

JOB DESCRIPTION

Assistant Curator

Full-time: 35 hours per week, including regular Saturdays

Fixed term contract until end of March 2026, with possibility to extend

Salary: £23,000 - £25,000 (subject to experience)

Location: Leeds and Bradford

Reports to: Head of Programme & Engagement

Staff Managed: No line management

JOB PURPOSE

The Assistant Curator supports the delivery of two key projects: Practice: Bradford and INSIDE OUT.

Practice: Bradford is an artist development programme aimed at accelerating the development of four emerging visual artists connected to Bradford through mentoring, professional development and public exhibition.

INSIDE OUT is a community-focused initiative designed to enhance children's play opportunities through contemporary art and creative practices in Beeston and Beeston Hill, Leeds including supporting the creation of Rowland Road Play Patch, a community-led transformation of a neglected plot into a green play space in collaboration with local families and artists.

KEY TASKS AND RESPONSIBILITIES

Project Coordination

- Plan and support the delivery of artist development and mentoring sessions, including booking venues, managing diaries and working with the Curator to schedule and plan sessions.
- Collaborate with colleagues to plan and execute artist commissions, exhibitions, activities, workshops, and events within each of the projects' scope.
- Assist in the development of projects that engage the local community, ensuring it is accessible and resonates with diverse audiences.

Community Engagement

- Work with local residents, community groups, and artists to ensure their voices and ideas are integrated into the Yorkshire Contemporary's artistic vision and community members are involved in decision-making processes
- Facilitate workshops and activities that encourage participation and artistic expression.
- Promote project activities in target neighbourhoods and establish connections with local partners to build strong community involvement.
- Actively involve local residents and community members in decision-making processes related to the projects.
- Implement feedback mechanisms to adapt project activities to community needs.
- Collaborate with Rowland Road Working Men's Club, Leeds City Council, and other partners to align project goals with community needs.

Curatorial Support

- Assist in curating projects and artists for INSIDE OUT, Practice: Bradford, and Yorkshire Contemporary's broader artistic programme, ensuring alignment with themes and objectives.
- Contribute to the development of interpretive materials for exhibitions and public art projects, engaging local, regional, and national audiences.
- Work with artists on the development and realisation of their projects, ensuring their work is effectively integrated into community settings or exhibitions.
- Support the planning, installation, and de-installation of exhibitions, ensuring logistical and curatorial requirements are met.
- Assist with the coordination of Yorkshire Contemporary's overall programme, providing curatorial support as needed for exhibitions, events, and community projects.

Support for Practice: Bradford

- Provide administrative and logistical support for the Practice: Bradford programme, which offers development and mentoring for four emerging visual artists from Bradford.
- Work closely with Yorkshire Contemporary, Bradford Producing Hub, and other stakeholders to coordinate workshops, mentoring sessions, and group exhibitions related to the programme.
- Support the Practice: Bradford artists through programme management, tracking progress, and facilitating peer-to-peer reflection sessions.

Documentation and Reporting

- Maintain accurate records of project activities, including community interactions, exhibition documentation, and artwork details.
- Assist in preparing internal and external reports and presentations for stakeholders.
- Support content creation for project-related marketing and promotional materials, including social media posts and newsletters.

Collaboration and Networking

- Foster collaborations with local artists, art organisations, and cultural institutions to enhance the reach and impact of INSIDE OUT, Practice: Bradford, and Yorkshire Contemporary's broader programme.
- Attend meetings, events, and exhibitions to engage with community members, artists, and stakeholders, gathering input for ongoing and future projects.

General

- Promote the values and mission of Yorkshire Contemporary, the INSIDE OUT project, and Practice: Bradford.
- Ensure compliance with organisational policies and procedures, such as health and safety, equal opportunities, and data protection policies.
- Actively participate in team activities and contribute to the overall success of Yorkshire Contemporary's programmes through team collaboration and professional development.
- Undertake other duties commensurate with the role as may be required from time to time.

PERSON SPECIFICATION

Essential:

- Knowledge and understanding of British and international contemporary visual art.
- Strong ability to engage with and work alongside local communities, artists, and partners to develop and deliver inclusive and accessible projects.
- Proven organisational and administrative skills with experience in coordinating multiple tasks and managing deadlines.
- Excellent communication skills, both written and verbal, with the ability to produce clear reports and marketing materials.
- Self-motivated and able to work both independently and collaboratively as part of a small team.
- Commitment to equity, diversity, and inclusion in curatorial practice and community engagement.
- Experience in documenting project activities and supporting the evaluation and reporting process for funders and stakeholders.
- Strong attention to detail, with an ability to manage project timelines and deliver work under pressure.
- Willingness to work flexibly, including occasional evening and weekend work for events and workshops.

Desirable:

- Demonstrable experience in supporting the coordination of curatorial projects and exhibitions, particularly in community-focused settings.
- Knowledge of the arts landscape and audiences in Bradford and Yorkshire.
- Experience of working with public art projects or artist-led community engagement programmes.
- Experience of supporting the professional development of emerging artists through mentoring or artist development programmes.
- Experience working with or within arts organisation, charity or other not-for-profit