

Curating Project Co-ordinator (freelance)

Fee	£5,075
Period of project	Week beginning 5 July 2010 up to and including week beginning 22 November 2010
Line manager:	Director of Arts, Koestler Trust
Base:	Koestler Arts Centre, 168a Du Cane Road, London W12 0TX

Project overview

The Koestler Trust, the UK's best known prison arts charity, and Southbank Centre, are looking for a freelance co-ordinator to organise and facilitate a high-profile summer arts project with victims of crime.

The Koestler Trust's annual exhibition at Royal Festival Hall, Southbank Centre showcases artwork produced by prisoners, secure patients and detainees, and attracts around 14,000 visitors every year. The exhibition is open throughout October and November and is launched with an afternoon of dance, speeches and music. This year, for the first time, the exhibition is to be curated by a group of people seriously affected by crime, who will bring new perspectives to the exhibition. Victim Support, the charity for victims and witnesses of crime, is working with the Koestler Trust and Southbank Centre to make this unique and exciting project happen.

The volunteer curators, selected by Victim Support, will select all the visual artwork for the exhibition from thousands of entries to the annual Koestler Awards and make decisions about the layout of the show. To prepare the group for the curatorial process, they will undertake a series of exhibition visits, meet with arts professionals, take part in activities to encourage discussion and debate on artworks, and really get to know this year's Koestler Awards entries. The final result will be a cohesive and thought-provoking selection of artwork that the volunteer curators really own.

The role

The curating project co-ordinator will plan, facilitate and run the volunteer curators' sessions in conjunction with the project partners; providing a consistent point of contact for the group and giving advice and guidance where needed. They will be managed by the Koestler Trust's Director of Arts, and will have access to trained volunteers from Victim Support, and Southbank Visual Arts staff for additional support and guidance.

Aims

The curating project co-ordinator will be responsible for the following:

Working with Volunteer Curators

1. Ensuring that the volunteer curators are fully supported and guided so that the project is a positive and enriching experience – the curating project co-ordinator will liaise with trained Victim Support volunteers to ensure this.
2. Ensuring that all the members of the volunteer group are able to participate equally
3. Ensuring that the volunteer curators have full ownership of their decisions regarding the selection and layout of the visual artwork
4. Enabling the volunteer curators to input into extra elements of the exhibition as appropriate

Producing the exhibition and associated events

5. Presenting a challenging and exciting range of contemporary art and craft produced by offenders, secure patients and detainees, which has been selected to work together as a cohesive exhibition – artistic guidance can be sourced from the Koestler team, Southbank Visual Art Staff, stakeholders and outside arts professionals.
6. Producing written responses and interpretation to selected artwork from the volunteer curators, to be displayed in the exhibition, online and in print
7. Organising exhibition tours led by volunteer curators. We would like to encourage the volunteer curators to get involved with leading tours of the exhibition throughout its run.
8. Organising a 'Family Day' for the volunteer curators, where they can show the exhibition to their family and close friends

General project co-ordination and administration

9. Planning a project which is well organised but also able to respond to the changing needs of the group
10. Ensuring all project partners are updated; the co-ordinator will communicate face to face, on the phone, and by email with group members, project partners, outside institutions and the Koestler Team to keep the project running smoothly
11. Keeping clear records and data on the selected artwork, measurements etc, as generated by the group.
12. Organising and administrating the curating sessions i.e. contacting group members, administration of data for the group's expenses, records kept of attendees etc.
13. Promoting the exhibition and project to the press, funders, exhibition visitors and stakeholders. Where appropriate, the volunteer curators and the curating project co-ordinator will be asked to discuss the project - the co-ordinator will help liaise with the group on this.
14. Producing an illustrated project evaluation report at end of the project

Other

15. The project participants and staff will adhere to the Trust's health and safety policy at all times
16. The project participants and staff will adhere to the Trust's equal opportunities policy at all times
17. The project participants and staff will adhere to the Trust's confidentiality policy at all times

Project duration and commitment

Below is the envisaged minimum commitment asked for from the curating project co-ordinator. Please note there are some dates that we know the co-ordinator *must* be available on. The post will be based at the Koestler Arts Centre in East Acton, with trips around London. Where appropriate, the curating project co-ordinator may work from home, using their own internet and facilities, if they choose.

week beginning	
5 th July 2010	4 days (planning and preparation)
12 th , 19 th , 26 th July 2010	Tue, Wed, Thu, Fri (4 days each week)
2 nd , 9 th , 16 th , 23 rd , 30 th August 2010	Average 1 day a week
6 th , 13 th , 20 th , 27 th September 2010	Average 1 day a week, (must include 28 th September)
4 th , 11 th , 18 th , 25 th October 2010	Average 0.5 days a week
1 st , 8 th , 15 th , 22 nd November 2010	Average 0.5 days a week

To apply

Please send your CV, and a covering letter stating how you would meet the aims of the project to:

Steve Porter, Koestler Trust, Koestler Arts Centre, 168a Du Cane Rd, London, W12 0TX
or email them to info@koestlertrust.org.uk before 5pm on Monday 7th June 2010. Interviews will be held on **18 June 2010**.

If you have any questions or need any assistance, please contact us as above or on 020 8740 0333.