

UP Projects commissions contemporary art for public places; engaging citizens of London, the UK and across the globe. We support artists to make work that has social relevance, encourages learning and enriches the public sphere. We believe in working collaboratively with others to do this.

We are guided by our core values:

LEARNING Learning is integral to all that we do: we create learning opportunities for others, and place the highest value on learning from our own work, as well as the work of others.

OPENNESS We are open to collaboration, and to making our work as accessible as possible to people: conceptually, physically, geographically, considering disability and barriers to access.

INNOVATION Providing an experimental platform for commissioning that challenges convention, contradicts working processes, supports risk taking and tests new ideas.

RELEVANCE We are responsive to contemporary life and the diversity of the UK today. We consider social, political, geographical, historical and environmental contexts to create work that has relevance to the places and communities that we work within.

We run a programme of artist projects and commissions outside traditional gallery spaces as well as delivering cultural strategies, commissions and events with a range of partners.

UP Projects was established in 2002 by Emma Underhill (Director) and operates from a shared office in Shoreditch, London. UP Projects is a registered charity and governed by a Board of Trustees.

Job Description

We are seeking a highly experienced, creative and passionate Curator who is committed to working with artists and partners on projects in the public realm. You will be as comfortable negotiating the complex practicalities of commission delivery as you are developing conceptual ideas with artists. As a senior member of the curatorial team, you will have line management responsibility as well as leadership responsibility for individual projects including a major commission in Newham working with Sonia Boyce in partnership with Crossrail, and a durational commission in partnership with Touchstones Gallery in Rochdale.

The role is a nine - twelve month maternity cover starting January 2018 and will involve:

Project curation and project delivery

- Leading on commissioning, curating, managing and delivering projects within UP Projects' portfolio including both self-initiated projects (by UP Projects) and projects for specific clients and partners
- Providing consultancy on behalf of UP Projects for project partners, including land owners and property developers
- Writing Artist Briefs
- Artist liaison and support
- Project Planning and Management
- Budget Management
- Coordination of installation/maintenance/de-installation of artist commissions
- Event Management
- Writing artist biographies and copy for projects

Line Management

- Providing support and guidance to the curatorial team on all aspects of the programme delivery
- Line management of the Projects Producer and Artist Development Curator

Organisation development, income generation and strategic support

- Supporting UP Projects' income generation strategy including writing project text for funding bids, and sponsorship proposals
- Preparing presentations for potential and new clients
- Working with the Director and Development Director to develop partnerships and nurture relationships that support the delivery of UP Projects' programme.
- Working with the Director and Development Director to identify and secure new business projects with specific clients and partners
- Contributing to organisation development discussions and workshops including self-evaluation sessions

Monitoring and Evaluation

- Ensuring commissions and events are well documented and recorded
- Monitoring participant's involvement in accordance with the organisation's evaluation methodology and completing evaluation reports
- Ensuring UP Projects meets target audience and participant figures for the projects you are responsible for
- Reporting back to project funders, stakeholders and partners with regular updates and final reports

General

- Other tasks as agreed with the Director
- Generally promoting UP Projects' programme and services through networking
- Representing UP Projects at events (private views, networking events, symposia etc)
- Seeking opportunities to speak and present at events such as talks, symposia etc
- Contributing to developing a collaborative style of working
- Awareness of UP Projects' values and to work with artists partners and individuals in their spirit

Person Specification

Essential

- Excellent knowledge of contemporary art scene in London, UK and internationally
- Experience in working outside the white cube, with communities and in unexpected ways
- Experience of managing partnerships with clients and stakeholders
- Proven track record of developing and delivering permanent and temporary art projects in the public realm
- Experience of navigating planning permission, health and safety, risk assessments and public insurance
- Experience of working with artists
- Experience of working with fabricators
- Experience of working with a range of clients and stakeholders
- Strong budget management skills
- Strong project management skills
- Excellent communication skills
- Understanding of artist working process
- Hands on approach
- Flexibility
- Fluid understanding of contemporary art and its manifestation

Desired

- Special interest in social and political concerns within a cultural context
- Practical, technical skills relating to the creation and installation of artist's work
- Knowledge and experience in writing funding applications
- Degree/Masters in relevant subject

Terms

- You will report to UP Project's Director as your line manager
- The role is part time 4 days a week position Monday - Thursday, 10am - 6pm
- The role will be based at 19 Links Yard, Spelman Street, E1 5LX
- The role will start in December 2017 for 9 - 12 months

- Salary £30,000 per annum pro rata
- 25 days' holiday per annum pro rata not including bank holidays
- Notice 3 months

How to Apply

Applications should include:

- A comprehensive curriculum vitae
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification (no more than 2 sides of A4)
- Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission)
- Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion

Selection Process

Closing date for applications is Monday 16th October at 9 am.

Interviews will take place on Tuesday 24th October 2016. Please send your application by email to Emma Underhill: emma@upprojects.com