



**Hidden Histories Heritage Fund project  
Curatorial and Archive Coordinator**

Four Corners seeks a Curatorial and Archive Coordinator to join our team. This is an exciting opportunity to work on Four Corners' public exhibition and archive programmes.

Four Corners is a centre for film and photographic arts, based in East London for over 40 years. Our Gallery and Archive programmes engage audiences with issues emerging from radical histories, and stories from the margins that might not otherwise be told. We recognise that access to the arts is not always equal, and we aim to change that by championing creative expression and new voices through skills, mentoring and production opportunities.

Four Corners is a registered charity. We are a team of twelve part-time staff, and we work closely with volunteers, freelancers and partners in visual arts, film and TV, archives, community and higher education to deliver our programmes.

**Background to this post**

This post is part-funded through Four Corners' [Hidden Histories](#) project, which is supported by the National Lottery Heritage Fund. Four Corners Archive comprises the film and photographic heritage of Four Corners, Half Moon Photography Workshop and Camerawork magazine, 1972 to 1987. The collection and online archive offer a rich source of material on working lives, protest, feminism and the lived experience of communities. The project aims to develop Four Corners Archive as an active site for community-engaged practice, research and public programmes that explore radical and untold social histories.

We are seeking applicants with a background and expertise in archives, museums or galleries working within fields of photography, curation, visual arts or related sectors. Applicants must have a demonstrable, and high-level track record of work.

The postholder will work alongside the Artistic Development Director, Audience Development & Communications Manager and the Gallery & Communications Coordinator and other staff to support the development of Four Corners' archive project and public exhibition programme.

The post is offered on an 18-month contract from January 2022 to June 2023 in the first instance.

**To apply**

Please submit a CV and covering letter via email to Carla Mitchell, [carla@fourcornersfilm.co.uk](mailto:carla@fourcornersfilm.co.uk) The covering letter should outline:

1. Your interest in, experience and suitability for the post
2. How you meet the Person Specification outlined at page 4 below

Deadline for applications is 10am on Monday 13 December. Interviews will take place in mid-January 2022.

Four Corners is an equal opportunities employer. We aim for greater diversity in our staff team, and welcome applications from people who are under-represented within the visual arts and creative media sectors.

- All candidates who identify as disabled (including Deaf, disabled, neurodiverse and those with learning disabilities) and who meet the essential criteria for a role will be offered an interview under the guaranteed interview scheme.
- We will also guarantee an interview to all candidates who meet the essential criteria from backgrounds that are underrepresented within the arts, creative media and archive sectors, such as people from Black, Asian or ethnically diverse backgrounds and people from low socio-economic backgrounds.

## **Job Description**

### **Curatorial and Archive Coordinator**

- Reporting to Four Corners' Artistic Development Director
- 18 months fixed-term contract, 21 hours per week
- £28-30,000 pro-rata depending on experience

### **Archive**

The postholder will have overall responsibility for the administration of Four Corners' archive, including the following key tasks:

- Be first point of response for archive enquiries, including for research and development, copyright permissions, university internships and offers of archival material.
- To maintain a project database providing contact information and details for all volunteers, enquiries, donators of archival material, partners and other relevant contacts.
- Support and help deliver archive workshops, talks and events with other staff.
- To undertake archival research, with particular focus on the history of the Half Moon Photography Workshop touring exhibitions, leading to an exhibition in 2023.

### **Online archive**

- To catalogue, interpret and digitize material for Four Corners' online archive. To be responsible for ensuring the archive website is updated regularly, and for the collation and digitization of archival material.
- To be responsible for overseeing volunteers and interns involved in digitization and tagging for the online website.
- To create and produce public-facing content for the online archive and Four Corners' social media, including elements such as interpretative curated exhibitions, film/audio clips, interviews, and blog posts.
- To liaise with the website designers of the online archive, and ensure that the website is developed and maintained in line with the organisation's archival aims, keeping to a house style and approach.

- To lead on obtaining copyright permissions for all relevant material for the online website, working closely with the staff team.

### **Physical archive**

- To liaise with Bishopsgate Institute Archives regarding the use and maintenance of Four Corners' physical archive, loans for Four Corners' exhibitions and acquisitions of new material.

### **Exhibition curation & public talks**

The postholder will work with key curatorial and marketing staff on Four Corners' public programme during 2022 and 2023. Responsibilities will include:

- To attend the quarterly Curatorial Working Group, comprised of staff and board members.
- Assist with the programming, design, production and installation of 3-4 major exhibitions, working as part of the curatorial staff team.
- Helping develop and support exhibition talks and events, working with the Artistic Development Director and any marketing staff.
- To help on exhibition research, organising loans of material where needed and obtaining copyright permissions for reproduction, print and social media purposes.
- To create publicity material for public exhibitions, talks and events to deadline for press and publicity in collaboration with the curatorial staff team.
- To support the organisation of Four Corners' events including the compilation of guest lists, mail outs, RSVPs, badges, bookings, catering, and other associated tasks.

### **General**

- To attend and represent Four Corners at relevant staff, project, board and external meetings/events.

**Place of work:** Four Corners' offices are at 121 Roman Road, London E2 0QN.

**Hours:** Normal hours of work will be Monday to Friday 10.00 - 6.00. Occasional work on evenings or weekends may be required.

**Pension:** There is a discretionary company pension

**Annual leave:** Six weeks holiday plus Bank Holidays (pro rata)

## **PERSON SPECIFICATION**

We are looking for applicants with a background in archives, museums or galleries working within fields of photography, curation, visual arts or related sectors.

### **Essential:**

- At least 5 years relevant experience in visual arts, film, archives, museums or another related cultural sector
- Demonstrable experience of working in archives
- Demonstrable experience of curating and supporting exhibitions and public events
- Experience of working with websites, and maintaining website platforms
- Excellent IT skills, including knowledge of excel, word, Google docs and social media platforms.
- Excellent, and proven, written and oral communication skills.
- A proven ability to work in a team with a diverse range of people, and on your own initiative.
- A commitment to equal opportunities and promoting diversity

### **Desirable:**

- Design skills – e.g. In-Design, Photoshop
- Experience of delivering educational workshops
- Practical skills and experience in photography and/or film
- Experience of working in the voluntary/charitable sector.
- Knowledge of East London