

# MODERN ART OXFORD

July 2021

## **Acting Head of Exhibitions and Creative Learning (Part-time, Fixed Term)**

Thank you for your interest in the above post. Enclosed are the job description, person specification, core terms and conditions and an equal opportunities monitoring form.

To apply please send the following to [recruitment@modernartoxford.org.uk](mailto:recruitment@modernartoxford.org.uk):

1. a statement which sets out your suitability for the post, setting out how you meet each of the requirements in the person specification. Your statement should not exceed two sides of A4 paper.
2. a full CV, including the names and contact details of two referees, one of whom should be your current or most recent employer
3. A completed Equal Opportunities Form (form at the end of this pack or you can download it [here](#)).

**Applications must be received by 9am on Friday 30<sup>th</sup> July 2021**  
**Interviews will be held on Zoom on 6<sup>th</sup> August 2021.**

Modern Art Oxford is committed to creating equality of opportunity for all and we value diversity in our team. As part of [our Anti-racism Action Plan](#), we welcome applications from people of the global majority who are under-represented at the senior manager level of our organisation.

If you have any questions about the role or the application process, please email me [helen.shilton@modernartoxford.org.uk](mailto:helen.shilton@modernartoxford.org.uk)

We look forward to receiving your application.

Best wishes,



**Helen Shilton**  
**Head of Organisational Development**

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# MODERN ART OXFORD

## ACTING HEAD OF EXHIBITIONS & CREATIVE LEARNING (SABBATICAL COVER: OCTOBER 2021 – MAY 2022)

### Introduction

Modern Art Oxford is one of the UK's most exciting and influential contemporary art organisations, renowned for its bold and ambitious artistic programme that promotes diversity and internationalism and celebrates contemporary art as a progressive agent of social change.

Founded in 1965, it is the only public institution dedicated to contemporary visual arts in Oxford and plays a central role in the city's cultural landscape.

Modern Art Oxford welcomes more than 100,000 visitors each year with 10,000 attendances in creative learning and participation activities. The organisation's digital content reaches 450,000 through Modern Art Oxford's digital channels annually. Through a wide range of high-quality content creation and programming, Modern Art Oxford aims to make contemporary art accessible and engaging to the widest audience and to promote creativity in all of its visual forms. Over the last 50 years Modern Art Oxford has brought some of the world's most important artists to the city, and the UK, and has developed an international reputation for pioneering emerging and under-represented artists.

Modern Art Oxford is a registered charity and relies on core funding from Arts Council England and Oxford City Council, and the generous support of individuals, trusts and foundations, sponsors and friends.

### Role

The Acting Head of Exhibitions & Creative Learning is a part-time senior position for seven months (late September 2021 – May 2022) created to provide cover for the delivery of the exhibitions and creative learning strands of Modern Art Oxford's artistic programme during a sabbatical for its Chief Curator, Emma Ridgway who has been appointed by the British Council as curator for the British Pavilion of the Venice Biennale 2022. This role involves guiding the planning and delivery of exhibitions and creative projects for the 12-month window (Autumn/Winter 2021 – Autumn/Winter 2022), including leading on commissioning of new publications, ensuring the quality, reach and impact of the programme and responsibility for effective financial management of departmental budgets. The position is responsible for the direct line management of the Senior Curator, Exhibitions & Projects, Senior Curator, Creative Learning and Production Manager, reporting to the Director and working as an interim member of the Modern Art Oxford Senior Management Team. It is intended that this position will enable the professional development of the existing Exhibitions & Creative Learning team in new interim 'acting up' roles with additional responsibilities, providing support, guidance and mentoring as required to enable the dynamic and creative delivery of planned exhibitions, learning and participation projects.

## **Principal Responsibilities**

- To provide management support and guidance to enable the effective delivery of the exhibition and creative learning strands of Modern Art Oxford's artistic programme, working closely with the Acting Senior Curator, Exhibitions & Projects and Acting Senior Curator, Creative Learning and Production Manager, reporting to the Director.
- To contribute as required as an interim member of the Senior Management Team, supporting cross-team working and planning across a number of areas, including audience development, communications, partnerships, reporting and fundraising and responsively mitigate challenges in a timely way.

## *Programming*

- To assist with the planning and delivery of the programme of Modern Art Oxford's exhibitions, offsite projects and commissions, publications, learning and public programmes and events through effective management of the Exhibitions, Learning & Engagement team and allocated resources.
- To directly line manage the Acting Senior Curator, Exhibitions & Projects and Acting Senior Curator, Creative Learning and Production Manager, reporting to the Director on the effective delivery of the exhibitions and learning strands of the artistic programme.
- To be responsible for monitoring and reporting on the departmental budgets delegated for management to the Acting Senior Curator, Exhibitions & Projects and Acting Senior Curator, Creative Learning and Production Manager, reporting to the Director and in liaison with the Head of Finance & Business Strategy.
- To support the Acting Senior Curator, Exhibitions & Projects in commissioning artists and in the effective planning and delivery of exhibitions and related projects scheduled during Autumn 2021 looking ahead to Autumn/Winter 2022.
- To lead on the editorial co-ordination and delivery of exhibition interpretation and related publications with the support of the Acting Senior Curator, Exhibitions & Projects.
- To oversee liaison with individual and institutional lenders on the administration of loans of works by the Acting Senior Curator, Exhibitions & Projects and Assistant Curator.
- To oversee and ensure the archiving of Modern Art Oxford's exhibitions and projects archive for the duration of this programming period, undertaken by the Assistant Curator.
- To support the Acting Senior Curator, Creative Learning in the delivery of the learning, partnership and audience development programmes at Modern Art Oxford, involving the Head of Digital & Communications as required.
- To work in creative collaboration with the Head of Digital & Communications to ensure an integrated and thematically coherent approach to digital content and online engagement.

### *Financial & Fundraising*

- To be responsible for monitoring and reporting on the delegated management of the Exhibitions, Learning & Engagement team budget in liaison with the Head of Finance & Business Strategy and reporting to the Director, ensuring no unauthorised expenditure and managing any risks in a timely and effective way.
- To work with the Acting Development Manager and Director to raise additional funds for creative projects and content generation against identified targets as required.
- To support as necessary the Director in stakeholder and donor events, including patrons' tours, enabling fundraising initiatives and assisting as required in reporting to funders.
- To support the Acting Senior Curator, Creative Learning who is taking departmental lead in collating data and ensuring evaluation for reporting to Trustees, in completing the annual submission for exhibition tax relief and other key reporting, including Arts Council England and Oxford City Council submissions and project-funding reports.

### *Communications & Advocacy*

- To oversee and direct the work of the Assistant Curator with the galleries engagement team in order to ensure effective communication and briefing on exhibitions and projects in order to strengthen visitor engagement.
- To work with the Head of Digital & Communications on the production of the texts, images and other content for exhibition and projects print, the website and interpretation working closely with the Senior Curators to ensure a coherent thematic across the various strands of programming,

### *General*

- To ensure team management and cross-departmental work is effective and timely in achieving annual targets.
- To provide professional development support and mentoring as required to the members of the Exhibitions & Creative Learning team.
- To ensure that Modern Art Oxford complies with all aspects of the General Data Protection Regulation (GDPR) in relation to marketing and communication activities with audiences, stakeholders and any other third parties.
- To carry out all duties in accordance with all Modern Art Oxford's policies including Equal Opportunities, Access, Employment, Health and Safety, Child Safeguarding, Data Protection and Equality, Diversity and Inclusion Policies and the Creative Case for Diversity.
- To report to Modern Art Oxford's Director and Board of Trustees when requested.
- To undertake any other duties as reasonably required by the Director.

## Person Specification

### *Essential*

- Deep knowledge of international contemporary art and its professional contexts, with extensive experience and understanding of working with international artists and partners, especially in commissioning, planning and delivery of substantial exhibitions of international art in a public institutional context.
- Experience of devising and delivering creative learning, participation and audience development initiatives.
- An experienced manager with a coaching, developmental style.
- An ability to prioritise a complex range of tasks in a fast-paced working environment.
- A proven track record of effective budget management and financial reporting and forecasting in a senior programming role in a public institutional context.
- Excellent writing and editing skills.
- Experience of producing print and publications of high quality and of archiving.
- A good understanding of arts policy in the public sector.
- A commitment to equality, diversity and inclusion.
- A good team worker committed to consultation and cross-team liaison.

### *Desirable*

- Proven experience in raising funds to support artistic programming.
- Coaching and mentoring experience.

## Terms and Conditions

Responsible to            Director

**Salary**                    £16,615 for 32 weeks (£45k pa pro rata)

**Tenure**                    Fixed Term contract from 27<sup>th</sup> September 2021 – 30<sup>th</sup> April 2022(32 weeks)

**Probation**                8 weeks

**Hours**                    Part time - 3 days per week(24 hours per week). Days/hours to be agreed with the Director. Usual office hours 9.30am – 5.30pm but will include some occasional early mornings, evenings or weekends as required. Overtime is compensated by time off in lieu.

<b>Place of work</b>	Modern Art Oxford, 30 Pembroke Street, Oxford although team are currently working from home due to COVID restrictions. Attendance at the office/gallery will be required once office has re-opened.
<b>Holiday</b>	20 days holiday during 32 weeks(including public holidays)
<b>Pension</b>	An auto-enrolment pension scheme is in place with Legal & General. Under pension auto enrolment legislation, eligible employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earning.
<b>Other benefits</b>	Employees are entitled to up to a 25% discount in the gallery Shop and Café. There is a staff discount and an Employee Assistance Programme through Gemelli <a href="https://gemelliemployeebenefits.co.uk/news-mss-april2017">https://gemelliemployeebenefits.co.uk/news-mss-april2017</a>
<b>Disclaimer</b>	This document does not constitute an offer of employment nor forms any part of any contract

# MODERN ART OXFORD

## Equal Opportunities Monitoring Form 2021

We are committed to ensuring equality of opportunity in employment for all. We are committed to recruiting, retaining and developing a workforce that reflects the diverse communities that we are a part of. In order to do this, we need to monitor and analyse diversity information so that we can ensure our recruitment processes are fair, transparent, promote equality of opportunity and do not have an adverse impact on any particular group. You are not obliged to fill in this form but it would greatly assist us in monitoring the impact of our Equality, Diversity and Inclusion policy. The information on this form is confidential and will not form part of the shortlisting process. No information will be published or used in any way which allows individuals to be identified.

There is a "prefer not to say" option for each section if you would rather not answer a particular question.

### 1. How do you describe your gender identity?

Female (including trans women)

Male (including trans men)

Non-binary (e.g. Androgyne)

Prefer not to say

### 2. Is your gender identity different to the sex you were assumed to be at birth?

Yes

No

Prefer not to say

### 3. What is your age?

0-19

20-34

35-49

50-64

65+

Prefer not to say

**4. Do you identify as a D/deaf or disabled person, or have a long-term health condition? Any information you provide here will be used for monitoring purposes only – if you require any reasonable adjustments to be made in the selection process then please contact [recruitment@modernartoxford.org.uk](mailto:recruitment@modernartoxford.org.uk)**

Yes

No

Prefer not to say

**5. How do you describe your ethnic background?**

Arab

Black African

Black Caribbean

Any other Black background

Indian

Pakistani

Bangladeshi

Chinese

Any Other Asian background

White British

White Irish

Gypsy or Irish Traveller

Any Other White background

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background

Any Other ethnic group

Prefer not to say

6. How do you describe your sexual orientation?

Bisexual

Gay man

Gay woman/Lesbian

Heterosexual/Straight

Queer

Prefer not to say

7. Where did you see this post advertised?

**Thank you for completing this form!**