

RAMADAN TENT PROJECT

Role: Lead Curator

Reporting to: Ramadan Festival Coordinator

Responsible for: Gallery Assistants, Volunteers

Salary: Subject to budget funding and commensurate with experience

Contract Type & Length: Fixed-term, 6 months full-time.

Start date: ASAP

Location: London, UK (open to remote working pre-Ramadan up to February 2023). Lead Curator must be present at all Ramadan Festival events.

Deadline: 11:59pm, 25th November 2022

Purpose and Key Responsibilities:

The Lead Curator is responsible for organising, developing and managing a public arts and cultural programme during the Ramadan Festival 2023. The activations will include exhibitions, talks, visual arts, performance arts, gallery tours and workshops. The Lead Curator will be working very closely with artists, museums and galleries. They should ensure the organisation's objectives are met through high quality delivery of services and completion of projects.

- Serving as a central point of contact between the Ramadan Festival Coordinator, all staff and volunteers working on the public arts and cultural programme and all departments and external stakeholders on day-to-day programmatic, operational, and administrative matters.
- Designing a full programme which includes visual arts, panel discussions, talks and creative activations and present to the Ramadan Festival Coordinator.
- Leading and managing all events, projects and programmes administration of the public arts and cultural programme supporting the Ramadan Festival Coordinator.
- Supporting the Ramadan Festival Coordinator in managing and overseeing the curatorial relationship between all stakeholders and RTP.
- Working and liaising with team members outlined in the 'Responsible for' section to provide support and guidance for project delivery, discussion of ideas/updates and resolving any operational issues or problems that may arise.

- Handling questions and concerns raised related to operations and logistics.
- Implementing health and safety procedures.
- Line-managing gallery assistants and volunteers working on the public arts and cultural programme who will be on-site and ensure they are briefed and well-informed of the project and their duties.
- Ensuring customer complaints related to operational and logistical activities are handled and resolved quickly and accurately.
- Ensuring all activities and projects are in line with RTP's strategic development, financial and operational protocol.
- Developing and executing timelines for budget expenditure, media coverage and vetting process.
- Identifying key sources of funding and income generation models to support future public arts and cultural programming.

Essential Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational and leadership skills
- At least 5 years proven experience of Project Management, Programming and working in or with arts institutions including galleries, festivals and museums
- Excellent proficiency in budget expenditure; setting & managing annual budgets for all programmes.
- Track record in fundraising and knowledge of strategic income generation
- Clear and excellent communications skills and team player
- Work under pressure and meet tight deadlines
- Excellent command of English (other languages also desirable)

To apply, send a copy of your CV & cover letter to info@ramadantentproject.com.

The email subject should be the role you are applying for.