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Assistant Curator Learning (Maternity Leave Replacement)

3 days a week (60%)

Starting date: as soon as possible

Application due: March 24, 2017

7 months contract

DESIGNATION: Assistant Curator (Learning)

RESPONSIBLE TO: Director

Purpose of Job

The Assistant curator (Learning) is responsible for the planning and execution of Index' learning and schools programs. Working with public outreach, the position includes administration and marketing duties such as the maintenance and content development for Index' social media platforms, website, PR and fundraising for learning.

The Assistant Curator (Learning) works closely with the Learning Program Assistant as well as with other parts of Index' team, freelance staff and artists on developing, communicating, executing and administering Index' learning program. The Assistant Curator (Learning) has the overall responsibility to produce activities directed towards young people, schools and teachers from all parts of Stockholm.

Duties and Responsibilities

- Develop and execute a well-conceived and articulated learning, engagement and schools program (Index Residents and Index Teen Advisory Board) that is integrated with Index core activities
- Develop audiences of young people and people of all ages through learning activities
- Develop and execute ongoing learning programs, including workshops, reading groups, excursions and special artist meetings directed to young people and people of all ages
- Manage budget for learning program
- Research further funding opportunities and write applications for learning program activities
- Develop and undertake public engagement strategies through social media and website maintenance including the Residents blog and program brochures
- Administrate and execute communication through Index newsletter and targeted mailing lists (schools, universities and other arts organizations)
- General day to day maintenance and operation

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www.indexfoundation.se

Organisationsnummer: 802407-2434

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Skills needed

- Proven experience of developing and executing educational programs in an art or cultural context, budget responsibility, and evaluation of learning programs
- Proven experience of working as an art pedagogue or working with young people (13-19) in an art or cultural context
- Thorough understanding of contemporary art and public debates in art, culture and pedagogy, with formal training or extensive experience in relating fields
- Experience in developing innovative approaches to learning
- Experience of working with fundraising for pedagogy / learning programs in Sweden or abroad
- Experience with marketing including social media and website maintenance
- Excellent written and verbal skills in Swedish and English
- Excellent administrative and communication skills
- Ability to work under pressure, multi-task and deliver projects on time
- The role requires a motivated and outgoing individual with a large network

Application process

Applications due Friday March 24, 2017

Please send one PDF file with CV highlighting relevant experience and a cover letter outlining your motivation to office@indexfoundation.se

If you have further questions please contact Index Director Axel Wieder – axel@indexfoundation.se

Find out more about Index learning programs <http://indexfoundation.se/learning>