



CENTRE FOR CHINESE
CONTEMPORARY ART

Job Opportunity: Associate Curator

Employer: The Centre for Chinese Contemporary Art (CFCCA)

Location: Manchester, UK

Salary: £25,000 - £28,000 (depending on skills and experience)

Contract: permanent

Hours: full-time

Reporting to: Director and COO

Application deadline: 24th June, 2022, noon GMT

Interview dates: 29th June, 2022 – 30th June, 2022

Contact: hr@cfcca.org.uk

Job Purpose:

CFCCA is seeking a full-time Associate Curator to coordinate, manage and liaise on all exhibition-related tasks, ranging from: assisting senior curators; managing production and installation; coordinating shipping and loans; to monitoring project progress and budget control, contributing content to publication, public programmes and online communication. The ideal candidate would have three to five years of experience working at a contemporary art institution or gallery, be passionate about producing and presenting excellent art exhibitions, as well as supporting and working closely with artists and creatives alike. This role is designed for junior curators with outstanding organisational, communication and management skills who look for hands-on practice in an exciting and international work environment and develop all areas of knowledges and skills in exhibition production, artwork commission and programme planning.

Key responsibilities:

- Work closely with the Director and curators to develop and deliver high-quality art exhibitions and public programmes.
- Liaise and coordinate with artists, studios, galleries, transportation companies, art production companies and other third-party suppliers to ensure the timely realisation of exhibition projects.
- Manage exhibition budgeting, which includes: planning, monitoring and maintaining budgets; obtaining estimates and processing invoices. Report to COO to ensure the project is within budget and to deadlines.
- Coordinate the curation and project management of exhibitions, residencies and commissions; trouble shoot and find practical solutions for a variety of production challenges.

- Research following the Director's and curators' guidance and co-develop content for public programmes. Work with the Community Engagement and Development Manager to create opportunities for greater access to CFCCA's exhibitions, library and archives through formal and informal learning and community-oriented events.
- Plan and coordinate curatorial research, content, artwork lists and interpretation to deliver exhibitions and public programmes, working together with the Communication Coordinator to maximise strategic and audience impact.
- Develop exhibition texts for audience outreach and communication/press materials; oversee the edit, design and production of exhibition communication materials and signages.
- Project management: oversee exhibition installation and production including layout plans and installation schedules; draft agreements for contractors and artists; create and manage project progress timelines; lead the preparation of exhibits for transport.
- Work across the CFCCA team to develop and deliver talks, screenings and other special events; track audience engagement and propose innovative methods to develop community outreach.
- Produce risk assessments for open exhibitions and public programmes.

General duties:

- Ensure the CFCCA galleries and communal space are cared for to maximise public benefit.
- Support the development and implementation of policies and strategies related to research, acquisitions and disposal, storage and documentation, digitisation and access.
- Support CFCCA's library and archives; keep track of exhibition production and knowledge-making process within the institution; contribute regularly to CFCCA's online platforms and social media.
- Produce regular reports and updates as required for meetings, committees, and funding requirements.
- Build and strengthen local networks for exhibition and event production; actively participate in cultural and art events in Manchester and beyond for research and professional developments.

Essential experience, knowledge and skills :

- Three to five years of work experience in a similar role within visual and performing arts.
- A post-graduate degree in curatorial studies, cultural studies, cultural management or alike.
- In-depth professional knowledge of the museum/gallery sector in the UK.
- Proficiency in audio/video and computer technology; understand how to manage the production and installation of media artworks.

- Problem-solving skills and a proactive thinker.
- Personable skills and able to work well in a team.
- A strong communicator who is able to maintain productive relationships with artists, guest curators, colleagues, stakeholders and partners at all levels through effective and consistent communications via different media.
- Strong analytical skills, such as the ability to analyse, prepare and present reports that provide information, articulate the case and propose deliverable costed and timed plans.
- Strong understanding of institutional care issues including storage, environmental conditions and conservation challenges.
- Understanding of documentation and digitisation issues and accreditation standards with evidence of delivering documentation projects.
- Experience of digital engagement with museum archives and an understanding of the potential of digital to enhance public access.
- Experience of project management and demonstrable experience delivering successful curatorial projects.
- Excellent organisation and planning skills managing self and others effectively to focus on priorities.
- Commitment to equality and diversity and an understanding of how this commitment applies to this role.
- Currently holds a valid permit to work in the UK.

Desirable:

- Excellent writing and editing skills in English.
- Familiar with Adobe Creative Suite, Sketchup, Wordpress, and other design or communication softwares.
- Excellent communication skills in Mandarin or Cantonese (writing and speaking).
- Lived experience of Chinese, East Asian, Southeast Asian heritage.
- Work experience in art institutions, non-profit galleries, biennales, or other similar organisations with an international background.
- Familiar with digital programming, curation of virtual exhibitions and public programmes.
- Fund-raising and networking skills in the non-profit sector.

How to apply:

Please submit a CV and expression of interest which should be no more than 2 sides of A4 and that outlines how you feel you meet the person specification and how your experience

relates to the job description. Applications should be clearly marked 'Associate Curator' and sent via email along with a completed Equality Monitoring and Further Information form (available to download from our website) for the attention of Huina Zhang to:
hr@cfcca.org.uk

CFCCA is an equal opportunities employer and welcomes applications from all sections of the community. All information is treated as strictly confidential in compliance with the Data Protection Act.

About CFCCA

The Centre for Chinese Contemporary Art CFCCA) is a non-profit art institution specialising in presenting and supporting contemporary art practices with a focus on those of Chinese, East Asian and Southeast Asian (CEASA) heritage. Situated in an award-winning building in the heart of Manchester, CFCCA has delivered diverse and vibrant public programmes, including exhibitions, events, residencies, research, and other forms of community engagement and partnership projects for over 36 years. CFCCA strives to foster cross-cultural exchanges between Manchester, the UK and the world through forward-thinking visual arts programmes that increase the visibility of underrepresented artistic practices from the diasporic CEASA community and enrich the lives and cultures of local and global audiences. The values that underpin this working vision and mission are creativity, compassion, interconnectedness and collectivity. Visit our website for more info:

cfcca.org.uk