



Deadline For  
Submissions:

Thursday 7  
December,  
11pm

# PRIMARY

**ASSOCIATE CURATOR**  
**For a curator from the global majority**

# PRIMARY

## Application Timeline

### **INFORMATION SESSION**

Thursday 16 November, 6pm

### **DEADLINE FOR APPLICATIONS**

Thursday 7 December, 11pm

### **INFORMED OF INVITATION TO INTERVIEW**

Monday 11 December

### **INTERVIEWS**

Thursday 14 December

### **INFORMED OF DECISION**

Monday 18 December

If you require information in a different format or have any questions regarding accessibility – in relation to the application process or the role – please contact:

[admin@weareprimary.org](mailto:admin@weareprimary.org)

## Job Description

### **JOB TITLE**

Associate Curator

For a curator from the global majority<sup>1</sup>

### **LOCATION**

Primary, 33 Seely Road, Nottingham, NG7 1NU

### **REPORTS TO**

Director

### **SALARY**

£26,000 (pro rata)

### **ROLE / CONTRACT**

A Fixed Term Contract, with the role offered either as 3 days per week over 12 months, or 2 days per week over 18 months. This is intended to allow applicants the opportunity to shape the role in a way that works around their existing commitments.

The role requires in-person working at Primary, however we can offer flexibility to suit the successful candidate. We anticipate the contract to start in early 2024, subject to availability.

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<sup>1</sup> Primary defines global majority as a collective term that refers to people who are Black, Asian, Brown, dual heritage, indigenous to the global south, and/or have been racialised as ethnic minorities.



Larry Achiampong, *Dividednation*. Photo by Reece Straw



William Hunt, *A Vessel*. Photo by Reece Straw



Nourishment, Round Table event. Photo by Adam Grainger

**Our mission is to commission,  
produce and present art exploring  
ideas that affect societal change.**

**We are a dynamic space for  
creative research, new work,  
and collaboration, expanding  
who is involved in making art  
and connecting local and global  
communities.**



## About Primary

Primary is an artist-led contemporary visual arts organisation and charity housed in a characterful Grade II listed former school in Nottingham. We are an Arts Council England National Portfolio Organisation, and in 2020 we reached a significant milestone by purchasing our building to ensure the long-term sustainability of our vision.

Our site and ethos create a unique environment for creative research where the value that we collectively produce is much more than the sum of its parts. We provide studios and strategic development for artists alongside a free public programme of commissions and events. We support 45 diverse resident artists and 20 members from a broad range of critically engaged visual arts practice, workshops including clay, weave, and design, outdoor and garden spaces, independent galleries, a bookshop, and the award-winning Small Food Bakery.

Our programme includes regular exhibitions, commissions and residencies – working with artists to experiment and make new work; long term strands of collaborative work with local communities; artist development activity; performances and events; and work in the public realm.

The Primary staff team currently comprises: Director, Operations Manager, Engagement Curator, Public Programme Curator and Artist Development Curator, all of whom work part time. Governance and oversight are provided by a Board of Directors/ Trustees, who together with the Executive and wider staff team ensure the effective running of the organisation.

This is an exciting time to join Primary at a pivotal phase in our development. Having secured the ownership of our building, completed the first phase of refurbishment, and with support from the Arts Council England NPO (2023–26) and Paul Hamlyn Foundation (2023–27) we will become an increasingly open, accessible, and publicly facing space. Our proposed activity over the coming years will build on the physical changes to our site to ensure that our organisational and staffing structure; creative programming and spaces are more inclusive, shaped by feedback and designed through co-production.



Making Place. Photo by Reece Straw

## About The Role

The Associate Curator will be an integral role within the Primary programme team, working collaboratively to shape our work. They will take an active role in the decision-making processes of the organisation, supporting the delivery of our wider programme in 2024/25.

The role will be developed based on the successful candidate's interests and direction. They will lead on the development and delivery of a strand of public programme, with access to a budget of £10K to support this. There is flexibility in the way this programme develops – they may wish to work within existing structures at Primary or initiate something new.

The Associate Curator will work collaboratively with the wider programme team to inform Primary's contribution to the *Transform* season of work during summer 2024, and strands of Primary's activity beyond this. The *Transform* season will be part of a city-wide takeover aimed at celebrating talent, creativity and leadership from the global majority.

The successful candidate will be curious about Primary's approach to co-production<sup>2</sup> and have a desire to contribute to programme development, bringing different perspectives with a focus on Equity, Diversity, and Inclusion [[Primary's EDI Policy](#)]. They will have the ambition and desire to develop a career as a Curator or Artistic Director within the cultural sector. The role will be supported through individual and organisation-wide training, as well as a budget for mentoring, travel and accommodation, and support for access needs.

The role is funded with [Art Fund](#) support.

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<sup>2</sup> By 'co-production' we mean working in partnership and sharing decision-making power with communities we work with; to shape our work.





Nathalie Anguezomo Mba Bikoro, *A History on Lateness*. Photo by Reece Straw

## About Transform

### *Who and what is being ‘Transformed’?*

As an artist-led organisation, Primary has grown and changed in its 10-year history. In 2021, we started a facilitated process of reflection with a focus on equity and social justice – to shape organisational change. This ongoing work informs our thinking on co-production and how to share and redistribute power and resources. The Associate Curator role has developed from this process – recognising the need for different voices to shape the programme at Primary and handing over space and resources in a supported way. The role is funded through Art Fund’s Reimagine programme, which will additionally support further anti-racist training and work on accessibility within the organisation.

The Associate Curator will work alongside Primary’s contribution to the city-wide *Transform* programme initiated by [New Art Exchange](#). *Transform* represents a collaborative and transformative endeavour for participating cultural organisations in Nottingham. Together, we are co-curating a city-wide takeover in May–September 2024. Our collective vision is to celebrate and amplify the leadership, creativity, and stewardship of the global majority in our city.

A key question for Primary is: what and who is ‘transformed’ by the programme? – and perhaps the answer needs to firstly be us. ‘Transform’ is not about ‘creating’ leaders – but is about recognising the existing global majority talent and leadership in the city and beyond. Through our involvement we aim to support opportunities to practice and extend leadership rather than create it.

## Support Package

Alongside standard employee entitlements (e.g. holiday allowance, sick pay, pension contribution), Primary will offer the following support that will be tailored to the needs of the successful candidate:

- £10K budget for delivery of a specific aspect of programme.
- £3K for individual training, mentoring, or go-see trips.
- Access to staff wide training across the contract.
- Support for any access needs.
- Flexible working.
- Support for relevant network building – e.g. membership of [BCC](#), curator or artist visits, or supporting successful candidate to create private and safe(r) spaces of conversation and sharing (outside institutional structure).
- Peer support within the programme team at Primary and across *Transform* partner organisations, alongside direct line management by Primary's Director.

## Person Specification

The following skills are particularly valuable to the role:

1. Knowledge of, and commitment to contemporary visual arts.
2. Experience of working in a cultural institution.
3. Strong interest in arts programming and collaborative ways of working.
4. Demonstrated experience in project management preferably within the arts and culture sector.
5. Experience of coordinating a wide range of activities, adaptable to variable workload, and able to prioritise and meet deadlines.
6. Experience in developing and implementing successful programming and initiatives that engage communities and audiences.
7. Strong communication skills, including the ability to collaborate effectively with diverse stakeholders and build strong relationships.
8. An understanding of and commitment to an intersectional approach to equity, diversity, and inclusion.
9. Strong team working, able to act with intelligence and understanding in a small collaborative organisation.
10. The ability to think strategically and creatively, and to generate new and innovative ideas.
11. Understands own strengths and weaknesses and a commitment to personal learning and development.

It is not expected that the successful candidate will meet all the person specification, and any support or development needs in particular areas can be outlined in the expression of interest.

# Main duties and responsibilities

## Programme

- Work collaboratively as part of the programme team to research and develop Primary's programme.
- Lead on delivery of a specific element of programme in 2024/5, and other projects and events as agreed.
- Liaise with artists through project development and realisation, responding to needs.
- Facilitate associated events such as previews, performances, talks, and workshops – including in person and digital.

## Finance and Administration

- Manage project budgets in line with agreed cash flow and budget.
- Ensure that all expenditure is within the budget approved by the Director.
- Support the staff team with information to monitor, report and evaluate the programme.
- Liaise with artists and other participants to organise travel, accommodation, and other logistics as appropriate.
- Work within [Primary's Equal Opportunities Policy](#), [Equity, Diversity and Inclusion Policy](#), [Safeguarding](#), [Health and Safety policies and procedures](#).

## Marketing and Audience Development

- Participate in the marketing of Primary's programme of events and wider organisational activity.
- Support with relevant information on programme and events for online marketing, including website, social media and e-newsletter, and print.
- Support effective audience data collection (including audience feedback).
- Support effective evaluation and documentation of programme, in line with Primary and funders' requirements.



Carmen Argote, *Be loved*. Photo by Reece Straw



Rebecca Lennon, *Liquid i*. Photo by Reece Straw



*Nourishment*, Grain Lab event. Photo by Ismail Khokon

## How To Apply

Please send an Expression of Interest (maximum of 2 sides of A4) to [admin@weareprimary.org](mailto:admin@weareprimary.org)

In your expression of interest please tell us:

- Why you are interested in the role
- What you hope to gain from the opportunity
- How you would approach working within the Primary programme team
- Tell us about relevant skills, experience and interests (as outlined in the person specification).

If you wish you can also supply the following documents:

- Curriculum Vitae (optional)
- PDF of images documenting past work and projects (optional) – up to 8 images

Please also complete our [Equal Opportunities form here](#).

**Primary accepts alternative forms of application** – if you prefer to, you can send us a video or audio file (3–5 minutes in length) instead of a written expression on interest to [admin@weareprimary.org](mailto:admin@weareprimary.org) addressing the same points detailed above.

Files can be sent via a WeTransfer link, OneDrive, Google Drive, Dropbox, or similar platform.

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If you would prefer to speak to someone individually about the role please email [admin@weareprimary.org](mailto:admin@weareprimary.org) to arrange.

Travel costs for those invited to interview will be reimbursed.

## Access information

Please note that Primary is based in a Victorian School building. We have recently undergone capital refurbishment works that have made the ground floor of our building more accessible, improvements include a new level-access entrance and installation of an accessible toilet. Our first-floor spaces are only accessible by stairs. We support reasonable adjustments and will work with candidates to meet the demands of the role, making adaptations where necessary. If you require information in a different format or have any questions regarding accessibility – in relation to the application process or the role – please contact [admin@weareprimary.org](mailto:admin@weareprimary.org)

Primary Re-opening event. Photo by Tom Morley



# PRIMARY

33 Seely Road, Nottingham NG7 1NU

[www.weareprimary.org](http://www.weareprimary.org)  
[@weareprimary](https://www.instagram.com/weareprimary)