

Job Description: Curatorial and Fundraising Manager

Salary: £28,000 pro rata

Hours: P/T – 3 days/week (working days negotiable), 10am – 6pm, with evenings and weekends required for festival and events

Contract Start: Monday 26th April 2021

Contract End: February 2022 (exact date TBC)

Responsible to: Deputy Director and Board of Trustees

Responsible for: Festival Assistants (during festival)

The deadline for applications is 10am Wednesday 17th March 2021

Purpose of Job

To deliver on existing Deptford X programming, including the planned festival in July 2021; develop a programme and fundraise for Deptford X 2022 for Lewisham Borough of Culture year; and deliver within Deptford X's core principles and strategic aims. This role is to cover a fixed term period of leave by the Director.

About Deptford X

Deptford X is a small organisation run by two permanent, part time staff members and a hands-on board of nine trustees. The organisation operates out of premises on Brookmill Road in Deptford, which is also the site of an events space and eight artist studios. As a small team, the emphasis is on a flexible, supportive and inclusive working environment that priorities collaborative working and problem solving.

Deptford X is a visual arts charity based in Deptford, South East London. We foster artistic talent and nurture community within the borough of Lewisham and beyond. We achieve this through a free annual festival in Deptford, artist studio provision and ongoing activity supporting artists and our local communities throughout the year.

Founded in 1998, Deptford X is London's longest-running visual arts festival. Each year we work with hundreds of artists to locate art at the centre of everyday life for all of the area's communities and to engage large & diverse audiences.

Our vision and core values:

Deptford X is

- Led by local artistic ambition, interests and practice.
- Brings art into informal contexts and public spaces for all to access.
- Seeks to make a positive contribution to our locality, communities, and to art, and to lead by example.
- Places equity, accessibility and care at the heart of the organisation.
- Holds space and advocates for difference, creativity, experimentation and learning within art.

Fundamentally we support artists and creative practice, as well as those who do not yet identify as artists, with a focus over the next three years on:

1) People of Colour: Specifically local Black communities. We are actively redressing the balance of participation in Deptford X and visual arts as a whole and making space for Black and People of Colour-led creative programming.

2) Disabled people: We are working to remove barriers to participation in our work and inviting disability-led programming.

3) Young people: We are developing ways to engage local audiences and participants at a younger age and create pathways for their participation and ownership of Deptford X.

Description of Role

As Curatorial and Fundraising Manager you will work closely with the Deputy Director to deliver planned programming strands for Deptford X 2021, including working closely with artists to develop their projects; research, develop and programme local and cross-borough festival programming for 2022 for the Lewisham Borough of Culture year; and fundraise for the associated costs. You will be responsible for fundraising for your programme and meeting some existing fundraising targets for 2022 through identifying and writing funding bids, approaching trusts and foundations, and seeking private sponsorship. You will take lead responsibility for curatorial work within artistic programmes, including working closely with artists, partners, collaborators and stakeholders to develop and deliver new and ongoing work in line with Deptford X's vision, core principles and current areas of focus. Key to this post is the development of a Deptford X festival edition for Lewisham Borough of Culture 2022. This will require developing and delivering existing festival strands as well as new curatorial programming, through a mixture of your own research and targeted open calls, within Deptford X's existing strategic framework. This work will involve close liaison with the Council, existing delivery partners, local arts and community organisations, funders and stakeholders, as well as new partnerships that you will initiate, to deliver an integrated, current and meaningful programme.

Strategic decision making and overall programming decisions will be maintained by the current Director and you will report directly to the Deputy Director and the Board of Trustees.

Responsibilities of Role:

- Work with the Deputy Director to deliver the planned programme for Deptford X 2021, including working closely with artists to develop their work for the festival.
 - Build on existing, and develop new programming for Deptford X for delivery during London Borough of Culture year 2022
 - Build on existing and establish new delivery and programming partnerships and collaborations between Deptford X, local community partners, sector-wide organisations, and artists for Deptford X during London Borough of Culture year 2022
 - Secure income streams for 2022 programming and towards agreed targets from a range of sources, including traditional fundraising routes.
 - Fundraise and write grant applications for London Borough of Culture programming in 2022
 - Maintain existing programme strands and artist and partner relations
 - Maintain existing relationships with strategic partnerships such as London Borough of Lewisham and Arts Council England
 - Manage and build on community relationships and external liaison
 - Establishing and maintaining links with education establishments
 - Embed Deptford X values and vision into the curatorial programme
 - Develop and maintain festival best practice to deliver ambition and excellence
 - Be an effective advocate; represent and promote Deptford X locally, nationally and internationally
 - Work on evaluation of Deptford X 2021
 - Lead tours of Deptford X 2021 and represent festival in comms and PR as required
 - Giving public presentations and talks on programming elements of Deptford X
- Writing copy for a range of sources and differing audience needs

- Event management
- Report regularly to the Festival Manager and Board of Trustees, and Director as required, to sound out ideas and strategic plans.

Required Skills, Knowledge and Experience

- Experience of curating similar scale projects
- Successful writing of funding bid applications
- Experience of building partnerships for project delivery
- Experience developing and working on community engagement and participatory art projects
- Experience of commissioning art
- Knowledge and understanding of current practices and concerns in contemporary visual art
- Financial and budget management
- Ability to communicate well through written and oral communications to different registers of audiences and stakeholders
- Managing and building on community relations and external liaison
- Experience working with artists
- Experience working to tight budgets
- Knowledge of working in the public realm
- Seeking and cementing relationships with new and existing partners in industry
- Identifying and negotiating new sponsorship opportunities
- Ability to work on your own initiative

Application process

To apply for this role, please submit a Monitoring Form, a CV that includes your past relevant work and project experience and a cover letter (maximum 2 sides of A4) to jobs@deptfordx.org explaining:

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

The deadline for applications is 10am Wednesday 17th March 2021

A longlist of applicants will be invited to attend an interview on: **22nd March 2021**

A shortlist of applicants from the first round of interviews will be invited to attend a second interview and give a presentation on their ideas for their role on: **29th March 2021**

All interviews will be via Zoom

We are an equal opportunities employer and we particularly welcome applications from minority groups who are underrepresented in our sector. This includes Black and People of Colour applicants, Disabled and Neurodiverse applicants, LGBTQ+ applicants, 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.

Please visit our website www.deptfordx.org for audio and large text versions of this job description. We welcome audio and video applications. If you require any other assistance in applying for this role due to your access requirements, please get in touch with us at admin@deptfordx.org 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.

Covid-19

We will continue to work remotely until we assess that it is safe for all employees to return to the office. At this point, we will take into account each employee's personal circumstances and work out the optimum working methods for the organisation within these parameters.