

# V.O Curations

## **Exhibition and Residency Coordinator**

### **V.O Curations**

V.O Curations is a not for profit arts organisation located in central London that is dedicated to supporting emerging and lesser represented artists. Our innovative, socially-engaged and conceptually rigorous programme consists of residencies, exhibitions, events, publications and affordable studio spaces.

Founded in 2018 by Zina Vieille and Nnamdi Obiekwe, V.O Curations believes that to curate is to approach all aspects of its programme with care. We aim to promote diverse voices and narratives across all of our activities and collaborations, and to facilitate artistic exchange, socially-focused discourse, knowledge production, and experimentation. V.O is focused on cultivating a sense of community, promoting collaboration, and encouraging active learning rather than passive viewing. The V.O gallery and project spaces, along with close to fifty artist studios are located at 56 Conduit Street. We have additional studio locations in Aldgate, Angel and St. James's Park.

### **The Role**

We are seeking an organised and self-motivated individual who will assist in the production and management of all exhibitions and artist-related projects, help to coordinate artist residencies, and be the main point of contact for visitors to our gallery and project spaces. Working closely with the Programme Curator and Directors, the successful candidate will form a vital part of the small but growing team at V.O Curations.

### **Reports to**

Directors and Programme Curator

### **Contract type**

Permanent, Full time

### **Salary**

The salary is competitive based on skills, experience and qualification

### **Location**

This role will be based in the gallery at V.O Curations, 56 Conduit Street, W1S 2YZ. The successful candidate may on occasion be required to work from our other studio locations in Aldgate, Angel and St. James's Park.

## **Responsibilities**

### *Exhibitions*

- Organising transportation, installation and documentation of gallery and project space exhibitions (knowledge of various vendors or ability to source vendors highly desirable)
- Assist with drafting and monitoring schedules for exhibitions
- Liaising with external artists, galleries, institutions around the production of exhibitions
- Managing loan forms and consignments
- Assisting with the production and management of all exhibition-related materials including but not limited to press releases, sales packs, website and social media content
- Assisting with exhibition openings
- Coordinating exhibition budgets, invoices and contracts
- Assisting with the preparation of press materials and mailouts
- Ensure all exhibition-related files are organised and kept up to date
- Acting as the primary outward-facing point of contact for visitors to the gallery and project spaces

### *Residencies*

- Assisting in the implementation of and managing all residency-related schedules
- Managing incoming and outgoing correspondence related to residencies, ie. applications, application queries, communications regarding shortlisting etc.
- Assisting in the preparation of communications with residency mentors
- Preparing and managing all residency-related paperwork, ie. agreements, invoices, payments, consignments etc.
- Assisting in the support of artists throughout the duration of their residencies
- Assisting in the organisation of any residency-related events such as lunches and welcome drinks
- Managing residency schedules including internal and external mentor meetings

## **Candidate Specification**

The successful candidate for this role will have:

- Experience and be knowledgeable about producing exhibitions in a gallery or similar environment. Relevant contacts held such as art handlers, photographers, art transport, printers etc. is a plus
- A minimum of 3 years of professional experience
- Experience and/or an understanding of general gallery or museum registrar duties.
- Exceptional organisational skills
- Ability to adapt and think on one's feet
- Excellent written and verbal communication skills
- Excellent administrative, research and project management skills
- A passion for working with emerging artists and contemporary art
- A proven track record of working well within a team environment
- Proficiency in Adobe Suite and a 3D rendering software

Desirable:

- Experience writing successful grant or funding applications
- Experience working at a not-for-profit organisation
- Experience working with artists in the production of artworks and exhibitions
- Knowledge of the London and international art ecosystem

## **General Information**

### **Hours**

Working hours are 10am to 6pm, Tuesday through Saturday, with a one hour break for lunch. The successful candidate will be required to work certain hours outside of these periods for events or leading up to project deadlines.

### **Annual Leave**

The annual leave entitlement is 22 days per annum pro rata. In addition, staff receive 8 Bank Holidays per annum.

**Please submit to [opportunities@vocurations.com](mailto:opportunities@vocurations.com) by 10:00 BST on 18th October 2021**

1. Covering Letter (500 words) - Please outline why you would like to work at V.O Curations and how you feel you are qualified for the position of Exhibition and Residency Coordinator
2. CV
3. Sample of art-related writing, no longer than 700 words
4. Referee - Please provide the name and email address of a previous employer or academic reference