

**Dear applicant,**

Thank you for your interest in the position of **Residency & Public Programme Curator** at Rupert, centre for arts, residencies and alternative education. This job information pack includes an introduction to Rupert, the job description and the person specification.

To apply, please send the below documents as **one pdf** to [info@rupert.lt](mailto:info@rupert.lt) with the **subject line 'Rupert Curator'**:

- CV;
- Motivation Letter (no longer than one A4 page, 12 pt);
- Two references from your recent employer or university (full name, job title, email address; they will not be contacted without your prior consent);
- Portfolio of past projects (optional).

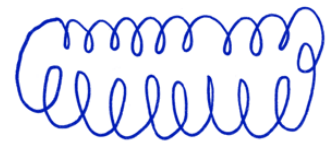
If you have any questions about this role, please get in touch at [info@rupert.lt](mailto:info@rupert.lt).

The deadline for applications is **16 January 2022, 00:00 (EET)**.

Interviews for shortlisted candidates will be held online **at the end of January 2022**.

Thank you and all the best,

Rupert



## ABOUT RUPERT

Rupert is a privately initiated and publicly-funded centre for art, residencies and education. Its activities began in 2012 and in 2013, it moved into Tech Arts, a creative hub designed by architect Audrius Ambrasas. In this building, Rupert occupies an office and three studio spaces, along with the shared gallery, library, meeting rooms and other communal spaces. The core team consists of the (Acting) Director, Alternative Education & Public Programme Curator, Residency & Public Programme Curator, Communication & Activities Coordinator and other external or project-based employees.

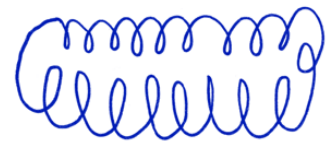
Rupert's mission is to establish close cooperation between artists, thinkers, researchers and other cultural actors through transdisciplinary programmes and residencies. Rupert is committed to integrating with the social and cultural life of Vilnius and Lithuania, while also maintaining a strong international focus.

Rupert manifests this mission through three related programmes: the residency programme, the alternative education programme and the public programme. They are all dedicated to creating platforms for conversation, research and learning. Through these programmes, Rupert supports local and international participants in realising their projects and establishing their creative practice on an international scale. Every year, the centre hosts between 23–25 international residents and leads the alternative education programme for 8–10 international students; alongside different small-scale public events, Rupert presents four main public events and four lectures with established practitioners in their respective fields. As part of the public programme, Rupert holds monthly Reading Sessions, releases the Open Studios podcast and publishes the annual Rupert Journal.

Rupert's **residency programme** is suited to local and international practitioners working in the cultural field. This includes artists, writers, curators, cultural managers and academics. Rupert provides residents with the opportunity to live and create in Vilnius for 1–3 months while developing their individual projects and immersing themselves in the region's creative sphere. Residents are given the opportunity to work closely with the participants of Rupert's alternative education programme and to take part in Rupert's public programme. Rupert's curators facilitate connections with the local cultural scene, organising studio visits and public presentations of residents' work. An open call for the residency is announced once or twice a year. Participants are selected by a panel of Rupert's team members and an invited guest.

The **public programme** is a curated series of lectures, creative workshops, seminars, exhibitions, screenings and online contributions taking place in Lithuania and abroad. The public programme is developed closely with the residency and alternative education programmes. Each year, the public programme includes Rupert's residents as well as local and international contributors from a wide range of fields to offer diverse perspectives on the subjects the programme explores. The programme revolves around a theme that becomes the core of all activities for 1–2 years. In 2021, Rupert started to develop the programme on Magic and Rituals which will continue into 2022.

Rupert's **alternative education programme** is a para-academic, interdisciplinary education platform. It does not grant an academic degree and aims to fill the gap between art education and professional work by providing a platform for young and promising creators to start their careers on an international level. The programme promotes knowledge exchange and seeks to complement the academic field with self-study practices while bringing individual creators together into a community.



All of Rupert's activities are free.

Rupert's programmes are funded by the Lithuanian Council for Culture, Nordic Culture Point, Vilnius Municipality, other public and private sponsors, and Patreon.

More information can be found at [www.rupert.lt](http://www.rupert.lt)

## **JOB DESCRIPTION**

**Job Title:** Residency & Public Programme Curator

**Employer:** VšĮ „Rupertas“, Vaidilutės st. 79, Vilnius 10100, Lithuania, company code: 301856534

**Reports to:** (Acting) Director

**Hours of work:** full time, 40 hours per week, Monday–Friday, 09:00–18:00 (with an hour-long lunch break); working hours can be flexible, depending on employee's preference. Occasional weekend and evening work will be required, compensated by time off in lieu.

**Contract type:** Permanent

**Salary:** € 19,200 annually (before tax)

**Start date:** March 2022

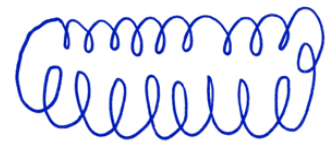
**Probation period:** 3 months

**Notice period:** 2 months in writing on either side

### **Overview**

The Residency & Public Programme Curator works closely with the Alternative Education & Public Programme Curator and the (Acting) Director on the strategic direction and planning of Rupert's programmes. The Residency & Public Programme Curator's main focus is the planning and implementation of the residency programme and, together with the Alternative Education & Public Programme Curator, the co-curation of the public programme. The Residency & Public Programme Curator works closely with Rupert's Communication & Activities Coordinator as well as with any project-based or temporary employees. Please note that the Residency & Public Programme Curator will be expected to live in Vilnius, Lithuania.

All three of Rupert's programmes—residency, alternative education and public—are related to and connected by overarching themes. Therefore, these programmes' curators work as a team and, aided by the Communications & Activities Coordinator, report directly to the (Acting) Director of Rupert. During times of increased workload, there is a possibility to open an additional position for an assistant or intern.



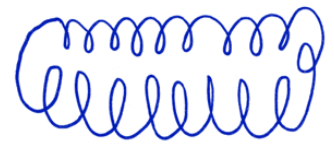
## **KEY TASKS AND RESPONSIBILITIES**

### **Residency programme:**

- Planning the residency programme's strategy;
- Overseeing the residency programme's budget;
- Assisting in preparing submissions for and reports of various residency-related funding opportunities;
- Organising the residency open call;
- Implementing the residency programme (2–3 artists/collectives at any given time);
- Organising or holding at least two studio visits with residents individually and/or as a group, with guest experts and Rupert's team;
- Introducing residents to the local cultural and social context, and planning other residency activities;
- Assisting residents with planning and organising their exhibitions and other events as part of the public programme (this can be done through partnering institutions);
- Maintaining and establishing relations with Rupert's residency partners (in Lithuania and abroad) to promote or collaborate towards implementing the programme;
- Overseeing studio spaces and coordinating their general maintenance (with help from the Cleaner, Handyman, Building Administrator and Rupert's Communication & Activities Coordinator);
- Being a contact person for residents if they need assistance concerning studios or the building in general;
- Supplying the Communication & Activities Coordinator with residency-related content for communication.

### **Public programme:**

- Researching and planning themes, content and forms of implementation of the public programme (together with the Alternative Education & Public Programme Curator);
- Curating and implementing at least 2 annual exhibitions, performances or other forms of public events and at least 2 accompanying or independent public lectures;
- Planning and implementing the Open Studios monthly podcast (together with Sound Technician);
- Co-curating and supervising the production of the annual, online Rupert Journal (together with the team);
- Overseeing the public programme's budget (in relation to your curated events and lectures; together with the Alternative Education & Public Programme Curator);
- Assisting in preparing submissions for and reports of various public-programme-related funding opportunities;
- Maintaining and establishing relations with Rupert's public programme partners (in Lithuania and abroad) to promote or collaborate towards implementing the programme;



- Supplying the Communication & Activities Coordinator with your curated, public-programme-related content for communication.

## **PERSON SPECIFICATION**

We are looking for someone who has a strong sense of leadership, close team-working skills and is capable of working on fast-paced and complex tasks. The specificity of the residency curator's role requires a person with strong empathy, communication skills and familiarity with local and international cultural fields. We are looking for candidates who are flexible, cooperative, curious, proactive, independent and skilled problem-solvers.

We offer you: our office that is located in Valakampiai, outside the Vilnius city-centre, next to a river and lush forests; the opportunity to gain work experience at one of the most rapidly growing contemporary art institutions in the region; the chance to develop Rupert's programmes while also participating in other activities of local networks; the possibility to establish connections and work together with high-level international artists and researchers, as well as networking with our international partners; a dynamic and stimulating day-to-day atmosphere for initiating activities and projects; 20 days of annual leave, plus Lithuanian public holidays; training and mentoring opportunities; research trips; discounts at and access to Rupert's partners' events or international venues.

### **Essential experience, skills and attributes:**

- Higher education in the field of art or culture;
- At least 3 years of work experience in the cultural or art field, ideally in a museum, gallery or cultural organisation;
- Experience in and ability to plan, organise, schedule and budget effectively;
- Knowledge of arts funding and experience of drafting, reporting and monitoring funding applications;
- Excellent verbal and written communication skills in English;
- Independent research and writing skills;
- Ability to manage multiple priorities and work calmly under pressure and according to deadlines;
- Knowledge of the region and the Lithuanian arts' scene in particular;
- Interest in contemporary art and knowledge of the current tendencies in the international cultural field;
- Ability to work collaboratively, forming and sustaining good working relationships internally and externally;
- High accuracy and precision in carrying out tasks, excellent attention to detail.