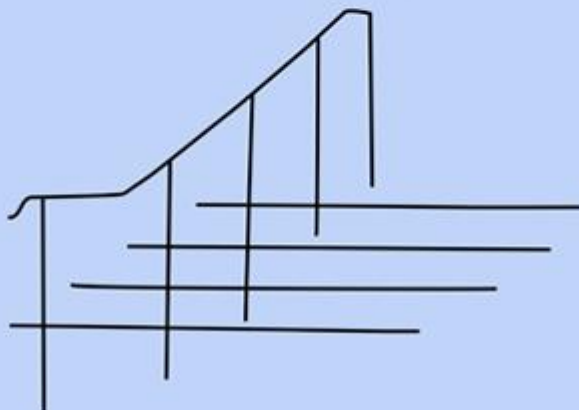


Camden Art Centre  
Arkwright Road  
London NW3

Assistant Curator (Upé Foundation Curatorial Fellow) – Fixed Term, full-time

Upé Foundation  
Curatorial Fellowship

Camden Art  
Centre



### About the Upé Foundation Curatorial Fellowship

This role is part of the Upé Foundation Curatorial Fellowship programme, enabled by a partnership between Camden Art Centre and the Upé Foundation. The Fellowship is dedicated early-career curators who identify with, or whose practices demonstrably engage with, the Baltic region (Lithuania, Latvia, Estonia) and their diasporas through a 12-month full-time employee role at Camden Art Centre, with the possibility of a 6-month extension.

Developed to strengthen UK-Baltic curatorial exchange, the Fellowship offers the selected curator structured professional development within the Exhibitions team, while also recognising the value of Baltic research networks, perspectives and artistic contexts. Alongside day-to-day curatorial and administrative responsibilities, the Fellowship includes a research component, through which the Fellow will contribute internal presentations and short-form research input drawing on their knowledge and on areas in dialogue with Camden Art Centre, with a particular focus on Baltic and broader Central Eastern European artistic contexts.

# Camden Art Centre Arkwright Road London NW3



Camden Art Centre, 2020. Courtesy of Pentagram

Camden Art Centre is committed to achieving diversity across our staff, board, programmes and audiences, reflecting our community in North London and internationally. We want and aim to be an open and progressive organisation with equity and social justice at the forefront of our work. We proactively seek to include diverse and under-represented voices and Camden Art Centre operates a zero-tolerance of discrimination.

We know that creating a truly inclusive culture is a journey, and we are deeply committed to this journey, including ensuring there is appropriate training and meaningful dialogue across all staff and board members to support commitment.

We are particularly interested in applications from people from backgrounds that are underrepresented in the museums and galleries sector, including people from low-income backgrounds, people with disabilities, and people from Black, Asian, and ethnically diverse backgrounds.

Camden Art Centre is committed to meeting the needs of applicants with disabilities. Visit our [access webpage](#) for general information.

This job pack will give you more information about the role.

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We place great value on original, individual writing and advise against using artificial intelligence to prepare your application. Applications that are authentically the candidate's own will be prioritised in the selection process.

We provide [additional guidance notes](#) to help you better understand the recruitment process, the information we need to know about you to understand if you are the right person for this opportunity, and how best to approach completing your application.

Thank you again for your time and best of luck with your application.

Camden Art Centre

# Camden Art Centre Arkwright Road London NW3



Installation view of Greg Bordowitz, *There: a Feeling* at Camden Art Centre 2025. Photography by Luke Walker.

## What is enclosed in this document?

1. Key recruitment information
2. About Camden Art Centre
3. Job Description
4. Person Specification
5. Equal Opportunities guidelines and monitoring

### 1. Key recruitment information

Closing date for applications: **Monday 13<sup>th</sup> July 2026 by 12 noon**

First round of interviews will take place: **Thursday 6<sup>th</sup> August 2026**

Second round of interviews will take place: **TBC**

Start date: **Autumn 2026**

Please note that we are unable to consider any applications which are received after the deadline. If you cannot make an offered interview time, we may not be able to give you an alternative.

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Unfortunately, due to the high volume of applicants, we are unable to write back to all applicants at the shortlisting stage or to give specific feedback on why you have not been shortlisted. If you do not hear from us by 6<sup>th</sup> August 2026, please assume that you have not been shortlisted in this instance.

Applicants must have the right to work in the UK.

Please do not send CVs.

Please send us your completed application form to [recruitment@camdenartcentre.org](mailto:recruitment@camdenartcentre.org) with 'Assistant Curator (Upè Foundation Curatorial Fellow)' in the subject line.

Please also complete the online equal opportunities monitoring form here:

[Equal Opportunities monitoring form](#)

The equal opportunities form is confidential and separate from your application.

If you have any queries regarding the role or any difficulty in completing your form, please contact us at [recruitment@camdenartcentre.org](mailto:recruitment@camdenartcentre.org).

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Camden Art Centre, akâmi: Duane Linklater at Camden Art Centre 2025. Photography by Elliot Baxter.

## 2. About Camden Art Centre

Since 1965 Camden Art Centre has been a place for art and the people that make it. Rooted in our local community and internationally acclaimed, we foster a sense of belonging and a deeper relationship to art. We aim to push boundaries and connect people to their own creativity through our exhibitions, residencies, events and learning programmes.

Originally built as a public library, the building now combines historic architecture with open, modern spaces and a secluded garden with free entry for all. Camden Art Centre has always led the way supporting artists and audiences to create and engage with the most vital and inspiring contemporary art and culture today.

### Our vision

For us all to be empowered to explore our creativity and to deepen our enquiry of the contemporary world.

### Our mission

To be a space to look, make, think and talk about the most vital and inspiring contemporary art and culture today; a place to connect to your creativity.

# Camden Art Centre

## Arkwright Road

### London NW3

Our values are to be:

Open

Thoughtful

Challenging

Rigorous

and to centre creativity in everything we do.

Camden Art Centre has championed over-looked and under-represented artists from every generation. From early shows like 'Contemporary African Art' in 1970, to the very first UK exhibitions of then little-known figures like Hilma af Klint in 2006, Forrest Bess in 2022 and Martin Wong in 2023. For over 50 years, we have worked ahead of the curve, giving early support and exposure to artists including Phyllida Barlow, Sophie Calle, Martin Creed, Mary Heilmann, Kerry James Marshall, Mike Nelson, Laura Owens, Veronica Ryan, Yinka Shonibare, Kara Walker, Christopher Wool and more recently Allison Katz, Walter Price and Mohammed Sami.

Our world-renowned exhibitions programme supports artists at every stage of their careers, enabling them to make work that is relevant for today: brave, challenging, engaging and vital.

Camden Art Centre is an Arts Council England (ACE) National Portfolio Organisation (NPO) and a registered charity governed by a Board of Trustees. We have a team of around 25 plus Front of House and artists and freelancers who work on our programmes.

[Tap here to explore](#) our archive, featuring past exhibitions, residencies and projects.

For more information, visit [camdenartcentre.org](https://camdenartcentre.org)

YouTube: [Camden Art Centre - YouTube](#)

Instagram: [Camden Art Centre \(@camdenartcentre\) • Instagram photos and videos](#)

X: [Camden Art Centre \(@CamdenArtCentre\) / Twitter](#)

Facebook: [Camden Art Centre - Home | Facebook](#)

Benefits Include:

- 25 holiday days per annum, plus bank holidays (pro rata for part-time staff)
- Access to ICOM card for free entry to museums and galleries
- Training and development opportunities
- Health and wellbeing support (Health Assured Scheme)
- Access to interest-free season ticket loan and cycle scheme partnership.

# Camden Art Centre Arkwright Road London NW3



60<sup>th</sup> Anniversary Party at Camden Art Centre. Photography by Hydar Dewachi.

## 3. Job Description

### Assistant Curator (Upê Foundation Curatorial Fellow)

Employer	Camden Art Centre	Place of work	Arkwright Road, NW3 6DG
Reports to	Exhibitions Curator	Department	Exhibitions
Salary	£30,960	Contract	Fixed Term contract: An initial Duration of 12 months followed by an additional 6 month extension subject to bilateral agreement following a formal review.
Hours/Days of work	Monday – Friday: 10am-6pm (with weekend and evening work as required)	Responsible for	N/A

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	40 hours per week including one-hour unpaid lunch break per day		
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#### Outline of role:

The exhibitions programme is devised by the Director who takes overall responsibility for the artistic programme. The exhibitions programme is realised by the exhibitions team which is led by the Director and comprises the Exhibitions Curator, the Assistant Curator and the Gallery Manager. The Assistant Curator (Upè Foundation Curatorial Fellow) is also part of the wider Programme Team.

The exhibitions team meets weekly to report on progress of projects and to agree individual tasks. The programme team meets fortnightly to discuss ideas and issues across all areas of the programme and to confirm future programming timetables and plans.

The Centre's exhibitions and learning programmes are closely integrated and many areas of activity overlap. The work of the exhibitions team currently includes artists' exhibitions and projects, and associated live events, within three gallery spaces, central space, and some projects may also take place in other areas of the building and venues outside the Centre. The majority of exhibitions are solo shows and the artists are central to the decision-making process of selection of works. Wherever possible, the artists are invited to make new work.

The Assistant Curator (Upè Foundation Curatorial Fellow) role provides vital support to the exhibitions team, delivering a fast-paced programme of International and UK art, working with artists of the highest calibre, representing established figures as well as artists at the earliest stages of their careers, often providing a platform for artists at crucial moments in their career trajectories. This post is central to the dissemination of the vision and content of the exhibitions programme, and ensuring that all activity is delivered to our core values and within budget. As part of a small team there is opportunity to contribute ideas to a dynamic programme that is responsive to a changing world.

#### Key Tasks and Responsibilities

1. Provide key support to the Exhibitions Curator and Director, and work alongside the Assistant Curator in the delivery of the Exhibitions Programme and related projects and events, both on and off-site, ranging from new commissions to survey exhibitions and group shows involving loans from private and institutional collections, nationally and internationally.
2. Bring specialist knowledge of Baltic and broader Central Eastern European artistic contexts into the organisation through periodic internal presentations and research sharing, contributing to curatorial discussions, programme development and cross-team learning.

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3. Primary responsibility for the negotiation and management of loan requests, compiling work checklists, ensuring all lender stipulations are managed effectively.
4. In consultation with the Exhibitions Curator, organise the transport of works of art, and fulfil registrar duties including (but not limited to) liaising and working directly with transport agents, seeking shipping estimates and appointing agents, preparing all customs and shipping paperwork accurately, compiling import and export data for HMRC monitoring in line with our NIRU status
5. Project manage, with the Exhibitions Curator, Assistant Curator and Gallery Manager, the schedule for changeovers between exhibitions, including the installation, condition checking, outbound and inbound shipping, production of new work, loans and courier arrangements and artists' accommodation and hospitality. Liaise with the Exhibitions Curator and Gallery Manager regarding technical aspects of exhibitions and projects.
6. Carry out tasks during exhibition installations as required, including completing shipping manifest checks and condition checking artworks.
7. Draft appropriate contracts for partner organisations, artists, external curators and authors in consultation with the Exhibitions Curator and Director.
8. Liaise with colleagues in partner organisations to ensure the smooth delivery of touring exhibition programmes, providing effective communication and timely information, including checklists, transport estimates and shared budget costs.
9. Prepare insurance lists for works in exhibitions, liaise with our insurance broker / underwriter and deal with insurance claims, restoration and repair when required.
10. Prepare condition reports for works in the care of the Centre, both inbound and outbound, utilising Artichack software as a tool, and oversee and train the technicians assigned to assist with these duties.
11. Liaise with artists and galleries to book travel arrangements and accommodation for site visits and exhibition installations.
12. Organising courier travel and accommodation and onsite requirements
13. Process invoices, reconcile budgets and adhere to financial procedures, using Xero and Approval Max systems.
14. Contact artists and galleries to request images and information about work for internal documents, presentations and press and marketing requirements.

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15. Coordinate the production of exhibition publications including the File Note series and more substantial books, in consultation with the Director and Exhibitions Curator, liaising with designers, printers, artists and writers.
16. Assist with the production of artist editions, led by the Exhibitions Curator.
17. Assist the Director and Exhibitions Curator with drafting interpretative texts.
18. Work together with the Director, Exhibitions Curator and Communications Team to research and provide information and interpretive materials in support of the exhibitions as a resource for visitors, both onsite and digitally, staying abreast of the latest technologies and methodologies to ensure these are accessible and broaden our reach to new and diverse audiences. This include gallery captions and interpretative text panels, press releases, leaflets, artist or curator-led films, content for Bloomberg Connects app and digital content for on-demand and social media.
19. Work closely with the Director and Exhibitions Curator to contribute ideas to the exhibitions and wider programmes, keeping abreast of contemporary art debates and issues.
20. Demonstrate a proactive approach to the organisation's key policies on Equity and Inclusion and Environmental Responsibility, including an interest in recent discourse and debate in these areas and attending internal meetings.
21. Attend programme team meetings and contribute ideas to the wider programme team including exhibitions, talks and events, residencies and any other projects on or offsite.
22. Work with the Exhibitions Curator on the organisation and delivery of specific talks, events and projects related to the exhibitions programme, as well as, on occasion, working with the learning team on cross-programme opportunities.
23. Lead gallery walk-through tours for the public and special private bookings. Contribute to other talks and discussion as required, representing the centre externally and presenting information internally.
24. Liaise with the Senior Communications Manager to ensure the exhibitions are documented to the satisfaction of artists and meeting the needs of the Centre both with installation photography and film where appropriate. Ensure copies of images and press and publicity material are sent to artists, galleries, and other institutions as relevant.
25. Liaise with the Senior Communications Manager and Communications Coordinator to ensure that the website is updated with timely information and images about current, forthcoming and archived exhibitions.
26. Contribute to evaluation structures and documents including the Master Evaluation spreadsheet and Gallery Climate Coalition toolkit with key data and reporting against targets and measures, and annual

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survey data. This includes information such as exhibition duration, loan details, international liaison, commissions, financial data and partnerships.

#### General

27. Work as part of the office team to offer general office support. This includes answering the telephone and other duties as appropriate.
28. Attendance at exhibition previews and special events and representing the Centre at meetings, conferences and events as agreed by the Director.
29. Operate in accordance with CAC's environmental, safeguarding, access and diversity, employment, health and safety, equal opportunities and other practices, policies and procedures.
30. Maintain a commitment to training and professional development and participate in staff team activities.
31. Undertake other duties as may be required to ensure the smooth running of the Centre
32. Some weekend and evening work will be required for which time off in lieu will be granted.

#### Essential skills / experience / qualities:

1. A demonstrated connection to, or sustained engagement with, the Baltic region (Lithuania, Latvia, Estonia or their diasporas). This may include lived experience; heritage; working knowledge of a Baltic language; relevant research; or curatorial work with Baltic artists, institutions or contexts.
2. Early-career curatorial experience demonstrating the ability to work independently and to contribute effectively within a fast-paced institutional context. This may include freelance, self-organised, project-based, or institutional experience. We are particularly interested in applicants who are still emerging and not yet fully embedded within major institutional structures.
3. Higher education qualification (BA, MA or equivalent) in curating, art history, visual culture, or related disciplines.
4. Experience in the production of artwork and shipping/registrar duties
5. Substantial knowledge of international contemporary art and an appreciation for recent art history (20<sup>th</sup> Century onwards).
6. Experience of working with living artists and their representatives
7. Diplomatic and empathetic approaches to problem solving
8. An enthusiasm for art and culture, and ability to talk about art inspirationally, with accuracy and conviction.
9. Excellent communication and interpersonal skills; ability to communicate complex ideas clearly and effectively both orally and in writing, in English.
10. A fast learner, able to adapt quickly and assimilate new skills and knowledge.

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11. Proven track record in effective planning and project management
12. Able to work in a pressurised environment, manage competing priorities and deadlines, and deliver results within fluid circumstances.
13. Strong IT skills, including Microsoft packages
14. Strong administration skills and an ability to work on own initiative and unsupervised to manage workload and recognise opportunities
15. Positive and supportive behaviour in the workplace
16. Proactive support for the artistic and business aims of Camden Art Centre
17. A flexible and collaborative approach to working as part of a team
18. Honesty
19. Reliability
20. Punctuality

#### Desirable skills / experience / qualities:

21. Working knowledge of Lithuanian, Latvian or Estonian.
22. Strong preference for emerging practitioners who have not held full-time roles in major institutions.
23. Fluency in a second language
24. Experience of using Artichack software
25. Experience of utilising CRM systems, particularly Salesforce.

#### Eligibility criteria:

Must hold the right to work in the UK, either by:

- Being eligible for the *Creative Worker visa* route; or
- Already holding the right to work in the UK (e.g. British citizen, settled/pre-settled status, or existing visa holder).

#### Extension Review:

- A formal joint review will be undertaken at month 10 of the fellowship.
- Continuation beyond 12 months is subject to written agreement and formal review by both Camden Art Centre and Upé Foundation, based on performance, alignment with institutional objectives, and available resources.
- If extended, the fellowship will run for a maximum total of 18 months.

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#### 5. Equal Opportunities Policy and Monitoring

##### 1. Introduction

- 1.1 Camden Art Centre (CAC) is committed to a policy of equality of opportunity in its employment practices and in the provision of services to users.
- 1.2 The Sex Discrimination, Race Relations and Disability Discrimination Acts protect job applicants, employees, self-employed people, and contract workers alike and accordingly the word “employee” in this policy includes all such people who are protected by the Acts.
- 1.3 Senior management fully supports this policy. All employees are responsible for its implementation and should request special training if they have any doubts about its application. An employee should address any questions in relation to the policy or any requests for special training to the Director.
- 1.4 Employees who feel that they have suffered such discrimination should raise the matter with the Director.

##### 2. A Statement of Policy

- 2.1 As an employer CAC aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs.

- 2.1.1 Selection procedures and criteria are reviewed to ensure that individuals are selected on the basis of their relevant merits, abilities, experience, and qualifications.
- 2.1.2 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.
- 2.1.3 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Administrator who will monitor the operation of the Policy for both employees and job applicants.

- 2.2 As a service provider, CAC aims to ensure that its artistic programme reflects the cultural diversity of the community in which it is based. In particular it aims to ensure that audiences and users are not denied access to the programme on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs. The artistic programme also aims to challenge and explore issues around identity and society’s response to identity and ‘difference.’

- 2.2.1 The exhibition and education programmes are reviewed to ensure that they reflect the needs and interests of the whole community.
- 2.2.2 Targeted activities will be integrated into the programme in order to encourage increased use of the Centre by members of the community who ‘traditionally’ feel excluded from art spaces.
- 2.2.3 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in programming and service provision.
- 2.2.4 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Director who will monitor the operation of the Policy within the artistic programme and other services.

##### 3. Recruitment procedures

- 3.1 Job descriptions and person specifications are regularly reviewed to ensure that they accurately reflect the responsibilities of the post and contain no indirect discrimination.
- 3.2 The person specification and experience related to the job description provides the basis for the objective criteria for selection of candidates for short listing and appointment.
- 3.3 Applicants receive a job description, person specification, and an equal opportunity form for details of protected characteristics such as sex, disability and race in line with Arts Council guidance, that will be used for monitoring purposes.

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- 3.4 Data may be referred to after initial shortlisting in order to choose between candidates of equal merit, in order to support our aim to diversify our workforce for individuals with protected characteristics.
- 3.5 Interview panels will be kept to a minimum size and panel members will be briefed on the application of the policy and the inadmissibility of discriminatory questions.
- 3.6 Candidates selected for interview will be asked the comparable questions. Candidates required to sit recruitment tests will be set the same tests.

## 4. Grievances

Anyone who believes that there has been any breach of this equal policy or has a grievance in respect of any act of sexual or racial harassment or any other discrimination should raise the grievance in accordance with CAC's Grievance Procedure. Anyone who does not feel able to do this should raise it with the Director or if that is inappropriate, the Chair.

## 5. Discipline

An employee who harasses or discriminates against any other employee or CAC users or visitors on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependents or religious beliefs will be dealt with under CAC's Disciplinary Procedure. Such harassment or discrimination will normally be regarded as gross misconduct so that, on completion of the investigation and the relevant stage of the Disciplinary Procedure, the employee will be summarily dismissed.

*Thank you for reading and good luck with your application.*



Slogan plates created by Kingsgate Primary School pupils