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JOB DESCRIPTION

Job Title: **Curatorial Executive**

Reporting to: Director, Goodwood Art Foundation & Commercial Manager, Goodwood Art Foundation

**Background**

The Goodwood Art Foundation is a brand-new not-for-profit Community Interest Company located on the Goodwood Estate. Spearheaded by The Duke of Richmond, this world class contemporary art foundation has been formed to promote three pillars of Art, Environment and Education.

Our purpose is to benefit adults, young people, and children through providing access to important works of contemporary art set within a stunning natural environment that has been carefully designed to promote nature and encourage biodiversity. A comprehensive education programme is linked to both the artistic and environmental elements of the programme and will target those schools and pupils in most need of support.

Working with leading figures in the curation of contemporary art, award winning landscape design and leading education programme, we have created something truly unique with a global focus.

**Purpose of Post**

Working closely with our Consultant Curator, Ann Gallagher, and hand-in-hand with your Art Foundation colleagues, you will passionately and confidently strive for excellence to ensure the successful realisation of the Art Programme and related events for the Art Foundation. This will include supporting the delivery of annual exhibitions in the Foundation’s galleries and artworks in the landscape, as well as developing and project managing regular events for ticket holders, members, and corporate partners of the Foundation.

You will establish and maintain relationships with artists, lenders, galleries, members and partners in the lead up to and throughout each annual season.

The role will be of particular interest to those who are enthusiastic in developing their career in the art and business worlds, keen to gain a breadth of experience through hands on, practical day-to-day execution and project delivery.

You will be a pro-active and enthusiastic team player within our close-knit team, responsible for a variety of curatorial and project-based activities.

**Main Duties & Responsibilities**

* To support the Consultant Curator in the research and development of the annual exhibition of artworks in the galleries and landscape, as directed by the Director of the Goodwood Art Foundation.
* Working directly with artists, lenders, galleries, other partners and Goodwood Art Foundation colleagues, you will support the realisation of the Art Programme, maintaining excellent relations throughout.
* Compiling and co-ordinating copy for the Art Programme - writing, editing and proof reading, as well as liaising with designers and other teams as required; including the preparation of exhibition labels and interpretative texts and co-ordinating the production of these graphic elements.
* Working closely with the Art Foundation Director on schedules for the planning of exhibitions and the installation and pack up of artworks, ensuring all relevant information is accurate and up to date on the GAF database for the purposes of transportation and insurance.
* Liaising with designers and contractors as directed; co-ordinating preparation of framing and other support materials for exhibition, and monitoring costs within budget allocation.
* Preparing letters of invitation to artists, loan requests and contracts with other individuals or institutions, as requested by the Consultant Curator.
* Collaborating with the Art Foundation’s Director on all aspects of loan administration, undertaking the condition checking of artworks and liaising with conservators, couriers and technical teams as necessary.
* Researching and procuring high resolution images of artworks (and related materials) for reference, insurance and publication purposes, monitoring costs within budget allocation. Securing image and copyright permissions for all photographs used for publications, graphics and communications purposes, as necessary.
* Liaising with the Communications and Marketing teams on publicity material, as and when required.
* Contributing ideas to the public programme to accompany the art programme, and to support with the development and delivery of these events, in close liaison with Learning and other teams.
* To promote and give talks and presentations to the public as required.
* To contribute to budget spreadsheets and advise Director on budget related issues.
* To support fundraising initiatives as required
* Support the Commercial Manager with the delivery of a membership programme based on exceptional customer service; to drive renewals and increased membership year on year
* Support the Commercial Manager to deliver contracted Partnership rights; join partner meetings and capture and communicate actions as required
* Be the point of contact between the Art Foundation’s Director, Commercial Manager, and Event Planning teams to coordinate and realise bespoke VIP, Member and Partner events as required through the course of the year.

**Professional Qualifications / Relevant Education & Training**

Essential

* Degree qualification in visual arts-related discipline - preferably fine art or art history
* Experience of working in a gallery or museum, organising exhibitions or commissioning artists, as well as writing and publishing in an art context
* Excellent written and verbal communication skills
* Excellent attention to detail
* Excellent interpersonal skills
* Flexibility and an ability to multi-task
* Ability to exercise tact and diplomacy
* Ability to project manage exhibitions and artists’ projects
* Results-oriented, fast and effective working style
* Excellent IT skills
* The ability to work to tight deadlines and maintain a calm, ordered approach.
* Diplomacy, flexibility, ability to get on well with people and have a professional attitude; the ability to work independently and in a team
* Demonstrable knowledge and experience of curating in a specialist field.

**Desirable:**

* Knowledge of other languages
* Experience of working on loan-based exhibitions

**Qualities:**

* Self-reliant
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Positive, friendly, “can do attitude”
* Great learning agility
* Excellent communicator – written and verbal
* A sense of fun!