

Brief for the appointment of a Curator-Producer: Lewisham Arthouse - London Borough of Culture 2022 projects

We are seeking an experienced freelance curator and producer to deliver an artistic and community engagement programme during London Borough of Culture 2022

About Lewisham Arthouse

Lewisham Arthouse is a cooperatively-run not-for-profit, well-established, artist-led organisation, located in a historic building in Lewisham. Our main activity is studio provision, and we have over 40 artist studio holder 'members', who, as well as renting space, commit at least 5 hours per month, meaning that the organisation is largely self run and managed. We have also set up a charity with an independent board of trustees, South East London Arts, which sits alongside the cooperative.

As a place where artists and communities can learn, share, and collaborate, Lewisham Arthouse activities include educational and community workshops, open-access resources, public events and exhibitions, as well as offsite outreach education work across the borough.

About London Borough of Culture 2022

London Borough of Culture' is an annual initiative devised by the Mayor of London as a way to spotlight arts and culture in London. Lewisham was selected as the third borough of culture. Called *We Are Lewisham*, the programme is a call to action for a more equal future that celebrates the borough's history of activism, its modern-day trailblazers and diverse communities. The themes are:

- We will protect this place we love – a call to action on climate change
- We are strengthened by our diversity – a celebration of our borough of sanctuary
- We will be happy here – a commitment to building an inclusive society, working together to deliver change

Programme Vision, Aims & Audience

Lewisham Arthouse wants to stage a public programme to engage local people and welcome new under-represented audiences to the building. The programme may be in our project space, workshops or offsite, with local and regional profile and appeal.

The programme aims to:

- Provide a platform for experimental artistic events, exhibitions and outreach activity in different art forms.
- Explore innovative methods of engagement with a focus upon hard to reach demographics, in order to initiate meaningful interaction between Lewisham Arthouse and local communities.
- Build on the Lewisham Borough of Culture themes.
- Utilise the skills and art practices of artist members of the cooperative.
- Activate the building, and welcome people into it.
- Initiate collaboration and co-commissioning with local and regional partners.
- Enable audiences to contribute their ideas to the future vision of Lewisham Arthouse.



Lewisham Arthouse 140 Lewisham Way London SE14 6PD
T: 020 8691 9113 E: info@lewishamarthouse.org.uk
W: www.lewishamarthouse.org.uk
Registration No: 28058R Registered with charitable status in England and Wales

Purpose of the Job

The Curator/Producer is responsible for producing, coordinating and delivering the programme over the year, and devising a curatorial rationale for your programme. This could include a series of artists commissions, a gallery exhibition or other public event/programme in the project space, and/or an associated programme of activities/events/workshops, relating to your defined themes.

The Curator/Producer will oversee several events which have already been programmed in the spring and summer, including two curated and run by the Borough of Culture team. The programme for the rest of the year is open to the curatorial vision of the Curator/Producer. The public spaces of the building will be at the disposal of the Curator/Producer, within agreed timescales and parameters.

An Assistant Producer will be recruited later in the year to assist with programme delivery, and the Curator/Producer will be responsible for managing their workflow.

Key Tasks & Responsibilities

- Development of the curatorial concept and framework, aligned to the stated objectives.
- Researching new artworks and participatory projects to include in the programme.
- Liaising with Lewisham Arthouse members and staff, participating artists, community partners, external freelancers and others to deliver the outcomes.
- Managing and arranging logistics, project meetings and practical aspects of the delivery of the programme.
- Delivering the public programmes, with the assistance of the Assistant Producer and Lewisham Arthouse members, including those already agreed/ programmed.
- Fundraising for the artistic programme.
- Budget tracking and monitoring, liaising with Lewisham Arthouse's Administrator.
- Working with Lewisham Arthouse members to promote the programme.
- Writing text for marketing and exhibition/event interpretation materials.
- Building partnerships for Lewisham Arthouse with other arts organisations.
- Gathering materials, quantitative and qualitative data, and contributing to evaluation.
- Devising public consultation as part of the engagement programme on the future vision of Lewisham Arthouse.

Personal Attributes, Skills & Experience

Essential:

- Experience devising and producing artistic programmes, with good knowledge of techniques for planning, monitoring and controlling programmes from start to finish.
- Experience developing and delivering participatory activities and projects.
- Effective leadership and excellent communication skills.
- Excellent organisational skills & the ability to manage multiple priorities simultaneously.
- Ability to think and plan creatively and strategically.
- Experience writing grant applications and securing funding.
- Ability to deliver accessible, inclusive public events with an understanding of Health and Safety and Equal Opportunities issues.



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Desirable:

- Experience working with community organisations / co-operatives.
- Relevant networks and contacts
- Experience managing a small team or other freelance workers.
- Experience of access issues and child protection and working with vulnerable people.
- DBS checked.

Project Timeline

Feb-March 2022: Meet with Arthouse members and partners
Develop and present strategy proposal
April 2022: Submit funding application(s)
June-Dec 2022 Spaces available for programme
Jan 2023 Evaluation report

Job Summary & Fee

Job Title: Curator/Producer
Employer: Lewisham Arthouse, 140 Lewisham Way, London SE14 6PD
Reports to: Internal LBoC Working Group (comprising artist studio holders /members of the cooperative, SEAL trustees), supported by the Administrator.
Contract: Freelance, part time, all expenses included.
Days: 30 days, with possibility to increase days if further funding can be secured. The Curator/Producers workflow is TBA in line with your programme and for example could include a condensed period (e.g. 2 days a week) rather than an equal spread over 12 months.
Fee: £225 per day, up to £6,750 *
Production budget: £6,000 *
Hours of work: Mainly during office hours, will require some evenings or weekends to attend public events.
Start date: Monday 28th February / ASAP

* We expect the Curator/Producer to apply for additional funds in which case these sums can increase where applications are successful.

To Apply

Please email joinus@lewishamarthouse.org.uk with a CV that includes your past relevant work and project experience, the (optional) equal opportunities monitoring form, and an expression of interest (maximum 2 sides of A4) outlining:

- Why you are interested in this role
- How you meet the required skills, knowledge and experience for the role
- Examples that demonstrate your capacity to carry out the responsibilities of the role
- What you think you can bring to this role.

We are committed to equal employment opportunity regardless of race, colour, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability or gender. We welcome applications from minority groups who are underrepresented in our sector. This includes Black and People of Colour applicants and Disabled applicants, LGBTQ+ applicants,



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and Women. We will be pleased to make reasonable adjustments to meet your needs in order to undertake this role if you are successful in your application.

We welcome audio and video applications (max 5 mins). If you require any other assistance in applying for this role due to your access requirements, please get in touch with us at joinus@lewishamarthouse.org.uk and we will be happy to help. We are able to make adjustments to meet your needs if you are asked to interview. Please let us know when you apply what we can do for you.

Deadline: Monday 14th February 2022

Interviews: Friday 25th February 2022 (on Zoom)



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