

## Job Description

<b>Job title:</b>	Curator of Programmes
<b>Reports to:</b>	Director
<b>Department:</b>	Curatorial
<b>Lateral Relationships:</b>	Senior Curator, Museum Acquisitions; Head of Development and External Relations; Senior Manager, Development; Communications Manager
<b>Subordinates:</b>	N/A

### Main objectives:

The Curator of Programmes is responsible for devising and delivering all aspects of a cross-disciplinary programme of events including lectures, seminars, exhibition talks, studio and collection visits, as well as international trips for the Contemporary Art Society. Distinct programmes are delivered for UK museum professionals (Continuous Professional Development Programme) as part of our core offer to CAS Member Museums; and for our tiered patron groups. The programmes are critical to the continued growth, renewal and reputation of these groups. The programme for patrons sits at the centre of the organisation's fundraising strategy, and reflects the different levels of patronage: Young, Silver and Gold.

The programmes reflect the ethos of the Contemporary Art Society, current tendencies and discourses in contemporary art, as well as provide the insight and privileged access that are the distinguishing features of these schemes. The programmes engage distinct adult audiences with our work in contemporary art: museum curators, collectors and academics. The Curator of Programmes will design and implement critically engaged programmes of events for these groups with input from across the organisation. The Curator of Programmes acts at all times as an ambassador for the CAS.

## Key responsibilities:

### *General*

- To design and manage the delivery of the programmes of events and each individual event within these programmes (to be staffed by the relevant teams)
- To lead and help host these events. Regular evening and weekend work will be involved.
- To manage a budget for the CPD programmes for museum professionals, and to manage a budget for travel bursaries for CAS Member Museum staff.
- To work with the Communications Manager to develop marketing communications for the different programmes
- To write a regular exhibition review as part of our Friday Dispatch online offer

### *Patron Programmes*

- To design and deliver appealing and critically engaged programmes for our patrons, reporting to the Head of External Relations, contributing to the goals set by the organisation's overall fundraising strategy. The Curator of Programmes will attend regular in-person and online meetings with the Development team each week.
- To incorporate into the programmes occasional activity with our Corporate Patrons, including major London commercial galleries, and other UK-based organisations.
- To reflect within the patron programmes the current and past history of museum acquisitions of the CAS.
- To work with the Development team to deliver the annual patron programme, including Frieze London programme, international trips, UK regional trips, studio visits, private collection visits, and other events as appropriate. This role will expect to travel nationally and internationally regularly through the year.
- To develop and deliver a programme of five weekend gallery tours of contemporary spaces in London throughout the year
- To support patron recruitment strategies in line with annual fundraising goals

### *Professional Programmes*

- In consultation with the Senior Curator Museum Acquisitions, to develop and deliver an annual CPD programme for museum professionals, as one of the core benefits of CAS

Museum Membership. The programme will be, designed to develop knowledge of contemporary art, connect colleagues to current debates and to stimulate new partnerships and networks. The annual programme includes an international study trip and a combination of online and hybrid events in London and regionally.

- The CPD programme will be responsive to national and global events and developments, where appropriate, to meet the need to support our museum colleagues.
- To design and develop in parallel with this programme of events a portfolio of digital resources, hosted on our website ie. written reports of seminars;
- To contribute content to the CAS website, as appropriate
- To undertake other duties as reasonably required by the Director, Head of External Relations or other members of the Senior Management Team.

**Person specification:**

- Strong professional experience of working within the contemporary art sector
- Expert knowledge of international and British contemporary art scenes
- Established professional networks among artists, writers, curators and collectors nationally and ideally internationally
- Excellent interpersonal and relationship building skills.
- Strong personal initiative and a collaborative spirit
- Good presentational skills and experience of leading small groups.
- A high level of organisational ability, with perfect attention to detail
- Excellent communication skills, both verbal and written
- Good team working skills
- Excellent time management skills and the ability to multi-task and manage competing priorities
- The ability to set and manage budgets
- Academic qualification in Art History, Curating or related subjects, to Masters level or above.

