



## Learning Curator Permanent part time (3 - 4 days per week) Job Description

### UP Projects Background

UP Projects commissions contemporary art for public places; engaging people 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 aspire to be world leaders in commissioning artists to create ambitious, progressive and socially relevant public projects that empower communities, inspire collaboration, influence policy and encourage learning for all.

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, questions our approach, 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, technological, historical and environmental contexts to create work that has relevance to the places and communities that we work within.

We run a self-initiated programme of artist projects and commissions in publicly accessible places, 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.

[www.upprojects.com](http://www.upprojects.com)

Commissioning **artists**  
Collaborating with **communities**  
Encouraging **learning**  
**Rethinking** public space

## **JOB DESCRIPTION**

This new curatorial role with focus on learning will develop and lead learning strategies.

The role involves:

- Identifying, devising and implementing learning opportunities for artists, audiences, participants and communities across all our programming.
- Ensuring UP Projects adequately evaluates, reflects and learns from our work as a team, board and organisation;
- Shaping opportunities and learning outcomes that can be shared across the sector and more broadly

Learning is a core value of the organisation, and this role will be responsible for supporting our project curators and consultants to identify and integrate appropriate learning opportunities in relation to their projects. As Learning Curator you will work alongside project Curators to implement specific learning projects for target participants. All learning strategies must ensure that UP Projects achieves its ambitions and audience engagement targets. Diversity, representation and access will lay at the core of all learning strategies with participation targets for specific groups including protected characteristics groups and children and young people.

You will also lead the organisation's self-evaluation process. Working with external evaluators, researchers, and in close collaboration with the Director and Deputy Director, you will ensure that the team at UP Projects is continuously learning and at the forefront of contemporary curatorial thinking and commissioning practices.

UP Projects is committed to developing and supporting the learning of artists and has implemented an Artist Development Programme that supports artists to refine their work and criticality in the field of socially engaged practice. This role will develop and deliver this annual programme.

Key responsibilities of the role:

### **Devising the learning strategy**

- Working with the Director and Deputy Director to establish a learning strategy that stretches across the whole of UP's programming activity.

### **Identifying and implementing learning opportunities across UP Projects' programme**

- Shaping and developing specific opportunities for participant and audience learning for each project in the organisation's programme. Working closely with project curators and consultants to deliver learning outcomes.
- Where appropriate developing specific artist led projects that provide learning opportunities for a target participant groups i.e. young people within a school, groups with access issues who are currently underserved by the arts, groups within communities that reflect diversity across all forms.
- Working closely with schools to enhance the curriculum while also providing CPD for teachers and learning staff. UP Projects are Arts Award supporters, providing content for schools and colleges looking to achieve Artsmark status.
- Responsibility for supporting the organisation to meet its targets and objectives for engaging specific participant groups and particularly children and young people as set out in the organisation's business plan

### **Curating and implementing the organisation's Artist Development programme**

- Implementing the defined curatorial vision for the programme, working closely with the Deputy Director & Chief Curator
- Implementing the programme including recruitment of artists, workshop and event planning and evaluation
- Developing UP Projects' network of artists

### **Leading the organisation's self-evaluation and learning programme**

- Working closely with Director and Deputy Director to develop the self-evaluation framework across the whole programme including both self-initiated projects and partnership and consultancy projects
- Overseeing external evaluators and researchers to deliver the self-evaluation framework
- Creating bi-annual opportunities for the team and board to come together and reflect, evaluate and learn from our work

### **Disseminating the organisations' learning**

- Identifying opportunities for the team to share their learning through speaking opportunities at talks and events
- Developing publications both printed and on line
- Presenting at sector conferences and events
- Devising new ways in which we can disseminate our organisational learning across the arts sector

### **Supporting the organisation's income generation**

- Writing text for funding applications in relation to learning, participation and evaluation
- Reporting to funders in relation to the learning strategies and outcomes of specific projects including project evaluation, data collection and documentation where appropriate
- Contributing to or writing project proposals to new funders, sponsors or partners

### **General**

- Generally promoting UP Projects' programme and services through networking
- Representing UP Projects at events (private views, networking events, symposia etc)
- Contributing to the organisation's programming discussions and curatorial thinking
- Awareness of UP Projects' values and to work with artists, partners and individuals in their spirit.

### **Equality:**

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work and monitor it our annual Equality Action Plan.

# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

### Experience

- Demonstrable experience in Learning and Participation within an arts/cultural organisation
- Experience of researching, developing, and delivering learning strategies within an arts or cultural organisation.
- Experience of utilising and delivering a wide range of learning methodologies across a variety of audiences.
- Experience of working with the general public to engage a wide range of audiences.
- Experience of successfully engaging and working with vulnerable groups and young people to achieve specific learning outcomes.
- Experience of managing complex projects to tight deadlines, including budget management.

### Skills, Knowledge, and Abilities

- A keen interest in, and understanding of, education and alternative or experimental modes of learning and the local, national and international context of arts education,
- The ability to translate strategic objectives into clear operational work plans.
- The ability to network effectively to build and manage productive working relationships with external partners and individuals.
- Commitment to diversity and equality in the delivery of services.
- Excellent organisational skills, with the ability to effectively manage multiple priorities in a busy working environment.
- The ability to communicate effectively with a broad range of audiences, and adjust style appropriately. This includes through the creation of learning resources, promotional materials, and public speaking.
- The ability to work as part of a team, and a commitment to the continuous development of self and others.
- Good understanding of health and safety.
- IT skills, including Office based packages Word, Excel, Outlook, Internet and databases.

**The following are required of all roles with the organisation. However, you do not need to address these in your application.**

- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.

## TERMS

- The Learning Curator will report to the Deputy Director
- The role is a part time position three days per week initially with a view to expanding to four days per week, funding dependent
- Working hours are 10am - 6pm although occasional evening and weekend work may be required
- The salary is £27,000 - £29,000 pro rata subject to skills and experience
- 25 days holiday per annum pro rata not including bank holidays
- The postholder's salary will be paid by UP Projects on a monthly basis, by BACS transfer
- Travel expenses outside London if necessary will be paid
- Probationary period of 6 months. Notice 2 months (1 month during probationary period)
- UP Projects will supply the postholder with a desk, computer and access to internet and phone  
at our office 19 Links Yard 29a Spelman Street E1 5LX.

## 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 and referring to our organisation's Competency Framework. (no more than 2 sides of A4).
- Details of your latest salary
- Notice period
- 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).

NB. Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use your covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification. **Where relevant use your answers to illustrate how your competences have helped you achieve positive results.**

During the selection and interview process, we will be assessing candidates against our Competency Framework. This is included in the application pack.

## Selection Process

Closing Date for applications is: **Monday 14<sup>th</sup> May 2018 at 9 am**

Interviews will take place on: **Tuesday 29<sup>th</sup> May 2018 (tbc)**

Please send your application by email to: **Mariam Zulfiqar mariam@upprojects.com**