



Job Description and Person Specification

Curator: Programmes & Engagement

Hours:	35 hours (full-time), Mon to Fri 9am–5pm
Location:	On-site Bow Arts office / Nunnery Gallery
Salary range:	£26,500
Benefits:	25 days holiday entitlement pro rata, Cycle Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Remploy Access to Work Mental Health Support Service, staff socials
Duration:	Permanent
Reports to:	Director of Arts & Events

Context of role

We create inspirational, supportive environments where artists and communities interact, learn and flourish. Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 500 artists, designers and makers are affiliated with Bow Arts through our workspace, affordable housing for creatives, and award-winning schools and young people's learning programme.

Bow Arts is dedicated to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the communities

we serve. We anonymise applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address the possibility of unconscious bias.

Brief overview of the role:

We are seeking a Curator: Programmes & Engagement to manage our ambitious and creative events programme. This is an exciting opportunity to develop and grow our unique events programme, focused on audience development and engaging communities.

The Arts & Events programme includes events to run alongside our exhibitions, developed within the context of the show; Bow Skills, our artist CPD programme; the East London Art Prize event programme, working in collaboration with the Prize's supporting partners; children and young people's programming including Bow Families and the possibility of a new youth programme; and community focused events, including makers markets. As a small team the role also includes support across other projects as needed and marketing responsibilities.

Due to our work with young people, all staff are subject to an enhanced Disclosure and Barring Service (DBS) check.

Job Description

Main Tasks:

Programming & Events

- Curation of event programmes, tailoring content within the context of an exhibition or project.
- Event planning and management, including sourcing and liaising with facilitators, participant administration, and running of events.
- Ensure health and safety requirements are in place for all events (training can be provided).
- Foster positive working relationships with event partners and collaborators, developing new and strategic relationships as needed.
- Manage Bow Arts' artist CPD programme, Bow Skills, and the facilitation of our artist steering group who inform the programme
- Manage and produce makers markets for community events,

including seasonal markets and Bow Road Open Studios.

- Lead on the establishment and development of a new Nunnery Gallery youth programme.
- Lead on the delivery of the East London Art Prize Mentoring programme.
- Create marketing assets for events for social media / print, supporting Marketing Officer as needed.
- Ensure events are well publicised, utilising external listings and devising strategic social media campaigns, with support of Gallery Assistant and Marketing Officer.
- Update and work to event programme budgets (set by Director).
- Endeavour to sell out events, ensuring revenue targets are met.
- Support Project Manager: Exhibitions & Development with event venue hires.

Audience Development & Evaluation

- Use programme content to target under-engaged audiences.
- Manage collection of event audience data.
- Evaluate and analyse audience data, presenting learnings to team and utilising learning for future planning.
- Use evaluation data to gauge success of targeted audience development.

Team Responsibilities

- Flexibility to work / key-hold evening and weekend events (time will be repaid through TOIL).
- Support day-to-day management of the gallery, including front of house and general enquires.
- Liaise with Nunnery Café across programming, utilising collaboration opportunities to support café revenue.
- Support other department projects, including exhibition planning, commissions, and residencies in collaboration with the team.
- Support cross-departmental projects or initiatives.
- Support gallery's team of volunteers.
- Work front of house in the Nunnery Gallery when needed.

Person Specification

Previous experience of curating and managing events.

Previous experience of working with the public, for example through events, exhibitions or in a retail environment.
Excellent project management and administrative skills, including meticulous organisation, with ability to prioritise and manage workload, and experience of working to deadlines.
Excellent communication skills, with a good attention to detail, both in writing and creating visual assets.
An understanding of the visual arts or gallery sector, with an interest in working within the visual arts and with artists, together with knowledge of broader contemporary cultural and social issues.
Experience of using and utilising social media platforms, including creation of content.
Experience of working to a budget.
Experience of collaboration, either within a team, with artists and other creative practitioners, or with external partners.
A responsive and caring attitude, to support a small team through a project / event-led year schedule which can have busy periods.
A champion of accessibility and inclusivity within the arts.
A champion of sustainability.

To apply for this role, please complete the [Application Form](#) and [Equal Opportunities Monitoring Form](#). CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email recruitment@bowarts.com or phone 020 8980 7774.

Application Closing Date: 9am, Monday 22 July 2024

Interview Date: Thursday 25 / Friday 26 July 2024

Please note, **Bow Arts**' studio holders are not eligible for this role due to conflict of interest.

