMPLETED FORM ALONG WITH YOUR ONLINE APPLICATION UNDER THE 'ADDITIONAL INFORMATION' SECTION.

1 Post applied for:

2 How would you describe your ethnic origin?

Please tick the most appropriate box

White

Scottish Other British Irish Gypsy/Traveller Polish

Any other White ethnic group (specify if you wish) _____

Mixed or Multiple Ethnic Groups

Any Mixed or multiple ethnic background (please specify) _____

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

Pakistani Indian Bangladeshi Chinese

Any other Asian background (specify if you wish) _____

African, Caribbean or Black

African Caribbean Black

Any other African background (specify if you wish) _____

Other Ethnic Group

Arab Any other ethnic background (specify if you wish) _____

Prefer not to say

3. Gender

Male Female Transgender Prefer not to say

Equality organisations use the terms "transgender" and "trans" as inclusive umbrella terms for a diverse range of people who find their gender identity differs in some way from the sex they were originally assumed to be at birth.

4. Your disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes No Prefer not to say

Do you have any access requirements?

5 What age range do you fall within?

Under 20 20-29 30-39 40-49 50-59

60+ Prefer not to say

6 Sexual orientation

Bisexual	<input type="checkbox"/>
Gay / Lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other (specify below if you wish) _____	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

GLASGOW INTERNATIONAL WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY