

## **INFORMATION PACK**

### **ASSISTANT TO THE HEAD OF CURATORIAL (FIXED TERM)**

Thank you for your interest in the above vacancy. We're really happy that you've found us.

Details of the background and context to this role can be found in this pack.

#### **How to apply**

Your completed application should include the following:

1. An application form which includes a personal statement in written or recorded format
2. Your up-to-date CV
3. A completed equal opportunities monitoring questionnaire - this form is optional, and your completion or non-completion of the form, or any of its sections, will not have a bearing on your application.

Once you have completed your application documents, please return them before the closing date to:

Lyn Maytum  
Executive and Project Assistant  
Creative Folkestone  
Quarterhouse  
Mill Bay  
Folkestone  
Kent CT20 1BN

or email your completed application to [recruitment@creativefolkestone.org.uk](mailto:recruitment@creativefolkestone.org.uk)

If you have any questions relating to this vacancy, please contact Jo Cowdrey by email: [jocowdrey@creativefolkestone.org.uk](mailto:jocowdrey@creativefolkestone.org.uk)

#### **Deadline**

Closing date for applications: **10am Thursday 5 December 2024**

#### **Interview process**

Interviews will take place: **w/c 9 December 2024**

#### **Start date**

Dependent on successful candidates' availability: **w/c 27 January 2025**



## ABOUT CREATIVE FOLKESTONE

Creative Folkestone believes in the power of creativity to transform people, places and communities. We are passionate about this and believe it will inspire others to be curious and imagine a changed future. We will enable and collaborate with them to make this vision happen.

This will be fun but requires specialist knowledge; at times we will be radical and irreverent, but we will take on the challenges and risks our work demands.

Established in 2002, Creative Folkestone has a remarkable record of success having already transformed what was the most run-down part of Folkestone. A creative community of over eight hundred people has been established in ninety restored buildings in the Creative Quarter. Quarterhouse, a performance venue for music, theatre, dance and comedy has been built and now has a programme that attracts a widely diverse audience from all over the area. The region has been animated by five internationally acclaimed visual art Triennials, the largest exhibition of newly commissioned art in the UK, the Folkestone Artworks, the UK's largest display of contemporary art in an urban setting open 24 hours a day 365 days a year, a performance programme and an annual book festival. The area is populated by artists and home to creative industries and a resource for higher education study and research; all this has created many hundreds of jobs.

The charity has recently added stewardship of Prospect Cottage, Derek Jarman's home in Dungeness along with an artists' residency programme, has written the vision, strategy and plan for the district's new garden town, Otterpool, and been instrumental in bringing the polluted old gasworks site in Ship Street back to public ownership as a housing development.

Creative Folkestone is driven by a committed and friendly workforce, led by a knowledgeable and dedicated voluntary board.

We have declared that **FOLKESTONE IS AN ART SCHOOL** and all our projects are underpinned by an inspirational learning and engagement programme that works with schools, community groups and the people of Folkestone across art-form, age and ability.

[www.creativefolkestone.org.uk](http://www.creativefolkestone.org.uk)

## JOB DESCRIPTION

### ASSISTANT TO THE HEAD OF CURATORIAL (FIXED TERM)

<b>Reports to:</b>	Head of Curatorial
<b>Location:</b>	Based at Quarterhouse, Mill Bay, Folkestone
<b>Fixed term:</b>	11 months
<b>Hours:</b>	3 days a week 9-5pm (one hour unpaid for lunch). The days and hours will vary, it will include some evening and weekend work.
<b>Salary:</b>	£24,940 (£14,964 pro rata)

#### Who are you?

We are really interested in working with people who can bring their life experiences, skills and interests to this role. You will be able to demonstrate an interest in the arts and in how creativity can bring about change.

Most of all, you will be open to new ideas, ready to share your own ideas, keen to learn and able to support the Visual Arts Department as a good humoured and well organised member of the team.

#### What will you do in this role?

You will help and support the Visual Arts Team., whilst contributing towards our charitable objectives. The main purpose of the role is to assist the Head of Curatorial with the administration and all other duties that are required for the successful day-to-day management of the Creative Folkestone Triennial 2025. Duties will vary as the stages of the Triennial change from the preparation to the opening and then the closing of the event.

#### Who will you work with?

You will join the Visual Arts team but will work with colleagues across all the Creative Folkestone projects.

#### Main Duties

##### IN PREPARATION OF THE TRIENNIAL

- Assist in departmental administration, including invoice checking and processing
- Meet with artists, Project Managers and the Triennial Team on a regular basis.
- Book hotels, taxis and flights for artists.
- Assist with the Public Programmes offer and building events onto Spektrix gathering the required information for website event builds.
- Obtain invoices and receipts for the Credit Card and assist with the management of the budgets.
- Assist with the launch and keeping a log of who is in town, when and for how long for the VIP Day, Press and Opening days.

- Help Project Managers with ordering any required items.
- Assist with organising the Project Manager Gatherings.
- Help collate information required by the Marketing Team for the website, catalogue, map etc.
- Assist Project Managers with templates of paperwork when needed - Temporary Licences, Risk Assessments, Heads of Terms, Invoice Templates, Letters of Instruction etc.
- Work with the Quarterhouse Venue Manager (AVM) in the recruitment and training of Triennial Hosts and Host Supervisors.
- Support the AVM with ordering merchandise items and loading them on to our till system, ordering the Triennial uniforms and help to set up the visitor centre(s).
- Collate and provide Project Managers with running totals of their project expenditure.

### **DURING THE TRIENNIAL**

- Assist with the Public Programmes talks, tours, student days, school groups, workshops etc.
- Check and process invoices from contractors, fabricators and artists.
- Obtain invoices for the Credit Card, complete the statement for checking by HOC.
- Assist with the digital archiving of all the projects on the internal drive.
- Support the AVM in rostering staff and support AVM in the day-to-day organising and coordination of Host Supervisors.
- Attend regular Visitor Experience team meetings.
- Manage the incoming application emails from PC residency applications, create files and save on the Q drive.
- Reply to unsuccessful applicants and prepare spreadsheet and folders of the successful applications for the Prospect Cottage Residency Selection Panel.
- Send Prospect Cottage Guidelines to all successful applicants.

### **AFTER THE TRIENNIAL**

- Help with the digital and hardcopy archiving.
- Assist with the Triennial archive from 2008 – present.
- Collect and process all invoices by the end of November 2025.
- Help with the tidying up of the host room and visitor centre(s).
- Contribute to the Creative Folkestone Triennial 25 evaluation.
- Administrate the Creative Folkestone Triennial 25 hosts and host supervisor feedback surveys.
- Write thank you emails and check all property has been handed back in a good condition and as agreed.
- Create an inventory of items/property and help with the recycling of any items.

### **Support Responsibilities**

- To undertake such duties as may be required to successfully realise the purpose of this role and in support of the aims and objectives of Creative Folkestone.

**Person Specification:**

<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	<b>Essential</b>
1. A knowledge and experience of liaising with artists, suppliers, project managers, travel operators and contractors	<b>X</b>
2. Organised and methodical with data	<b>X</b>
3. Have attention to detail	<b>X</b>
4. Experience of invoicing and financial procedures	<b>X</b>
5. Proficient IT skills	<b>X</b>
6. Comfortable working within budgetary constraints	<b>X</b>
7. Articulate, diplomatic and confident communication skills	<b>X</b>
8. Have an arts background	<b>X</b>
<b>ATTRIBUTES</b>	<b>Essential</b>
9. Ability to work well within a small team	<b>X</b>
10. Calm, focussed and motivated under pressure	<b>X</b>
11. Business-appropriate demeanour and personal presentation	<b>X</b>
12. Discretion and confidentiality	<b>X</b>
13. Hard working and energetic	<b>X</b>
14. Committed to Folkestone's regeneration through the arts	<b>X</b>
15. Flexible approach to working within a busy and demanding environment.	<b>X</b>
16. Experience of or aptitude for working within the arts	<b>X</b>