

Parndon Mill vacancy - Assistant Curator

Background

Parndon Mill is one of the major arts centres in Essex, situated on the outskirts of Harlow on the banks of the river Stort. Set in a three-acre site, the grade II listed four-storey building; stable block and outbuildings provide workspace for artists, craftspeople, designers and architects. They work both independently and share their ideas and unique skills to collaborate on creative work.

Having been a flourmill since it was mentioned in the Domesday Book, Parndon Mill was first occupied by artists fifty years ago. It was then derelict and seriously overgrown. It is now an idyllic setting, a charitable trust and a hub of creativity with thirty studios, a Project Space which seats fifty and accommodates over a dozen workspaces, and The Gallery. Workshops and classes are run in the studios as well as in the Project Space and regular events include the Summer School and the annual Open Studios which this year attracted nearly 800 visitors.

The Gallery at Parndon Mill presents a series of exhibitions each lasting six weeks. The aim is to promote the work of artists, not only those who occupy studios at Parndon Mill, but others working locally and further afield. The Gallery also offers the public a wide variety of art forms to enjoy and enrich their experience of the visual arts. The standard of work presented is consistently high including fine art and many different crafts.

The Job:

Duties and responsibilities include:

- Supporting the curator with the temporary exhibition programme, liaising with artists, compiling programmes, press releases and marketing using images text, etc., overseeing private views and filing sales accounts, developing client databases, contracts and agreements and procedures for use within the Gallery.
- Co-operating with artists at Parndon Mill in promoting events and community engagement.
- In house production includes using software for designing marketing material, organising and meeting tight deadlines for promoting the exhibitions.
- General administration, including filing, organising meetings, dealing with day-to-day email, social media and telephone enquiries and updating the website
- Ideally this would begin as a part time post, increasing as time goes by and proficiency develops until the full responsibility of running The Gallery, as curator would be considered.

Personal profile:

It would suit a person who has the following qualities:

Imagination, energy, judgement with a 'good eye', computer literacy with some graphic skills and enthusiasm about learning. Ability to get along with members of the team, artists and the community.

It would be very suited to someone with an appreciation of the arts who has ambition to be part of the longer-term plan for culture in Harlow

Key working relationships:

Project Director, Curator, Trustees, Artists, Volunteers and members of the general public.

Terms:

14 hours per week @ £11.50 Per Hour

The role will be a freelance position and based in The Gallery, days are flexible with some paid evening and occasional weekend work for events.

Payments will be issued by BACS monthly

Initially for 6 months (review at 3 mth) with a view to a longer-term position.

Training will be given.

Apply by email attaching a recent CV to Sally Anderson: info@parndonmill.co.uk

Applications to be received by email by 5pm on Friday 7th September, interviews take place w/c 10th September 2018.