

JENCKS FOUNDATION

at The Cosmic House, 19 Lansdowne Walk, London W11 3AH
+44 (0)20 7243 4412 thecosmichouse.org

CURATORIAL COORDINATOR

The Curatorial Coordinator will directly assist the Artistic Director and aid the delivery of the Jencks Foundation's programme in close collaboration with the Curatorial Assistant. An enthusiastic, curious, and eager learner, the Curatorial Coordinator's main responsibility is the practical delivery of the foundation's programme and will also assist the research and content development in liaison with the Curatorial Assistant. The role will also support the delivery of online and printed editorial projects and publications. This is a fixed term and part-time freelance position that might be extended into a permanent role after the initial 6-month period.

Consultant's Services:

- Support Assistant Curator in curatorial research for exhibitions, displays and public programmes of the Jencks Foundation at The Cosmic House
- Compile records, files and findings from the Jencks Archive as appropriate to support the conceptual planning and delivery of the JF laboratory and public programmes
- Assist the Artistic Director in compiling a list of objects/exhibits for displays and exhibitions
- Conduct picture research, fact checking and assist other editorial tasks in relation to exhibition labels, publications and the website
- Oversee the digitisation process for website and other publications, and prepare archival material for the freelance photographer in collaboration with Archive Assistant
- Manage the Jencks Foundation's Social Media accounts, on Instagram, Twitter and Facebook, according to general strategy/schedule as agreed with Directors and Curatorial Assistant
- Provide administrative support to Artistic Director, help organise travel, schedules and meetings
- Attend relevant meetings on the projects, acting as administrator, such as minute taking and action points
- Liaise on behalf of Artistic Director with external contacts and contractors for exhibitions, publications and events

Consultant's Deliverables:

- Plan and monitor schedules and support all aspects of the coordination and practical delivery of the Jencks Foundation's programmes, displays and exhibitions in liaison with Assistant Curator
- Work closely with the Project Coordinator/Museum Manager and the Graphic Designers to assist in the delivery of exhibitions, displays and the maintenance of the Jencks Foundation's website
- Work closely with the Archive Assistant to secure access to the JF Archives for external researchers, manage the process of booking research appointments and help facilitate providing access to the appropriate materials on site (in liaison with Artistic Director)
- Assist the delivery of editorial projects, including online and print publications
- Proactively contribute content to website and other social media platforms
- Assist with educational projects and academic collaborations at TCH
- Co-ordinate the work of any Curatorial Volunteer(s) working on the project
- Co-ordinate the work of the freelance photographer
- On occasion be available to step in and assist the Museum Manager and Assistant during visiting hours if needed

PERSON SPECIFICATION

Essential

- A degree in art history, curating, museum studies or equivalent
- Previous experience of assisting the delivery of exhibitions and ambitious public programmes
- Excellent research and presentation skills
- Experience in art administration and excellent organisational skills
- Ability to plan work to meet agreed standards, deadlines, budgets
- Ability to communicate effectively and confidently in English, both in writing and verbally, with colleagues and external contacts within a museum/gallery environment
- A self-motivated team player

Desirable

- Experience of working to high standards of object handling in a gallery or museum environment
- Experience of writing or editing exhibition and catalogue text
- Proficiency in content management and basic image editing software

Terms and conditions

- Salary: £132/day
- Hours: part time, 3 days/week (ideally Monday-Wednesday with some flexibility)
- Starting date: September 2022

This is a part time freelance position. The individual will be personally liable for their own tax deductions and national insurance contributions and providing their own material, tools and equipment to enable them to provide the services.

APPLICATION PROCESS

To apply please email a covering letter which addresses the criteria as set out in the person specification and CV to info@thecosmichouse.org

Please quote job ref: CC/2022 in the email subject header

Closing date for applications: Friday 5th August 2022, 2.00pm

Interviews: w/c 8th August 2022

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Jencks Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

ABOUT THE JENCKS FOUNDATION

We are a laboratory of Post-Modern culture that frames architecture in its most universal context, to understand how the man-made is an expression of our cosmic existence.

The newly established Jencks Foundation opened The Cosmic House to the public for the first time in September 2021. The foundation acts as a cultural laboratory to promote critical experimentation in historical and artistic research. Our programme is organized around an annual theme and developed through an exhibition, new commissions, residencies, salons and seminars, which, in turn, feed the foundation's future public programme.

The Jencks Foundation will also catalogue and preserve Charles Jencks' archive and extensive library, as the key site of the laboratory programme. The house contains Charles' archive from his work as a historian, critic, land artist and co-founder of Maggie's Cancer Caring Centres. The foundation will open these resources to the public to encourage study of the architecture and culture of the late twentieth and early twenty-first centuries.

The Jencks Foundation is a registered charity (1197265) and is a company limited by guarantee (13496093) registered in England and Wales. Registered address: The Cosmic House, 19 Lansdowne Walk, London W11 3AH.