Venture Arts

Curator & Creative Producer Job Pack

Venture Arts is an award-winning visual arts organisation working with learning disabled and neurodivergent artists of all ages. Through our studio programmes, exhibitions and collaborative projects, we remove barriers to the arts, we put artists in the lead, we champion neurodiversity and provide pathways for every individual to develop their creative identity.

Venture Arts equips people to succeed as artists, advocates, cultural workers, educators, curators and critics.





This Opportunity

We are seeking an experienced, creative and organised Curator and Creative Producer to join our vibrant team.

The successful candidate will be:

- experienced in curating and producing complex projects with multiple artists and partner organisations.
- well connected to artists, studios and organisations on a local and national level.
- a strong collaborator.
- an excellent communicator with a demonstrable understanding of how to cater information to different learning styles.

You will enjoy working with people and be skilled at supporting people to flourish. As a confident self-starter, you will be organised, adaptable and comfortable with managing multiple projects simultaneously, including some work on an international level.

This is a great opportunity to work with us on an exciting programme of regional, national and international projects with our welcoming and passionate team.

Venture Arts is:

- **Artist led** – Our artists drive everything that we do in partnership with the wider artist community.
- **Ambitious** – We are leaders in our work, fighting inequality and empowering learning disabled people to succeed as individuals in society.
- **Championing of diversity** – We actively support, respect and champion all individuals and communities.
- **A space for belonging** – We bring people together in a welcoming and supportive space.
- **Protective of our planet** – We take responsibility for actively reducing our impact on the environment and being environmentally sustainable.

Job Benefits

Additional holidays – staff receive an additional 3 weeks of paid leave each year when our studios close over Christmas (2 weeks) & Easter (1 week).

Cycle to Work Scheme – we are signed up to Cyclescheme, saving employees 25-39% on a bike and accessories. Staff pay for their bike in instalments over twelve months and pay less income tax and national insurance.

Pensions – we run an ethical pension scheme with Nest and make a 3% company contribution.

Art and merchandise staff discount – staff benefit from discounts on merchandise and artwork made by our artists.

Job Overview

Salary:	£30K full time equivalent per year
Hours:	22.5hours / 3 days per week
Contract:	One year fixed term with a view to extend
Probation period:	One month
Location:	Venture Arts in Manchester and at partner venues
Report to:	Venture Arts' Director
Responsible for:	Freelance workers supporting projects and events.

Purpose: In liaison with the Director and Head of Creative Development, to be responsible for the curation, planning, coordination, organisation and administration of a selected programme of collaborative projects, collaborations and exhibitions.

Holidays: 20 days (pro rata) a year plus bank holidays and an additional week at Easter and two weeks over Christmas when the Venture Arts studio closes.



Job Description

Curator & Creative Producer

Purpose: In liaison with the Director and Head of Creative Development, to be responsible for the curation, planning, coordination, organisation and administration of a selected programme of collaborative projects, collaborations and exhibitions.

Duties

A) Greater Manchester arts networks

Building strong links to local artists through:

- Connecting with artist studio spaces such as Paradise Works, Hotbed Press, Islington Mill, Rogue Studios and others, to ensure that VA is represented at the heart of the Greater Manchester artist scene.
- Working with independent artists for collaborations.

B) Talks and presentations

- Work with the wider team to make connections with universities, galleries, artist studios and communities of interest.
- Develop a programme of talks and presentations with the team, both in-house and externally.

C) Co-lab projects

- Devise and deliver small scale collaborative projects between VA studio artists and external artists.
- Support artist development, building connections and networks.
- Oversee artist connection, wellbeing, budgets, payments and programming in collaboration with the wider team.
- Communicate with artists, families, care providers and the wider team.
- Work with the Marketing & Communications Manager to connect with audiences and platform work online.
- Organise the presentation of works where relevant.

D) National work

Art fairs

- In collaboration with the Director and Head of Creative Development, seek out opportunities to present at art fairs nationally and internationally.
- Research, plan, budget and work with the VA art team and artists to produce new shows at fairs as and when relevant.

Working with national studios/ organisations

- Develop networks and partnerships nationally for creative projects, collaborations and shows.
- In conjunction with artists from VA and nationally, devise and produce new work, events and residencies between artists.

E) Building on our international work

In liaison with the Director and Head of Creative Development, nurture existing partnerships and develop new ones with a focus on international artist development by:

- Developing International partnerships e.g. Venice Biennale, Germany, Japan, Holland and South Korea
- Researching international showcasing opportunities.
- Organising shipment of works for international and national shows and presentations

F) Exhibitions

- Prepare and curate works for exhibition.
- Install artwork.
- Ensure all work is packaged and stored appropriately.
- Arrange safe transportation of artwork.
- Ensure artwork is documented and/ or archived at each relevant stage.
- Work with the Head of Operations & Internal Business Strategy to ensure all work is adequately insured.

G) Project planning, communication and delivery:

- Work with the Head of Operations & Internal Business Strategy, Head of Creative Development and Volunteer Coordinator to arrange staffing and support for programmes.
- Ensure that all work is delivered to a high quality.
- Ensure that accessibility is embedded across all work.
- Ensure that projects run to time and that outcomes, aims and objectives are met.
- Work with the team and finance staff to ensure that projects run to budget, and that financial procedures are followed.
- Support in the communication of opportunities and events to artists and participants.
- Work with the Marketing & Communications Manager on communicating projects widely.

H) Funding, feedback, monitoring and evaluation:

- Support in seeking out potential supporters for projects.
- Ensure that monitoring data is collected across all work, particularly audience surveys.
- Support with the collection, collation and reporting on achievements, evaluation and feedback from artists, participants, parents and carers, external partners and audiences.
- Assist with the organisation's fundraising in creating funding applications and reports.

I) General organisational input:

- Be an advocate for the organisation's work and its ambition.
- Work collaboratively and supportively as part of the wider Venture Arts team, inputting into other areas as required.
- Promote and implement equality, diversity, access and inclusion across all work.
- Ensure that all policies are adhered to at all times, and especially in relation to Safeguarding & Child Protection and Health & Safety.
- Support the organisation in its environmental sustainability work, helping to reduce our carbon footprint and make positive change.
- Undertake training as required by the organisation.
- Support in the smooth running of the organisation.
- Attend internal and external meetings and as required.
- Support other events across the organisation's wider programmes.
- Represent the organisation at external events.
- Carry out other duties as deemed appropriate by the Director.

This post requires some evening and weekend work and the successful applicant will be required to undergo an enhanced DBS check due to the nature of the work.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

Person Specification

Essential

Arts experience, knowledge and understanding

- At least two years' experience of curating exhibitions.
- Experience of producing numerous complex and high quality, public facing arts programmes with multiple artists and project partners.
- An understanding of how to run successful collaborative projects between diverse artists and organisations.
- Experience of co-creation.
- Experience of building strong and long-lasting strategic partnerships in the arts.
- Artistic vision and an imaginative and a flexible approach to work.
- A proven ability to make informed artistic judgements and ensure high quality artistic outcomes.
- An excellent understanding of the contemporary visual arts landscape, nationally and internationally.
- Good visual arts networks.
- Knowledge of Manchester's arts infrastructure.
- Experience of developing audiences.

Access and inclusion

- An excellent understanding of the barriers that learning disabled artists face in the arts and in cultural production.
- An understanding and working knowledge of how to integrate access across all elements of a project.
- A commitment to and experience of championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds and learning and communication styles.

Administration, planning and communication

- Excellent admin, planning, time management and organisational skills.
- The ability to juggle multiple priorities and work to deadlines.
- Experience of managing project budgets and the ability to work accurately with financial and numerical data.
- Experience of working on your own initiative.
- Excellent inter-personal and communication skills.
- Excellent IT skills, especially with using Microsoft 365 applications.

Funding, evaluation and monitoring

- Experience of writing funding applications.
- Experience of monitoring and evaluating arts programmes and exhibitions.
- Proven ability in preparing reports, plans and other documentation to a high standard.

Personal attributes

- The ability to adapt to change day-to-day.
- Experienced and confident in travelling for work with responsibility for vulnerable people.
- A bright, positive, caring and patient personality.
- A reliable and trustworthy approach and be used to dealing with matters of a confidential nature.
- An active desire to be an integral part of a team.
- Willingness to work some evenings and weekends.

Desirable

- A second language.
- Experience of working internationally.



Equal Opportunity

Venture Arts is committed to promoting equality of opportunity, tackling discrimination and welcoming and valuing the diversity of the communities we serve.

Our ambition is to work to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

We welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We are particularly committed to supporting applications from individuals with backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and Deaf and disabled people, as well as individuals from lower socio- economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.





To Apply

a) read the Job Pack for this post

b) complete the application form, which can be downloaded on our website here. (please note, this will download to your downloads folder on your machine)

c) submit the application form by email to marisa@venturearts.org by the deadline listed below.

d) complete the anonymous equal opportunities form online at https://forms.office.com/e/PTmf6KHqSY

If you have enquiries, require access support, or if you would like to make an application in a different format, please get in touch with Marisa Draper at marisa@venturearts.org or 0161 232 1223 and we will support where possible.

During recruitment, the selection panel will shortlist based on how you match the person specification alongside what qualities, skills and experience you may bring to the role.

As part of our commitment to being a Disability Confident employer, all disabled applicants who fully meet the essential criteria for a job vacancy will be interviewed.
To be considered, applicants will need to declare that they have a disability on their application form.

If you are shortlisted for interview, we will share the interview questions with you in advance as well as information on the interview panel.
We will also ask if you have any access needs for us to consider and/ or support you with.

Application Deadline and Interview Dates

Deadline for applications: Mon 14 Dec 2026 at 10am – late applications will not be considered.

Interviews to be held: Mon 18 Jan and Wed 20 Jan 2027