

28 August 2019

Dear Applicant

### Curatorial Trainee

Thank you for your interest in this position. Please find attached more detailed information for this post which includes:

- Job Description and Person Specification
- Further information about Iniva
- Application form
- Equal Opportunities Policy Statement and Monitoring Form

To apply, please complete the application form available to download from our website. Please also complete and return Iniva's equal opportunities monitoring form. CVs are not accepted as part of the application.

Applications should be emailed to [recruitment@iniva.org](mailto:recruitment@iniva.org) with 'Curatorial Trainee' as the subject.

The deadline for applications is Wednesday 25th September 2019, 10am.

We look forward to receiving your application.

Yours sincerely



Melanie Keen  
Director/Chief Curator

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**Reg Charity Number**  
1031721



**Manchester  
Art Gallery**

## **Curatorial Traineeship**

**Commission to Collect: A 25<sup>th</sup> Anniversary Initiative for Iniva, 2019 to 2022**

Hours: Monday to Friday, 9.30am to 5.30pm. Full-time, 5 days (35 hours) per week, plus some occasional weekend and evening work which will be compensated by Time off in Lieu (TOIL)

Contract: 12 month fixed term

Salary: £17,780 per annum (Living Wage)

Annual Leave: 20 days per annum plus bank holidays

### **The Project**

This year, Iniva is celebrating 25 years of challenging conventional notions of diversity and difference. To commemorate and create a legacy for this special anniversary, Iniva has established a partnership initiative that re-imagines the future of our public collections at major art galleries and museums throughout the UK. Rather than simply initiating a series of short-term new commissions to celebrate our anniversary, Iniva is working in partnership with three museum and gallery partners with generous support from the Art Fund and Arts Council England. In Year One, the museum partner is Manchester Art Gallery.

The partnership initiative has three key aims:

- To commission outstanding new artwork by an artist of African and Asian descent, British born or based, to be subsequently accessioned into museums and gallery collections to better reflect the breadth of contemporary British society
- To transform curatorial practice around commissioning within major British art galleries and museums
- To cultivate a new generation of young people and their families to be self-assured visitors to galleries and museums

These aims will be fully realised with a wider public engagement programme that will have significant impact on the visual arts sector through study days, curators' days and an annual conference. Importantly the creation of new resources will enable the public to have a deeper engagement with the new artworks as well as the existing collections.

## **The Role**

This Traineeship, offered jointly by Iniva (Institute of International Visual Arts) and Manchester Art Gallery, will be co-located between both organisations with the majority of the contract being spent in Manchester with travel and accommodation arranged in London as needed. The successful applicant will be supported to develop a range of skills expected from the curatorial workforce today including subject expertise, working with living artists, collections care and exhibition making. Learning about audience engagement and widening access will be a fundamental part of developing and enhancing these skills.

The Iniva / Manchester Art Gallery Curatorial Trainee will work end to end on a major artistic commission by undertaking a programme of training which will see the new work accessioned into the Manchester Art Gallery collection. As part of the Traineeship there will be a training and development allowance to pay towards attendance at conferences, for example, and take advantage of other development opportunities. There will be networking opportunities with colleagues and peer organisations in the region and beyond, as well as the opportunity to work independently and shape parts of the project as it develops such as the conference and developing a curatorial network. Mentoring will be provided by senior curatorial staff at both organisations.

At Manchester Art Gallery, the traineeship will gain a thorough understanding of the process of commissioning artwork for accession into a collection that has national importance and developing the public programmes and resources that accompany them. To embed this learning, the Trainee will spend time across all museum departments including the learning, marketing, visitor services and facilities teams as well as with the registrars and in operations. They will attend programming and curatorial team meetings. The Trainee will be based predominantly at Manchester Art Gallery, spending approximately 9 of the 12-month contract at the gallery, working within the curatorial team but gaining significant experience across the museum team. The Trainee will be line managed by Kate Jesson, Curator of Modern & Contemporary Art, and will work closely alongside the Curatorial Project Manager who will lead the management of this national initiative.

At Iniva, the Trainee will gain specific experience of public programming through working on two Stuart Hall Library Study Days and a Curators Day which will support the commission, working closely with Iniva's Library team comprising the Library and Archive Manager, Assistant Librarian and Senior Library Assistant. There will be an opportunity to participate in programming meetings and become part of a wider curatorial trainee network and alumni through Iniva's collaboration with Barbican Art Gallery. The Trainee will benefit from being part of a small multidisciplinary team that also works across commissioning, public programming, learning and community engagement.

Working at Iniva for approximately 3 months of the 12-month contract, there will be

opportunities to encounter curators, artists, academics and researchers working in areas related to Iniva's artistic programme and the Stuart Hall Library.

At Manchester Art Gallery tasks include:

- Preparing research on artists
- Attending studio visits
- Collection and exhibits research directed by the curator
- Supporting and innovating ideas for the public programme that accompanies the commission, including text writing, copy editing, web updates and social media.
- Supporting and innovating ideas for the development of public resources for the commission working alongside the learning team
- Support on installations and de-installations as required
- Assisting at previews and public programme events
- Being involved in press and promotion
- Being part of the curatorial and wider team at Manchester Art Gallery, attending programming and curatorial meetings, as well as working within other departments
- Giving public talks about the commission once it is installed
- Supporting research and development for the annual conference
- Participating in the evaluation process for the Traineeship including contribution to sector learning resources
- Involved in establishing a national curatorial network

At Iniva tasks include:

- In-depth and independent research on Iniva's commissioning history within the Stuart Hall Library and Iniva archive
- Providing support to the commissioned artist, researchers and/or curators on outputs of the project
- Researching and liaising with speakers and artists for the public programme, supporting technical and logistical requirements for each event as required
- Providing practical support in the organisation of the Curators Day
- Supporting the Development Manager with fundraising research and compiling and gathering data for reporting

Requirements of the role:

- A positive and flexible approach to work
- Strong communication skills, with the ability to build relationships with a range of people at different levels of the organisations
- Excellent attention to detail
- Able to work as part of a team as well as on your own
- Able to prioritise and manage time effectively
- A willingness to learn and get involved in a variety of tasks
- A genuine interest in visual arts, and particularly the programmes of both organisations
- Previous office experience preferred but not essential

- Experience of Microsoft Word, Outlook and Excel
- An undergraduate degree in Art, Art History or related subjects (e.g. Film Studies), or equivalent experience gained through work-based or learning-based opportunities.

### **How to Apply**

Please use Iniva's standard job application form to highlight your most relevant experience and your reasons for wanting to work on this initiative. Please submit by email only to: [recruitment@iniva.org](mailto:recruitment@iniva.org).

Closing date: Wednesday 25th September 2019, 10am

Interview date: Week commencing 30 September

Interviews will take place in either Manchester or London

Relocation costs are not included though there is a budget for travel and accommodation in London when working at Iniva.

*Candidates from Black, Asian and minoritised communities are particularly encouraged to apply for this role. We are committed to increasing diversity of staff within the Arts Sector as a whole and it is recognised that Black, Asian and minoritised groups are currently under-represented at Manchester Art Gallery. We welcome applications from everyone who meets the requirements of the role.*

### **The Partners: 2019-2020**

The Partnership is led by Iniva (Institute of International Visual Arts)

### **About Iniva**

Iniva is an evolving, radical visual arts organisation dedicated to developing an artistic programme that reflects on the social and political impact of globalisation. With the Stuart Hall Library acting as a critical and creative hub for our work, we collaborate with artists, curators, researchers and cultural producers to challenge conventional notions of diversity and difference. We engage a wide audience, particularly young people, in discourse and debate on issues surrounding the politics of race, class and gender.

Through our programme we work predominantly with British-born and British-based visual artists of African and Asian descent supporting them at different stages in their careers. We offer residencies, commission new work and promote existing practices enabling artistic ambition and development. By cultivating innovative thinking, we are committed to disseminating research across a wide cultural spectrum and geographical network. Our ambition is to build a greater body of knowledge around each of the artists with whom we work to ensure the legacy of their practices for future generations of researchers and audiences.

Founded in 1994, under the leadership of renowned academic Professor Stuart Hall, Iniva is a non-profit organisation. It has established itself as a pioneering arts organisation in the artistic environment in the UK and beyond. Now Iniva looks towards the future whilst acknowledging its 25-year history and legacy.

[iniva.org](http://iniva.org)

### **About Manchester Art Gallery**

Manchester Art Gallery is the original useful museum, initiated in 1823 by artists, as an educational institution to ensure that the city and all its people grow with creativity, imagination, health and productivity. The gallery is free and open to all people as a place of civic thinking and public imagination. It promotes art as a means to achieve social change with its origins from the Royal Manchester Institution for the Promotion of Literature, Science and the Arts. It has been at the centre of city life for nearly 200 years and has been proudly part of Manchester City Council since 1882. The gallery is for and of the people of Manchester. Through its collections, displays and public programmes it works with all constituents to ensure creativity, care and consideration infect all aspects of the way we live. It is an art school for everybody and for life.

Manchester Art Gallery's collection comprises over 25,000 objects of fine art, craft and design and costume, developed and shaped over 200 years and still growing. The Fine Art collection contains nearly 13,000 items including painting, sculpture, drawings, watercolours, prints, and photographs. Best known for the world-famous Pre-Raphaelite paintings, the collection also includes British and European art from the 17th century right up to the present day. There are over 13,000 objects of craft and design from ceramics, glass and furniture to metalwork and dolls' houses. Highlights include early English slipware, 17th century silver, and a growing collection of contemporary furniture and lighting design. There are over 21,000 items of costume and accessories, covering all aspects of the history of dress from 1600 to the present day. 18th century fashion and 19th century women and children's dress are particular highlights.

Together, Manchester Art Gallery and Platt Hall, make up Manchester City Galleries and are part of Manchester City Council. The gallery is also part of the Manchester Museums and Galleries Partnership with the Whitworth and Manchester Museum.

[manchesterartgallery.org](http://manchesterartgallery.org)

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**Art Fund**



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