

JOB TITLE:
Incidental Unit Programme Coordinator

REPORTS TO:
Curator/Director Flat Time House

PURPOSE OF THE JOB:
To manage the activity and programming of the Incidental Unit

Freelance Position
Flexible Hours

Salary: 294 hours at London Living Wage (£10.20 per hour). This equates to 49 six-hour days.

Start Date: September 2018
End Date: Autumn 2019

THE INCIDENTAL UNIT

The Incidental Unit was formed after a series of 'incidental meetings' was initiated by Barbara Steveni, Neal White, Tina O'Connell, Gareth Bell-Jones and Marsha Bradfield in 2016-17. The aim of these meetings was to informally share information about the Artist Placement Group (1966-89), as well as O+I (1989-2009), whose revolutionary work on 'the artist placement' and the idea of being incidental within a societal context remained an urgent concern for all. The meetings have shared just one open agenda item; 'unfinished business'. The meeting structure evolved in intention and purpose to become the Incidental Unit, with the aim of reconnecting the rigorous approach of APG with wider concerns around the brief given to socially engaged art today. IU have since hosted a wide range of artists, collectives and others who are given a critically supportive space in which to discuss and exchange their ideas without the expectations or evaluative frameworks of an artistic commission, gallery briefing or social project.

The Incidental Unit receives direct support of the APG and O+I in order to continue to develop a rigorous approach to socially engaged art practice today. IU provides critical support space in which to discuss and exchange ideas with artists, curators and 'incidental persons' without the expectations or evaluative frameworks of an artistic commission, gallery briefing or social project. To this end, IU draws out key ideas, methods, process and rationale for maintaining the independent and critical work of artists and curators, connecting the historical legacy of APG with the complex nature of social practice now.

INCIDENTAL FUTURES PROGRAMME

Having co-founded the Artist Placement Group (APG) in 1966, Barbara Steveni, with other members of the Incidental Unit, have developed the Incidental Futures Programme to explore the ongoing relevance of APG's ways of working through six public meetings led by artists at public institutions in Birmingham, Bristol, Edinburgh, Liverpool, Manchester and Newcastle. These events will be followed by a large-scale public gathering of 100+ artistic practitioners in London at South London Gallery and with CREAM at University of Westminster. An online resource will disseminate some of the outcomes which are developed. Incidental Futures considers the impact of APG on recent practice while introducing a broader public to the group's ethos of artist 'placements' to explore the role of art in society.

The project is supported by Arts Council England, CREAM at University of Westminster, Flat Time House and University of the Arts, London. The project is managed and coordinated by the pre-IU, a core group that includes Barbara Steveni, Neal White, Gareth Bell-Jones, and Marsha Bradfield.

ACTIVITIES INVOLVED:

1. To manage, in conjunction with the core group of the Incidental Unit, general administration related to the delivery of the programme. This includes liaison with partner institutions, artists, curators, partners and suppliers.
2. To coordinate, arrange and attend *incidental meetings*, and events with partner institutions. To take minutes and share with members.
3. To manage, and when appropriate cater for, public events both on and offsite, and act as a public face for the Incidental Unit, promoting the work of the group to members of the public and potential partners.
4. To manage marketing and promotion of Incidental Unit events through distribution of publicity material, liaising with designers and copy-writing in line with the house style.
5. To liaise with partners to help develop a design identity for the Incidental Unit.
6. To manage and update the Incidental Unit website.
7. You must be able to work from your own computer both from home and from Flat Time House.
8. Managing small purchases.

9. To manage general email enquiries or field to the appropriate Incidental Unit member.
10. To assist with curation and coordination of events to include basic technical work i.e. cleaning and the setting up of chairs, a/v equipment.
11. To be able to discuss the work of the Artist Placement Group to education and special interest groups (following appropriate training).
12. To look at funding opportunities to take the Incidental Unit into the future and expand the programme manager role.
13. To work flexibly including some evenings and weekends.
14. To comply with FTHo's Health & Safety and Equal Opportunities Policies.
15. To undertake any other duty, which may reasonably be allocated by the FTHo Director and other members of the core group of the Incidental Unit.

SKILLS REQUIRED:

High level of organisational skills, multi-tasking and prioritising

Attention to detail

Ability to take initiative in relation to administrative issues

Accommodating and personable to audiences, artists and key stakeholders

Willingness to listen, learn and engage in new challenges

High level of written English

Must have own computer

Enthusiasm and passion for art

An interest in the activity of the Artist Placement Group

Some knowledge in the field of socially engaged art practice

To apply please send a CV with cover letter to: theincidentalunit@gmail.com

Application Deadline: 19th August 2018

Interviews to take place on: 5th September 2018

Unfortunately we are unable to give feedback on unsuccessful applications