



## Royal College of Art

Postgraduate Art and Design

August 2010

Dear Applicant,

### **Administrator, Inspire Programme, Curating Contemporary Art**

Thank you for your enquiry.

Please find enclosed a job description, including pay and benefits relating to the post of **Administrator, Inspire Programme, Curating Contemporary Art**. An application form and equal opportunities monitoring form should be returned to me by **Monday 6 September 2010** (either through the post or via email.) Both forms are available to download from the web-site on the Current Vacancies page.

Please note it is vital that **all** sections of this form are completed. The 'Additional Information' section is particularly important to the selection process; you should use this to outline the skills, knowledge and experience that you have which specifically relates to the job description and person specification for the post. You may continue on separate sheets if necessary.

If you are disabled and require help completing your application form, or if you will require help or special facilities should you be shortlisted for interview, please telephone me, in confidence, on 020 7590 4148 or e-mail me on [Duncan.Paton@rca.ac.uk](mailto:Duncan.Paton@rca.ac.uk).

Completed application forms should be sent to [personnel@rca.ac.uk](mailto:personnel@rca.ac.uk) or Personnel Department, Royal College of Art, Kensington Gore, London SW7 2EU.

We look forward to receiving your application.

Yours sincerely

**DUNCAN PATON**  
**Personnel Administrator**

## ROYAL COLLEGE OF ART

### JOB DESCRIPTION

**Post:** Department Administrator (Inspire programme)  
0.8 FTE

**Department:** Curating Contemporary Art (CCA)

**Grade:** 6

**Responsible to:** Head of Department

### **Background:**

#### **Royal College of Art**

The Royal College of Art is the only entirely postgraduate institution devoted to teaching, learning, research and practice in art, design and communication. The College has over 800 students registered for MA, MPhil and PhD degrees and there are approximately 350 full and part time academic, technical and administrative staff.

The Royal College of Art's two year, full time MA course in Curating Contemporary Art was established in 1992 and has been co-funded by the Arts Council England (ACE) and the RCA since its inception. The course is the first postgraduate programme in Britain to specialise in curatorial practice as it relates to contemporary art.

#### **ACE Inspire programme**

ACE, London, first delivered the Inspire programme five years ago as a positive action traineeship with the aim of diversifying the ethnicity of the workforce in London's museums and galleries. This followed research that found that less than 6% of curators in the London area come from a black or minority ethnic background, compared with a proportion in the population in the city that is currently 29% and rising. The success of the London Inspire programme has provided an opportunity for other English regions to benefit from the programme and Inspire offers two-year curatorial fellowships, unique in the visual arts sector, as high-quality positive action work placements in some of the UK's most prestigious museums and art galleries. The placements aim to stress personal development and learning for the individuals taking part, and promote a decisive change in organisational culture for the host institutions.

The first phase of Inspire (05/06-06/07) consisted of five two-year curatorial fellowships located within the National Museum sector; at the V&A, The National Gallery, Tate Modern, The British Museum and the National Portrait Gallery. A further cohort was located within the contemporary gallery sector. This initiative has been particularly welcomed by museum directors in acknowledgement of the need for a strategic engagement in this area where currently less than 4% of all curatorial staff are from black or minority ethnic backgrounds, and where most of these are at junior levels within the staffing structure.

### **MA Curating Contemporary Art: 'Inspire' work placement route**

In the new phase of Inspire, since October 2009, the programme has been managed by the Royal College of Art, in collaboration with ACE and with appropriate host institutions in London and the Regions, and forms a work placement route alongside the existing MA Curating Contemporary Art. The new route provides a unique postgraduate learning experience for black and ethnic minority applicants wishing to work as curators of contemporary art in both the public and private spheres. The experience of Inspire Fellows over two years is primarily based on work-based learning in the host institutions with supervision by appropriate staff. The RCA provides a complementary and integrated academic programme through delivery of a taught programme at the RCA and joint supervision of the Fellows during the work placement.

### **Purpose of the post:**

The purpose of the post is to provide administrative support to the Senior Tutor (Inspire), Head of Department and other staff in support of the MA Curating Contemporary Art work-placement route that is dedicated to black and minority ethnic students in receipt of ACE Bursaries (Inspire Fellowships). You will be the first point of contact for the administration for the Inspire programme.

### **Main Duties and Responsibilities:**

All administrative requirements relevant to the Inspire programme including typing, word processing, spreadsheets, photocopying, electronic and paper filing systems, diaries and ordering stationary.

- To liaise between the RCA, representatives of the host institutions and students to ensure effective administration of the Inspire programme.
- To assist the Senior Tutor in arranging the taught elements of the Inspire MA programme: arranging tutorials, seminars, lectures, projects, competition entries, course exhibitions (interim project and final show), visits (one regional and one overseas trip), entrance and final examinations

- To assist with the organisation of open days for applicants, regular meetings with host institutions, one-off events such as training days and other events relevant to the Inspire programme
- To maintain student files and record the submission of assessed work
- To be responsible for the day to day administration of the Inspire course budget, liaising with the Finance Department as appropriate
- To be responsible for the day to day administration of student budgets, orders and petty cash
- To manage and up-date CCA's section on RCADE (a Virtual Learning Environment)
- To assist the Senior Tutor in producing financial and progress reports as required by Arts Council, England
- To maintain a database of Inspire students and ex-students contact details
- To assist with the preparation of documents for annual course appraisal, validation and development of projects
- To collate media coverage of activities; press reports and cuttings on work of students and ex-students; maintaining information on students' careers
- Any other duties as reasonably required by the Head of Department and/or the Senior Tutor (Inspire)

### **Person Specification:**

#### Essential:

- A good working knowledge of Microsoft Office programmes, including Word & Excel, plus databases, e-mail and the internet
- Good keyboard skills
- Substantial office experience
- Budget administration and bookkeeping skills
- Excellent communication skills with the ability to communicate confidently with people at all levels
- The ability to use initiative and to work independently
- Excellent organisational skills
- An understanding of/ sympathy with the issues concerning the cultural politics of race and ethnicity in the UK

Desirable:

- Minute taking skills
- Diary management skills
- Experience of working with Apple Macintosh computers
- Experience of working in Higher Education
- Experience of placement-based courses
- An interest and enthusiasm for contemporary art, design and culture

**Additional Information**

- Salary working four days per week: £22,308 - £25,590 per annum inclusive of £1,707 London Allowance (£27,885 - £31,987 pro rata)
- Normal hours will total 28 per week, Monday to Thursday, 9.30am to 5.30pm with an hour each day for lunch
- Fixed-term contract for a period of two years
- 20 days annual leave plus extended breaks at Christmas and Easter
- Contributory final salary pension scheme and interest free season ticket loan
- The College has a policy which prohibits smoking in all areas.

**August 2010**

## **ROYAL COLLEGE OF ART**

### **PAY & BENEFITS**

#### **Pay Structures**

Staff at the Royal College of Art are paid within one of eleven grades on the national 51 point pay spine.

The salary quoted in the job description is a range because it shows the entire grade assigned to the job. The salary offered to the successful candidate depends upon their experience and previous salary. Once appointed, staff (if in post by 31 March) will move to the next point on the salary scale each year on 1 August until they reach the maximum of the scale. In addition to these increments, a percentage rise will be negotiated nationally with the unions each year, and will also be awarded from 1 August each year.

#### **Annual Leave**

The annual leave allowance for staff is 25 days per year, 30 days for senior administrative staff Grade 10 or above, and 35 days for academic staff (pro rata for part-time staff). Staff also receive paid leave during College closures at Christmas and Easter and national holidays.

#### **Pension Scheme**

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL). It is a final salary, contributory scheme. It provides a pension of  $1/80 \times$  final pensionable salary (plus a lump sum of three times the annual pension) for each year of service and includes a death in service benefit of four times annual salary. Your pension increases with your salary and with service.

#### **Sick Pay**

In the event of sickness during the first six months of the appointment any payment of salary in addition to Statutory Sick Pay will be at the discretion of the College. After six months service full pay, less any benefits receivable under the Statutory Sick Pay Scheme will be payable for three months. Half pay will then be paid for a further three months together with any benefits receivable under the Statutory Sick Pay Scheme up to the limit of normal earnings. Further payment of salary, in whole or in part, will be at the discretion of the College.

#### **Maternity & Paternity Leave**

All female members of staff who have completed twelve months or more continuous service at the 11<sup>th</sup> week before the expected week of childbirth (EWC), are entitled to maternity pay equivalent to 26 weeks full pay and 13 weeks statutory maternity pay.

The total maternity leave can total 1 year. Male staff that have completed 12 months or more continuous service are eligible for 2 weeks paid paternity leave.

### **Compassionate and Parental Leave**

The College will give sympathetic consideration to requests for compassionate leave, dependent upon individual circumstances.

Parents of children under five are entitled to 13 weeks unpaid Parental leave (different rules apply for adopted and disabled children).

### **Occupational Health**

The College has an Occupational Health Department with an Occupational Health Adviser and access to an external counselling service.

### **Staff Development**

The College's commitment to staff development is expressed through the Staff Development Policy, which includes the following statement:

“The Royal College of Art is committed to the support and promotion of relevant staff development and training. Staff Development is defined as policies, procedures and practices designed to develop the knowledge, skills and attitudes of staff and, by so doing, to improve the effectiveness and efficiency both of the individual and the College.

The Royal College of Art is committed to the development of all categories of its staff and recognises that the efficient and effective functioning of the College depends on its support and provision of staff development activities for academic and non-academic staff alike at all levels.”

A full copy of the policy is available upon request.

### **Season Ticket Loans**

The College offers an interest-free season ticket loan for public transport, which is repaid over the period of the loan by deductions from monthly salary payments.

### **Bicycle Loan Scheme**

The Royal College of Art Bicycle Loan Scheme allows staff to obtain an interest free loan of up to £750 for the purchase of a bicycle and safety equipment. The loan is repaid by monthly salary deduction through payroll over a 12 month period.

### **Computing Services**

The RCA's licensing arrangements allow staff to access software and services at

home while employed at the College. Software available includes Office (Word, Outlook, Excel, PowerPoint), Adobe Creative Suite (Photoshop, Indesign etc) and Kaspersky Antivirus software. The College offers free online training tutorials for over 300 software titles for use on both Macs and PCs

Staff can also access their personal RCA email accounts and the College Intranet services from home, including our unique File Transfer Service, Room bookings and full remote access using VPN. Staff also have free use of dedicated video conferencing and video production equipment and support.

### **Student Restaurant and Senior Common Room**

Staff are entitled to use the Student Restaurant, Snackbar and RCafé, which provides reasonably priced hot food and snacks through the day.

The Senior Common Room is a membership luncheon club which serves a more formal menu every lunchtime during term time. Every member of staff is entitled to join. There is an annual membership fee, which is reduced for part-time staff.

### **Drawing Classes**

The Drawing Studio runs weekly drawing classes during term-time which are free for staff to attend.

### **Library**

All staff are welcome to join the College Library.

### **Events**

All staff are welcome to attend exhibitions, lectures and private views held by academic departments.