Associate Curator and Producer

Art Week Exeter

This role is fundamental to the development of the event for 2025 and beyond. It is anticipated that applicants will have experience in working in both curation and event production in the arts and culture sector.

Role description

The Associate Curator and Producer will be working as a part of the Art Work Exeter team delivering Art Week. They will be directly responsible to the Creative Director for event planning and management. They will be responsible for aspects of artist liaison, programming, curating group shows, managing shared spaces and supporting other team members with promotional activity, permissions and evaluation.

Activities/ tasks (roughly chronological)

Art Car Boot:

Receive applications, curate/ select stalls, monitor and manage spaces and bookings on the day, liaise with Volunteer Manager (VM) and volunteers, work alongside Creative Director (CD) to manage event safety, oversee H&S, be responsible for final site clearance.

Art Week publicity:

Review and manage distribution schedules of posters and print programmes. Contribute to programme content development. Support Marketing Lead (ML) with collating artists' social media information.

Art Week venues:

Support CD with Licenses,, Risk Assessments, H&S, Fire & Evacuation plans. Support VM with training and invigilation rota. Assist and take a lead with teams curating space and hanging work.

Hub venues:

Support Partner liaison in build-up. Check infrastructure and operations. Support Risk Assessments, H&S, Fire & Evacuation plans. Support commissioned artists to plan and deliver workshop activities. Support VM with supervision of rota, management of facilities and infrastructure during the event. Support final installation, space dressing and get-in/out.

Art Week activity:

Contact artists and supporters who have offered to contribute skills to building the festival. Actively work with CD, partners and exhibitors to schedule the programme. Support t-shirt printing activity. Organise tours and liaise with Tour Guides. Be present as a first point of contact at various locations during the event.

Art Work activity:

Support CD and wider team with event evaluation and planning for future Art Week Exeter events.

Summary:

This is a freelance role and you will be responsible for your own tax and National Insurance.

Estimated 20 days @ £150/day = £3,000.00

DBS check can be performed if you do not already have one and any tasks require one.

Apply by sending a CV and one-page covering letter about why you are interested in the post.

Deadline for application 14th March 2025
Interviews 17th & 19th March
Immediate start

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Art Week Exeter
9th - 15th June 2025