

January 2024

Thank you for the interest in Peacock's Assistant Curator position. We want new voices and diverse perspectives to shape our programmes, so we welcome people from under-represented / marginalised backgrounds to apply. This opportunity is a Modern Apprenticeship, a job which lets people earn a wage and gain an industry-recognised qualification through work-based learning.

Job title:	Assistant Curator
Starting date:	Tuesday 19/3/2024 (2-year Fixed Term)
Salary:	£22,500 plus pension
Working hours:	Full-time 35 hours per week. Workdays are Tuesday to Saturday, 9:30-5:30pm.
Closing date for applications:	Thursday 8/02/2024 at 5:30pm
Interviews:	Thursday 15/2/2024 at Peacock & the worm or through ZOOM

The Assistant Curator will support Peacock's Director/Curator with all aspects of exhibition making, from research and planning through to production and public events. This role will include providing support with fundraising, administration, public relations, stakeholder liaison and marketing / social media. Training for a SVQ 3 in Museums and Galleries Practice (SCQF Level 7) will be provided with the support of Museum Galleries Scotland.

#### Contents of application pack

- Application information sheet pg2
- About Peacock & the worm pg3
- Job details pg4



**peacock** – a *workshop* for art  
21 Castle St  
Aberdeen AB11 5BQ  
[www.peacock.studio](http://www.peacock.studio)



**worm** – a *space* for art  
11 Castle St  
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[www.worm.gallery](http://www.worm.gallery)

*Peacock Visual Arts Limited* is a  
registered Scottish Charity 14840  
Reg Co in Scotland SC056235  
VAT 297 0472 32

## Information sheet

### How to Apply?

Please send a current curriculum vitae and a supporting letter that clearly details:

- Why you are interested in this post
- Your relevant experience and evidence of it

Please ensure that the CV and letter are no more than 3 x sides A4 each. You must also send details of 2 referees, one of whom you are happy for us to contact prior to interview.

Applications and enquiries should be directed to Jon Reid, General Manager, Peacock & the worm, 21 Castle St, Aberdeen AB11 5BQ or by email to [jon@peacock.studio](mailto:jon@peacock.studio) by 8<sup>th</sup> February 2024 at 5:30pm. Applications sent after the deadline will not be considered.

### Selection Process

Applications will be short-listed and candidates informed by 9<sup>th</sup> February 2024. Interviews will take place 15<sup>th</sup> February 2024 at Peacock Visual Arts, Aberdeen or through ZOOM.

Starting date will be 19<sup>th</sup> March 2024.

### Further Information

Peacock Visual Arts' website: [www.peacock.studio](http://www.peacock.studio)

You can also find us on Facebook, Instagram, Twitter.

### Contacts

If you have any queries about the application process, please contact Jon Reid on telephone: 01224 639539 email: [jon@peacock.studio](mailto:jon@peacock.studio)



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## About Peacock and the worm

Since 1974, Peacock has supported thousands of artists in the production of artworks, ranging from prints, to video works, photography, performance and site specific public installations. At its core lies the idea of the multiple, work that can be reproduced in a variety of formats, analogue and digital.

Peacock's objective is to support art and artists at all stages, through making, learning and showing. This framework is centered on the activities and experiences of people coming into Peacock, at any stage of their practice, from children's workshops to exhibitions with established international artists. Peacock puts artists - both current and potential, present and future - at the heart of the organisation.

This framework allows Peacock to nurture Aberdeen's cultural life from the ground up, fostering spaces of encounter and dialogue, allowing different communities to define and express their own sense of culture and its value, to come together and dream their own futures.

Peacock's printmaking team and workshop, offer many traditional print mediums to artists and the community looking to create work or further their artistic skill set.

In August 2017 Peacock launched The worm, a new multipurpose space for exhibitions, artist talks, screenings, workshops and critical debate. It is a space for discussion, deliberation and action from the ground up. The programme engages - in artistic, social, economic and environmental terms with the city Aberdeen and its possible futures.



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## Job Description

Position: Assistant Curator  
Hours: Full-time, 35 hours per week  
Reporting to: Director / Curator  
Salary: £22,500 plus pension  
Annual Leave: 35 days inc. Bank Holidays

### Job Purpose:

The Assistant Curator will support Peacock's Director/Curator with all aspects of exhibition making, from research and planning through to production and public events. This role will include providing support with fundraising, administration, public relations, stakeholder liaison and marketing / social media. Training for a SVQ 3 in Museums and Galleries Practice (SCQF Level 7) will be provided with the support of Museum Galleries Scotland.



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## Key responsibilities and accountabilities:

### Exhibition organisation and administration

- Researching contemporary visual artists and printmakers
- Helping to write and edit fundraising applications (training provided if necessary)
- Coordinating and corresponding with artists, art institutions, universities, other studios and collectors
- Helping to write, edit and research exhibition invitations, essays, artist invite packages, catalogue publications, biographic and bibliographic material, wall labels, press releases, and exhibition fact sheets
- Procuring visual images, captions, credit lines, and rights for printing and publication purposes
- Assisting with exhibition layout plans and installation models
- Updating and keeping accurate records, including up-to-date exhibition agreements
- Scheduling the exhibition calendar and, when necessary, travel itineraries. Assisting in booking travel and accommodation for artists, curators, theoreticians and technicians

### General

- Assist with the installation/ de-installation of artworks
- Assist with the delivery of events parallel to the exhibition, including talks, seminars, screenings, courses, workshops, school visits, etc.
- The post holder will be situated in The worm and during exhibitions they will be expected to welcome and provide information to visitors
- Fulfilling any other duties as required by the organization

### Marketing

- Work closely with the Marketing Manager to assist with creating and sharing social media content to maximise Peacock's visibility and online engagement

### Training

- SVQ 3 in Museums and Galleries Practice (SCQF Level 7)



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## Skills & Knowledge requirements: (either essential or desirable)

### Essential

- Relevant degree (art history or visual arts) or equivalent experience
- Desire to actively shape visual arts and curatorial discourse, by bringing in new voices and perspectives
- Excellent interpersonal and communication skills, with the ability to deal with sensitive situations and to communicate through oral presentations and written texts in a variety of registers – being a good, clear writer.
- *Excellent* command / highly proficient in spoken and written *English*
- Commitment to equalities, diversity and inclusion
- Responsible, reliable and trustworthy
- Proactive independent problem-solver, able to prioritise and multitask to meet multiple deadlines
- Well organised with attention to detail and good planning and implementation skills
- Good at working collaboratively as part of a team and alongside a wide range of arts professionals, trustees, staff, artists and the general public
- Basic computer skills, particularly in word processing
- Able to work outside of core hours when necessary

### Desirable

- Foreign language skills
- Experience handling artworks, including producing condition reports and packing
- Publishing experience, in print and/or digital
- Some experience with databases and project management systems
- Research skills within the area of visual arts



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