



**Assistant Curator
(Support Structure)
Recruitment Pack**

The Role

Job Title:	Assistant Curator (Support Structure) for Jade Foster
Responsible to:	Curator (Part-time; 21 hours/3 Days)
Key Working Relationships:	CEO / Artistic Director, Producer for CEO / Artistic Director, Future Curators Programme partners, Board of Trustees and Executive Director.
Salary:	£25 per hour
Hours:	10hrs per week
Contract:	Freelance/Self-Employed
Duration:	18 September 2024 - 21 July 2027 (with the possibility of extension)
Location of Work:	Hybrid – Nottingham & remote (with national & international travel)
Trial Period:	3 months
Notice Period:	1 month
Start Date:	Immediately. From 18 September onwards
Closing Date:	Sunday 8 September, 10 pm

Purpose of the Role

‘Assistant Curator (Support Structure) for Jade Foster’ plays a vital role in DASH’s programme team, working collaboratively and directly with a Black, Queer (Jade uses they/them pronouns), Neurodivergent Curator with complex mental health needs.

The role is line managed by the Curator. The working relationship between the two individuals is to be profoundly interpersonal, transparent and healing, with the two staff members feeling as though they can thrive and feel ‘at peace’ within the working environment at DASH. Both individuals will need to understand one another and be able to communicate with empathy.

This position emphasises the following:

- Artist-run practice – implementing an artist-led methodology at DASH as both the CEO / Artistic Director and Jade are practicing artists
- Active anti-racist, anti-ableist and social justice practice and training
- Supporting the Curator who is supported by the Artistic Director – that sets a clear vision, mission and purpose – with system change within DASH, with implications for broader organisational practice within other contemporary visual arts organisations

Jade's practice as a curator removes ableist barriers by creating work in which everyone is encouraged to engage with 'crip time', as a temporality which disability studies scholar Margaret Price explains as being *flexible* and recognising that people arrive at different intervals, rates, and paces. The Assistant Curator will need to reflect on and embody this approach as a personal responsibility and a way of life rather than as something they do only in the context of the organisation. This thinking allows for system change and better equity and inclusion across different areas in life, from civic to workspaces.

The priority responsibility is providing curatorial admin support for the Curator, which includes supporting the production and project management of programme activities. The person may be responsible at times for communicating to internal and external stakeholders with and in the Curator's absence. At DASH, the Curator is responsible for the delivery and project management of:

- 'How to Thrive (Survive)' mentoring and training programme with arts organisations, artists, arts workers and audiences
- System change work, 'It's not you, it's the system' that includes: intersectional talks, salons and events
- DASH touring library
- 'Future Curators Programme', in partnership with Wysing Arts Centre, MIMA, John Hansard Gallery, Disability Arts Online, Arts Catalyst, Midlands Art Centre and Newlyn Art Gallery & The Exchange, a residency programme for Disabled curators within visual arts institutions.

Main Duties and Responsibilities

SUPPORT STRUCTURE

- Working closely with Jade Foster (Curator), and in dialogue with the CEO / Artistic Director (AD), Producer to the CEO / Artistic Director, and Executive Director (ED), collaboratively develop flexible approaches for working in the DASH team that integrate Complex PTSD (Post-traumatic stress disorder) trauma-informed practice, the Social Model of Disability, and social justice.
- Assist the Curator in implementing system change and support structures at DASH which enables the Assistant Curator and Curator to thrive within a broader ableist and racist sectorial culture in the UK.
- Assist the Curator with managing their support structures at DASH and reviewing key associated personal and organisational documents.

ADMINISTRATION

- Work with the Curator to record, plan and evaluate programme, including participating in monthly in-person DASH staff team meetings, selected Board meetings which occur quarterly, programme team meetings, and Future Curators Programme (FCP) partner meetings as required.
- Assist the Curator with their calendar management, itineraries, scheduling and bookings as required.
- Liaise with internal and external stakeholders to support the Curator and encourage stronger connections between different aspects of programme, resident artists, visiting artists, audiences and participants as required.
- Assist the Curator in liaising with artists through project development and realisation, responding to the Curator's and artist's needs.
- Assist the Curator with effective administration and logistics for the delivery of programme such as installation of exhibitions, production of events and performances, and digital commissions as required.
- Support the Curator when they are facilitating events such as previews, performances, talks, workshops and hospitality events.

- Logistically support the Curator with any artist and curatorial development, and CPD activities such as ‘How to Thrive (Survive) in the Coming Bad Years’, ‘Systems Change Work, it’s not you, it’s the system’, and ‘The Future Curators Programme’ as required.
- Support the Curator in processing correspondence and contracts for participants and collaborators involved in the programme.
- Work within DASH’s Equal Opportunities statement and Equity, Diversity and Inclusion Action Plan, Health and Safety policies and procedures, supporting operational aspects, including legal and compliance.

Person Specification

- A tactful person that would describe themselves as emotionally intelligent.
- A strong negotiator, who understands how to approach and navigate different working rhythms, patterns and access needs with nuance given the dynamic complexity of DASH as an organisation.
- Able to problem solve and support the resolution of conflict, especially when working on complex projects with the Curator that involves communicating with different internal and external stakeholders.
- Empathetic, likes to laugh, interested in creating anti-racist and anti-ableist (and therefore caring) environments.
- A good understanding of their own boundaries and limitations and is happy to communicate them verbally.
- A good listener who can perceive when emotional miscommunication (double empathy problem) and communication breakdown occurs, and therefore actively wants to understand people’s communication.

How to Apply

Closing Date: **Sunday 8 September, 10 pm**

Please send a: **Cover letter**
CV (3 pages max.)

Including: **Names of 2 people** who can provide **references**
(to be contacted after appointment).

Please complete the: **Equal Opportunities Monitoring Form** [click here](#)

This form will be viewed alongside your application and made available to the selection panel.

Email your cover letter, **jade@dasharts.org**
CV & references to: using 'Assistant Curator Application' as the subject.

If you have any questions about the role, please email Jade Foster directly.

Interview Process

Interview Date: **Friday 13 September**, in person (60 mins)

Process & Location: The interview will comprise of a 'walk and talk' that will take place in Gamston, Nottingham.

Questions: 3-5 questions will be asked and discussed.

Candidates selected for interview will be sent more details about exact times and locations.

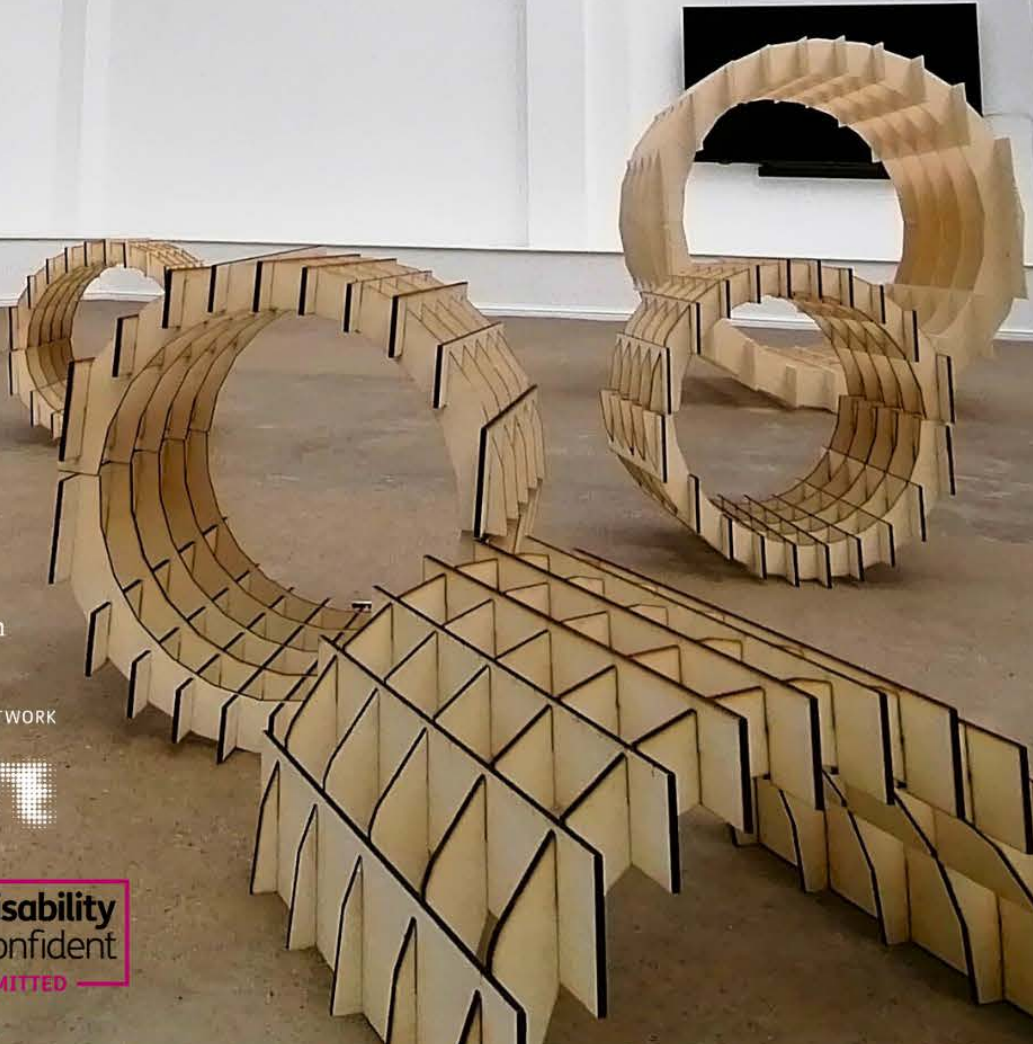
Interview Panel: The interview panel will comprise of 2 people from DASH:

- Jade Foster, Curator
- Debbie Chan, Producer & Neurodivergent Support for Heather Peak, Artist/ CEO/ Artistic Director

Travel Expenses: Candidates travel to Nottingham will be reimbursed.

Image: Fleeting interruptions, failures, aberrations, Sam Metz

DASH



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