

LUX
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Dear Applicant,

RECRUITMENT PACK: LUX CURATORIAL FELLOWSHIP

Thank you for your interest in the Curatorial Fellowship at LUX. You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job Description
- Person Specification
- Equal Opportunities Monitoring Form (separately attached)

To apply, please send the following items in a single email addressed to jobs@lux.org.uk using the subject line: LUX CURATORIAL FELLOWSHIP/ YOUR NAME. Application materials must be submitted in a **single PDF** and be received no later than 12am (Midnight) on 1st May 2020 (NEW DEADLINE). Any applications received after this time will not be considered. If you have any particular access needs or need any help applying then please contact us at jobs@lux.org.uk or by telephone on 020 31412960

Your application must include:

- A covering letter – stating why you wish to apply and outlining your relevant skills and experience for this role. A brief outline vision for the programme you would like to deliver at LUX. Please limit your response to no more than 2 sides of A4.
- A CV – detailing your relevant educational and professional experience.
- A completed Equal Opportunities Monitoring Form (separately attached)

Deadline for applications is 1st May 2020 12am (Midnight)

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.

LUX is a public arts organisation that supports and promotes visual artists working with the moving image. Based in London and Glasgow, it delivers a range of activities including exhibitions, screenings, educational projects, commissioning and research. It also manages Europe's largest collection of films and videos made by artists and distributes them to museums, galleries and festivals around the world. It is based in its own building in Waterlow Park, Highgate, North London and offers a friendly, creative working environment in a public park.

The LUX Curatorial Fellowship is a new initiative which offers an emergent curator the opportunity to curate the on and offsite LUX London programme over an 18-month period with professional development support from LUX staff. We are looking for creative, committed individual who is passionate about the work of LUX and sharing it with the widest range of publics. We are interested in your ideas and want to learn from you too so applicants should not feel that they need to solely reflect LUX's previous work but also make bold propositions for the future of artists' moving image practices. In return LUX can offer a supportive, creative work environment, access to our large national and international networks and day to day mentoring support, including ongoing professional development support beyond the contracted period as part of the fellowship alumni.

The LUX public programme includes a regular public exhibition programme in the LUX space, as well as events (screenings, talks, performances and workshops) across other spaces and beyond LUX with other partner venues. The programme may consist of up to 6 exhibitions a year plus monthly events and residencies. The public programme of LUX aims to showcase new voices and overlooked histories in international artists' moving image practices building on the 50+ year history of the organisation and its large international networks to create connections between the local, national and international aspects of LUX's activities. Furthermore, we are committed to using the programme to open up LUX's work to the widest possible range of audiences and users, and as a catalyst for the public to explore their own creativity.

Please note this role involves regular evening and weekend work supporting LUX public events with time of in lieu, so a degree of flexibility is needed in this role.

The visual arts sector in the UK currently does not reflect the communities in which it works. LUX is committed to addressing this through all aspects of its work and we particularly welcomes applications from individuals from ethnic minority backgrounds, from low income backgrounds and disabled people all groups who are currently underrepresented within the LUX and general UK visual arts workforce.

LUX CURATORIAL FELLOWSHIP

Dates: May 2020 – October 2021 inclusive

Days: Part time – days by agreement including some evening and weekend work (with time off in lieu)

Salary: £28,000 pro-rata for 3 days a week

Contract: 18 months fixed term, with 3-month probationary period

Responsible to: LUX Director

Responsible for: Freelancers, volunteers

Based at: LUX, Waterlow Park Centre, Waterlow Park, Dartmouth Park Hill, London, N19 5JF

The below details and task descriptions are not wholly comprehensive or restrictive and do not form part of the contract of employment.

Programming

- To develop and implement a complete public programme for the 18-month period including exhibitions and events (on and off site).
- Develop creative outreach strategies for working with the wider park in which LUX is based.
- Effectively manage relationships with exhibiting artists, partners and funders.
- To develop and oversee the exhibition production in collaboration with the artists, technicians, designers, partners, funders and other LUX staff.
- To ensure exhibitions and events are produced to a high standard, on time and on budget.
- To work closely with other LUX staff to link the public programme with other LUX activities particularly distribution/ collection department and LUX Scotland

Fundraising

- To proactively research and raise funds to support the public programme in collaboration with the LUX Director

Marketing and Audience Development

- To produce press releases, and texts to deadline, and proactively seek press coverage;
- To develop outreach strategies to increase the number and diversity of visitors to LUX, including but not limited to exhibition tours, artist talks and school visits.
- To contribute to LUX's social media and digital presence through regular posts on twitter, Instagram, Facebook and on the LUX website.
- To oversee the collection of audience data to support programme assessments.

General

- To promote LUX and its programme at national and international level, attending external events to act as ambassador for the organisation;
- To understand, embrace and promote the ethos of the organisation;
- To nurture LUX's local, national and international partnerships and seek to develop them further.

Essential Person Specification

Demonstrable curatorial experience and practice.

Experience of organising exhibitions and events.

Demonstrable interest in contemporary visual arts and artists' moving image

Experience of fundraising.

Experience of working to and managing budgets.

Knowledge of marketing, social media and audience development

Excellent writing skills

Ability to communicate effectively with a range of artists, funders, publics.

Ability to speak and represent the organisation in public.

Initiative and the ability to learn quickly

Excellent organisational skills and attention to detail

The ability to work well both as part of both a part of a small team and independently.

Reliable and punctual

Commitment to the aims and activities of LUX

Commitment to equal opportunities and increasing participation in the arts

Knowledge of audio visual technologies (necessary)

Proficient with Microsoft Office (necessary)
Proficient with Adobe Photoshop and InDesign (desirable)
Understanding of Google Suite (necessary)
Knowledge of Filemaker Pro (desirable)