

ASSISTANT CURATOR

JOB TITLE:	Assistant Curator (The Show Windows x Historic England)
LOCATION:	Coventry and Midlands
LINE OF RESPONSIBILITY:	Reports to The Show Windows Curator and Historic England Cultural Programme Curator.
SALARY:	£21,000 pm (2.5 days / week) for 6 months (£5,500 in total)
STATUS:	Fixed term contract for 6 months - hours to be discussed on appointment (Either 2.5 days / week for 6 months, or 2 days / week for 7.5 months)
TIMESCALES:	Role to commence from October 2021 for a 6-month contract

OVERALL PURPOSE OF THE JOB

Historic England and Coventry BID in partnership with Coventry City of Culture Trust (CCCT), are working together on a series of commissions, part of The Show Windows Programme during Coventry City of Culture 2021. The programme will spotlight and celebrate the city's pioneering post war heritage by bringing together creatives, communities and collections within installations in the city centre.

Coventry BID and Historic England are looking for an Assistant Curator to support this exciting cultural programme celebrating Coventry's post-war heritage. The position will be a temporary role for 6 months and is a great opportunity to work closely with The Show Windows Programme Curator and Digital Content Manager, and Historic England's Cultural Programme Curator to research, develop and deliver The Show Windows x Historic England's programme. Through a series of commissions, the programme will spotlight and celebrate the city's pioneering post-war heritage by bringing together creatives, communities and collections within installations in the city centre. We are looking for someone local to the Midlands who is keen to develop curatorial skills and work with the project team to deliver this cultural programme.

JOB DESCRIPTION

- Develop and deliver a series of artist micro-commission, this will involve management of artists, timelines, research and providing interpretation and additional content / research to support them
- Research and produce creative content / interpretation to help tell the story of the project / programme with a specific focus on post war architecture in Coventry (Such as interviews, videos, text and social posts)
- Support the development of The Show Windows / Historic England cultural activities including talks and collaborations with partner organisations

The Show Windows

- Support The Show Windows Programme Curator and Digital Content Manager to develop online and social media and programme content that supports Historic England's project in Coventry with the aims of diversifying Historic England and The Show Windows audiences
- Collaborate with colleagues and partners, to research areas of Historic England's work including the Archive collections, to inform Historic England's cultural activities specifically focusing on post-war architecture in Coventry
- Carry out research – of primary and secondary sources as required – in order to develop content for online / social media campaigns, exhibitions and related publications, liaising with partners as required
- Carry out picture research in support of campaigns activities
- Keep all partners up to date with activity, represent the wider project and partners at meetings and be an advocate for the project.

TIMETABLE

Advertised:	28 June 2021
Closing date for applications:	16 August 2021, midday
Interviews:	To be held week beginning 30 August 2021

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required. Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry BID is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form **available here**.

Applications should be sent to culture@coventrybid.co.uk

PERSONAL SPECIFICATIONS

TRAINING, EXPERIENCE & QUALIFICATIONS

■ ESSENTIAL

- Experience of working on / producing exhibitions or working with artists on commissions
- Experience of researching and delivering creative digital content
- Good IT skills

■ DESIRABLE

- Experience of working with installations, images and objects

KNOWLEDGE & SKILLS

■ ESSENTIAL

- Excellent research skills
- Good logical, analytical and problem solving skills
- A good understanding what makes good and engaging (social) media content and audience needs
- Ability to work as part of a team and independently with the same levels of motivation
- Knowledge of the heritage sector and issues facing the heritage sector

■ DESIRABLE

- Experience of working with image archives and producing video content
- Interest in local history and culture
- Awareness of exhibitions nationally and the City of Culture 2021 programme

BEHAVIOURS

■ ESSENTIAL

- Team player
- Able to take responsibility when required for projects or exhibitions
- Strong communication skills, written and oral
- Flexibility and a willingness to 'get things done'
- Strong interpersonal skills and excellent time management
- Experience of working with diverse stakeholders (e.g. customers, audiences)

■ DESIRABLE

- Confident presentation skills

GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

We are committed to being an Equal Opportunities Employer for all roles and contracts; we welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation, or age. If you are unsure about applying, please talk with us about any concerns you might have.

Coventry BID will undertake to meet reasonable adjustments as required and will support with making specific access requirements requests via Access To Work.

This list of responsibilities is not exhaustive.

TERMS AND CONDITIONS

- This is a fixed term post until end of April 2022
- The post is working 2.5 – 3 days per week (excluding 30 minute/1-hour lunch) per week at hours to be agreed with frequent evening and weekend work. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3% The BID's appointed pension provider is The People's Pension. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the BID's Office with frequent attendance at meetings offsite. This role will have a base at West Orchards Management Suite with some homeworking given current government guidelines
- The successful candidate will be welcomed into the BID and supported through a remote onboarding process

The Show Windows

- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the BID does not come into force until the first day of work

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk

ABOUT THE PARTNERS

THE SHOW WINDOWS

Following a year where we have mainly been gazing out of our windows, we are now inviting you to look in.

Once upon a window...

As part of Coventry UK City of Culture 2021, artists, designers, architects and makers are transforming Coventry city centre, turning shop windows into portals to fantasy worlds and mindscapes.

These site-specific artworks, framed behind the window glazing, by local and international artists will act as picture book pages and mirrors in which to see new narratives and reflections of ourselves and the city.

As we re-join public spaces after a year being at home, The Show Windows aims to inspire hope, adventure and imagination, inviting us to rediscover multi-faceted Coventry, ever-evolving and home to diverse and creative communities and businesses, and its people.

The Show Windows is inspired by Wizard of Oz author L. Frank Baum's book about shop window design and follows on from the success of RIBA's Regent Street Windows project in 2018. Baum's term, 'show windows' has inspired the project and the brief to architects and artists, to create immersive pieces that invite audiences to journey to other places, and to celebrate the locations and people that will help us display the artworks.

The Show Windows is co-produced in partnership with Coventry City of Culture Trust, Coventry Business Improvement District and the Royal Institute of British Architects. The Show Windows is funded by Historic England and Arts Council England, City of Culture Trust and Coventry BID.

The Show Windows

COVENTRY BID

Coventry Business Improvement District (BID) is a partnership between the businesses located within the ring road of Coventry city centre.

The aim of the BID is to promote, develop and boost the city centre to make it a great place to work and visit.

Projects are varied and fall under the categories:

- Security and Environment
- Enhancing and Promoting
- Business Voice and Support

These were identified by the businesses in the city centre as their key priorities.

To ensure the BID is delivering results for its contributors it is overseen by the BID board of Directors. A vote takes place every five years to decide whether the scheme should continue. Each business has one vote and in order for the scheme to be renewed there must be a clear majority by both the number of votes received and the total aggregate rateable value of the votes.

After a successful revote in 2018, Coventry BID is now midway through its fourth term, this time as an independent BID. Coventry BID Ltd was formed as the BID separated from Coventry City Council, however there will still be strong partnership working as Coventry BID will be extremely proactive in 'driving the future' of Coventry city centre.

The BID team will be working tirelessly to make sure that it provides an exceptional service for all the companies it represents.

www.coventrybid.co.uk | [@cov_culture](https://twitter.com/cov_culture)

www.coventrycitycentre.co.uk/coventry-bid-announces-major-arts-council-grant-to-underpin-citys-cultural-capital/

HISTORIC ENGLAND

Historic England is the public body that helps people care for, enjoy and celebrate England's spectacular historic environment, from beaches and battlefields to parks and pie shops. We protect, champion and save the places that define who we are and where we've come from as a nation. We care passionately about the stories they tell, the ideas they represent and the people who live, work and play among them. Working with communities and specialists we share our passion, knowledge and skills to inspire interest, care and conservation, so everyone can keep enjoying and looking after the history that surrounds us all.

<https://historicengland.org.uk>