

# VOLUNTEERS / CURATORS

## Job Description for The Art Yard

Midland Film And Art (MFAA) is a constituted group based at The Art Yard (TAY) gallery and studios on the A4100, Upper High Street, Cradley Heath, B64 5HX. Collectively our volunteers have a wide range of specialist art knowledge and experiences, which they offer to share with other artists.

TAY is a community-based art space where people visit to; view exhibitions, participate in art sessions, commission work, obtain evaluations, get feed-back on their art, showcase work, purchase and sell work, or simply to chat and to pass time.

### What are the responsibilities of a curator at The Art Yard?

As a curator you will be part of TAY team with responsibility for assisting in the management of the art gallery and studios. Responsibilities include; managing public relations, marketing, fundraising, hanging exhibitions, participating in education programmes and administration.

The volunteer's should aim to learn more about the exhibiting artists and their work in order to be able to speak about displayed art from an informed position to customers, visitors and other artists.

MFAA volunteers engage in a wide range of other art activities outside of The Art Yard environment that would benefit others. Volunteer are expected to engage fully with all MFAA activities when opportunities arise, to broaden their knowledge and experience.

## Job Description (Curators)

- (a) Work together with TAY team and independently to take charge of the collection of exhibits on display in the gallery and studios.
- (b) Participate in assembling, evaluating, pricing, cataloguing, labelling, hanging, presenting and displaying artistic and cultural collections, including crafts and digital media.
- (c) Engage fully with artists, customers and visitors to the gallery and studios.
- (d) Attend meetings representing MFAA (TAY).
- (e) Assist the design, preparation and delivery of presentations and posters to promote MFAA (TAY) activities, including use of social media.
- (f) Participate in other MFAA (TAY) activities such as; digital media, film and audio production; art critique, showcasing and feedback sessions; life, portraiture, art and craft sessions, etc.
- (g) Negotiate and complete sales, cash handling, book keeping, accepting work for display, and taking payments from and making payments to artists.
- (h) Help towards maintaining work place safety; work environment and housekeeping.

## Are there other terms and conditions for volunteers?

\*Please note - curators will be required to:

- (a) Wear appropriate clothing and footwear for the work environment.
- (b) Have their photograph taken for use at the discretion of TAY team.
- (c) Attend on time and work the hours agreed (including Saturday). TAY opening times are published on the website ([www.mfaa.co.uk](http://www.mfaa.co.uk)). However, late evening working until 9:00pm is necessary on private viewing evenings and from time to time on other occasions. MFAA (TAY) team will be informed of changes in advance.
- (d) Where the volunteer is unable to attend for any reason on agreed days and times it is their responsibility to inform other team members.