

DUNDEE DESIGN FESTIVAL IS LOOKING FOR SOMEONE WHO CAN MAKE THINGS HAPPEN

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The Team behind the event are starting work on the next festival which is due to take place in September 2024, and we are looking for a Curator/Producer to join our team and lead the development of the festival's theme and programme.

As a key member of the festival team we are looking for someone who believes in the transformative power of design and has a desire to see audiences participate in design. You'll be someone who gets excited about showcasing design practitioners in Scotland and beyond and be committed to profiling diversity across this complex and varied sector.

You will be passionate about sharing stories of design, of designers, of products and of the inspirational change that design and designers make in our world.

You will be a practical, hands-on person who will lead the programming of the festival by selecting designers, companies, practitioners and projects to be part of the event. We expect that you'll know Dundee well, understand what makes the city and its people special, and be excited to contribute to its growth as a centre for design.

We know that there are lots of people out there with lots of different levels of experience. Applicants might not have direct festival curation experience but might have skills and experiences which they think will work well. We would encourage you to apply.

We aren't looking for someone to come in and do this all on their own. You will be supported by an experienced operational and curatorial team who have delivered the Dundee Design Festival and a host of other festivals and events before. Our partners are committed to supporting you to develop and grow your professional practice through this experience.



ROLE

Curator/Producer Dundee Design Festival 2024

FIXED FREELANCE FEE

£25,344 (96 days at £264 per day). This fee is guided by the Scottish Artists Union's Residency Rates (projects that are 20+ days).

FIXED PERIOD

Initial 12 month contract March 2023 – March 2024 with expectation of additional contract dependant on funding for a further 7 months, April to October 2024.

DAYS

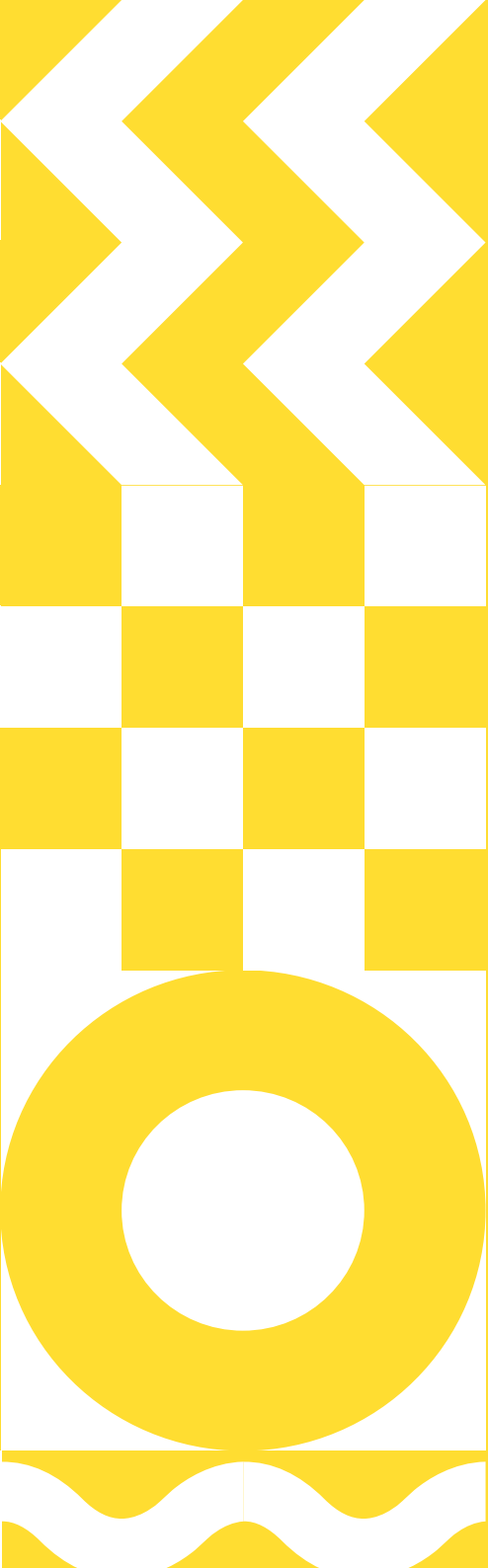
A total of 96 days over a 12 month period. A timeline with milestones is included in the full job description.

LOCATION

Dundee. Desk space at UNESCO City of Design Hub, Union Street. Up to 50% of the working week may be carried out at home or an alternative location as agreed. There is an expectation that you will travel to meet designers.

A budget will be available for costs related to travel, engagement meetings, developing ideas and collaborations and access needs.





ROLE DESCRIPTION

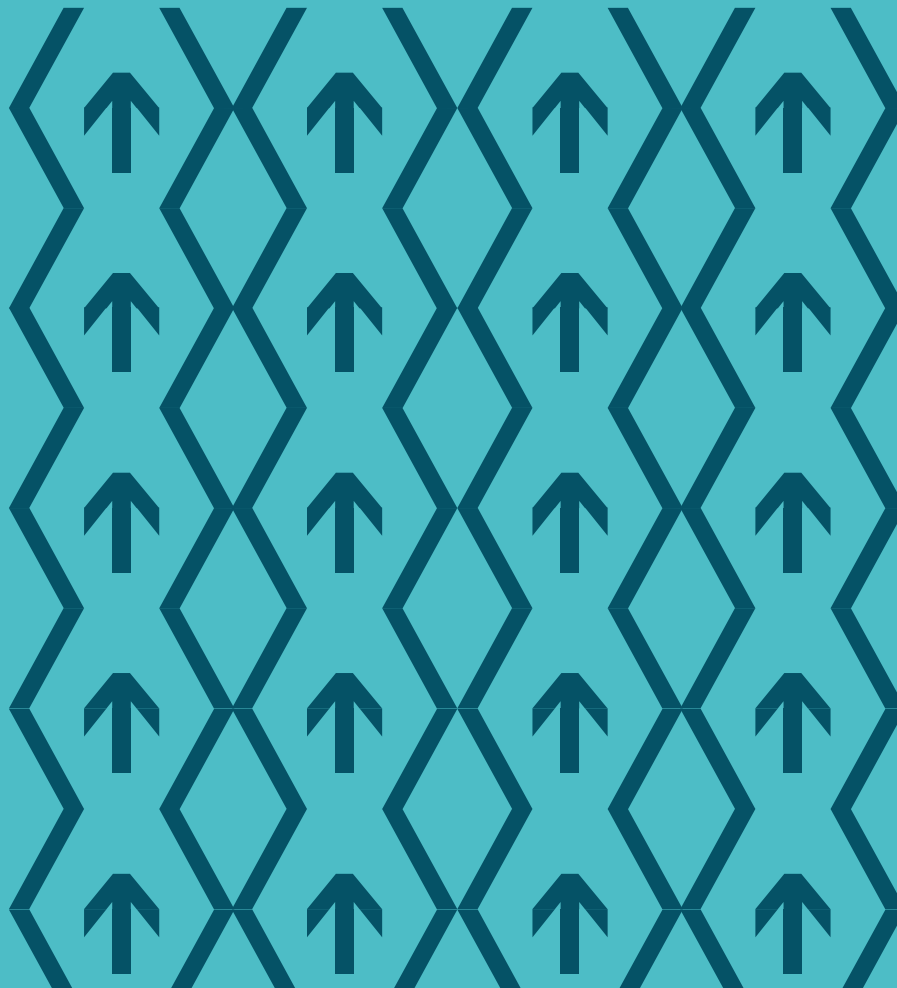
The Curator/Producer will be responsible for development and delivery of the festival's theme and programme.

They will work with the UNESCO City of Design Dundee Team and Core Group Partners to research opportunities, develop themes and secure contributors and collaborations for the festival programme. You'll need to be able to clearly communicate this to the rest of the team and for our audiences and volunteers.

We are looking for someone who is passionate about the ways in which design inspires, and can change lives. You'll be someone who is excited about design practitioners in Scotland and beyond and committed to profiling diversity across the sector.

You'll be expected to contribute to all aspects of the festival's delivery including: theme, content, programme, budget and cost projections; funding applications; logistics; marketing and promotions. You will have responsibility for managing the festival build and installation team alongside coordinating and managing the receipt and handling of objects.

PERSONAL SPECIFICATION



You will lead the development and delivery of the festival's content. You will be part of a team of people with a wealth of expertise and a passion for the Dundee Design Festival.

You will be able to work independently and thrive when developing ideas in collaboration with others. You will have excellent attention to detail, a positive attitude and a knowledge of the design sector in Scotland and beyond. You'll enjoy conversations with others which explore and interrogate concepts and you'll be able to articulate your ideas and reasoning to a variety of people.

You'll be an open and honest person who is able to inspire and encourage others. You know when to ask for help and how to get the best from the contributions and collaborations which make up the festival.

You'll have experience in putting together public events, workshops and exhibitions. You'll understand the often complex and interlinked elements that need to come together to deliver these events.

ESSENTIAL SKILLS & KNOWLEDGE

COMMUNICATION

Excellent verbal and written communication skills. Able to clearly articulate concepts and curatorial elements to a variety of people. The role will be required to contribute content to marketing materials.

ORGANISATION

You'll be good at planning and scheduling. You'll be able to identify and prioritise tasks and communicate these to the wider team.

EXPERIENCE WITH FUNDRAISING AND PARTNERSHIPS

We are looking for someone who can provide the necessary and relevant information for applications to national funders. It would also be desirable if you had experience of corporate fundraising or partnerships.

MARKETING/ PROMOTIONS

The festival will have professional marketing and promotional support, including graphic designers, PR and marketing who will be part of the festival delivery team. It is expected that the Curator/Producer will play a central role in leading the development of the visual identity for the festival and subsequent marketing and promotional materials.

EXHIBITION DESIGN & BUILD

The festival will have a team of fabricators, makers and an installation team. You will lead on the design of the exhibition or venue spaces. You will need to understand the importance of scheduling works, and the order in which things need to happen to effectively coordinate that team.

UNDERSTANDING AUDIENCES

The festival attracts a mixed audience and needs to cater for a wide variety of people with varying levels of interest in design. You will have an understanding of the ways in which different types of programming can appeal to different audiences and be able to create a balanced, welcoming festival through its programme.

PROJECT TIMELINE

You will be required to attend in person the UNESCO City of Design Core Group meetings on the second Tuesday of every month from 11am – 12.30pm.

April / May / June	24 days	Development of theme / programme concept / proposals for contributors / meeting partners / budget	June – presentation to partners and feedback on initial ideas
July / Aug	18 days	Confirmation of theme / programme / contributors / partners / budget	Secure venue / confirm dates
September / October	18 days	Submission of National Funding applications	
November / December	16 days	Ongoing development inc. concept proposals for exhibition design	
January / February	12 days	Refine project in response to funding outcomes Agree continuation of contract	
March	8 days	Present onward proposal for April – September	

This timetable is indicative. The timetable of work will be agreed with the successful applicant and is expected to be a flexible, responsive document.



APPLICATION PROCESS

SCHEDULE

Mon 30 January 2023 – Wed 22 Feb 2023:

Opportunity Advertised

Wed 22 February 2023, 5pm: Deadline for Expressions of Interest

Fri 24 February 2023: Candidates notified of outcome of their Expression of Interest

Tues 7 / Wed 8 / Thurs 9 March 2023: Interviews

Fri 10 March 2023: Candidates notified of outcome of interviews.

We know there are candidates who may not fit every criteria we've outlined here, or who have key skills we haven't listed. If this is you, please do apply if you feel your particular experience or skill set could enhance this role.

To discuss any aspect of this post or the application process please contact

Annie Marrs Lead Officer
e annie.marrs@vandadundee.org
t 07912 042630

STAGE 1 - EXPRESSION OF INTEREST

Please share with us an expression of interest. This should be in a format which you are most comfortable in. It could be a written or graphic document, an audio recording or a video. If you want to discuss an alternative way to submit your expression of interest please get in touch with **Annie Marrs**
e annie.marrs@vandadundee.org or
t **07912 042630**

The expression of interest must include:

- Some information about you. Tell us about yourself. Include your interest in design and Dundee. What are your values, the way you like to work. Why are you the right fit for this project?
- Why do you want this role? We want to understand what excites you about Dundee Design Festival. Why this festival over any other job?
- Your work experience. We are interested in your skills and relevant experience. Tell us about any work or projects that you have previously been involved in which demonstrate that you have the skills and knowledge we are looking for.
- Two referees. Please provide their names and contact details as well as the capacity in which you know them.

STAGE 2 - INTERVIEW

A shortlist will be selected by a panel representing the Core Partners of UNESCO City of Design Dundee.

The shortlisted applicants will be invited for an interview on either Tues 7/Wed 8/Thurs 9 March with our panel. You will be required to deliver a short presentation which shares some insight into what you would do if you were the Curator/Producer of the Dundee Design Festival.

The interview will also consist of questions which we will provide to you in advance.

The shortlisted applicants will receive a fixed fee of £250 to prepare their presentation and attend the interview. In addition, reasonable travel expenses will be paid.



Dundee's UNESCO City of Design Team are employees of Leisure & Culture Dundee. You will be self-employed or an employee of a company. The Dundee Design Festival is a project delivered through Leisure and Culture Dundee. All contracts and funding agreements are made with Leisure & Culture Dundee. The successful individual or company will be contracted by Leisure & Culture Dundee.

EQUAL OPPORTUNITIES

Leisure & Culture Dundee recognises the need to achieve equality for all citizens and employees.

We recognise that people can be discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, basic skills, disability, trade union activity, long term unemployment, or because they have AIDS or are HIV positive. The organisation's Equal Opportunities Policy is to eliminate discrimination and promote equality.

Leisure & Culture Dundee's Equality Statement is available at leisureandculturaldundee.com/who-we-are

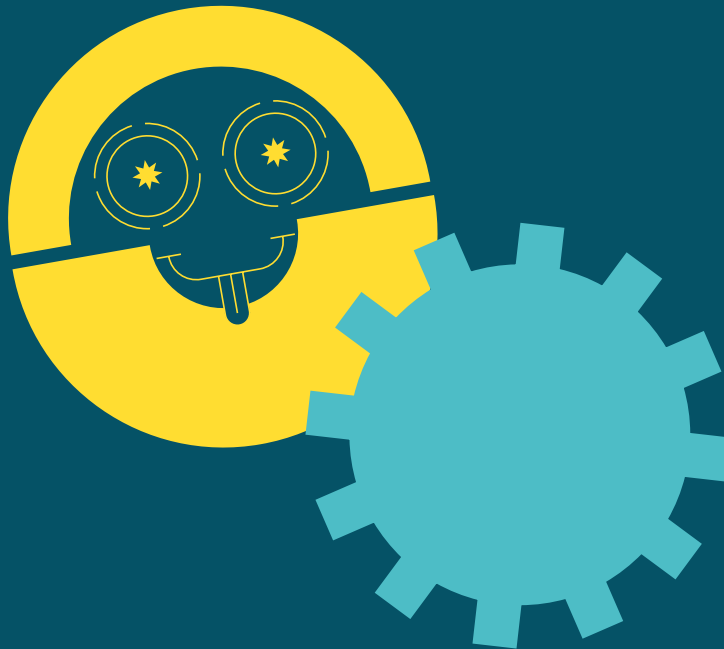
YOUR PERSONAL DATA

Leisure & Culture Dundee respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used for the purposes of assessing you for the role for which you have applied. Your data may be disclosed to parties involved in the recruitment and selection process. The personal data you have provided on the Equal Opportunities form will be used in statistical form for monitoring equal opportunities, and your data (excluding name and any identifying information) may be disclosed to parties involved in monitoring the effectiveness of our Equal Opportunities Policy.

The organisation's full Data Protection Policy is available at leisureandculturaldundee.com/data-protection-policy



ABOUT DUNDEE DESIGN FESTIVAL



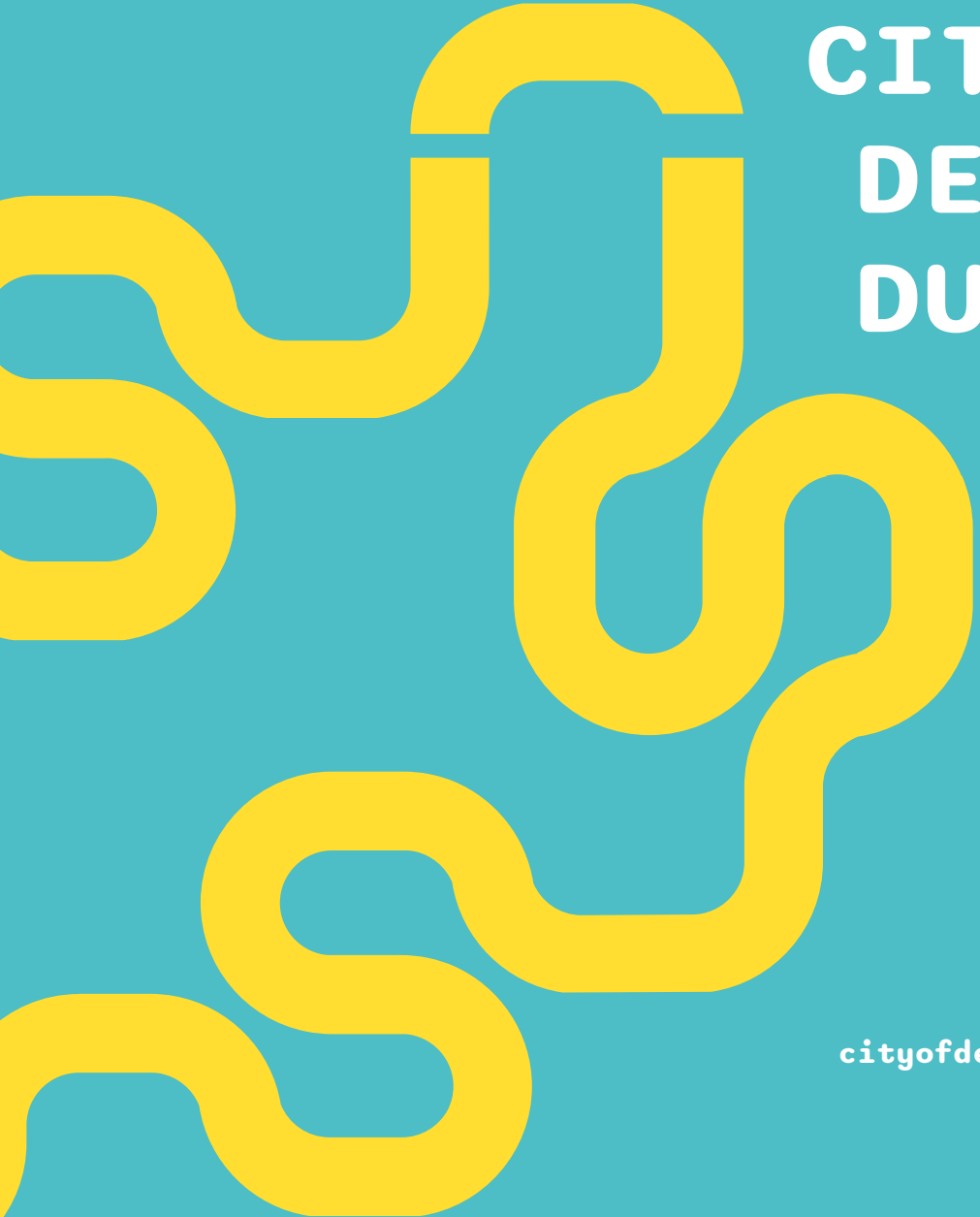
Dundee Design Festival first took place in 2016 in the repurposed West Ward Works factory. In its first iteration it was open for just 3 days and profiled the work of over 35 designers and companies in a major exhibition and programme of workshops and talks. Since then the festival has been held in and across the city in shops, parks and the now infamous Pigeon Palace. It does not have a fixed venue.

In 2024 we will hold the 5th iteration of the festival, and expect it to be a place where visitors can discover design. The festival attracts a mixed audience. Research shows us that 50% of the people who attend are already interested in design, are a student studying design or someone who has a professional interest in design. The other 50% are made up of families and communities who come to play, make and take part.

The aim of any festival is to bring people together to spark new ideas and new collaborations and Dundee Design Festival is no exception to this.

Dundee Design Festival operates important volunteering opportunities. In 2021, over 50 people volunteered with the festival in our community based Design Houses. The festival also supports emerging designers and recent graduates with paid residency and internship programmes.





ABOUT UNESCO CITY OF DESIGN DUNDEE

As a UNESCO City of Design, we are committed to the Mission Statement of the UNESCO Creative Cities. Dundee has recognised creativity as a strategic factor of sustainable development in regards to economic, social, cultural and environmental aspects of the cities regeneration and development of our urban environment.

In addition, we centre the UN's Sustainable Development Goals in our projects and work to ensure that our projects and contributing towards achieving the Sustainable Development Goals.

In 2024 there are several high profile design related activities expected to take place across Dundee. Dundee Design Festival will be part of this city-wide programming. In addition a significant exhibition themed on 'Cities' and a series of commissions which profile the work of designers in the urban environment and how a city's design capacity can help to solve its problems will take place. As such, we expect that Dundee Design Festival will interact with this programming and potentially reflect elements of these themes.

Dundee's UNESCO City of Design designation is hosted by V&A Dundee on behalf of the city. The project delivery partners and Core Group members are: Abertay University, Creative Dundee, Dundee City Council, Leisure & Culture Dundee, Northwood Charitable Trust, The University of Dundee and V&A Dundee.

The support and participation of Dundee's thriving design community including the city's cultural organisations and universities is essential to the success of the festival. The collaborative nature of the festival is testament to Dundee's truly unique spirit of collaborations.

cityofdesigndundee.com
[@designdundee](https://twitter.com/designdundee)

LINKS THAT YOU MIGHT FIND INTERESTING & HELPFUL

ABOUT US:

UNESCO City of Design Dundee: cityofdesigndundee.com

Check out some of the projects we do: vimeo.com/unescocityofdesigndundee

OUR PROJECT PARTNERS

UNESCO Creative Cities: en.unesco.org/creative-cities

Abertay University: abertay.ac.uk

Creative Dundee: creativedundee.com

Dundee City Council: dundeecity.gov.uk

Leisure & Culture Dundee: leisureandculturaldundee.com

University of Dundee: dundee.ac.uk

V&A Dundee: vam.ac.uk/dundee

PREVIOUS DUNDEE DESIGN FESTIVALS

Dundee Design Festival 2017: 2017.dundeesignfestival.com

Dundee Design Festival 2019: 2019.dundeesignfestival.com

Dundee Design Festival 2021: 2021.dundeesignfestival.com