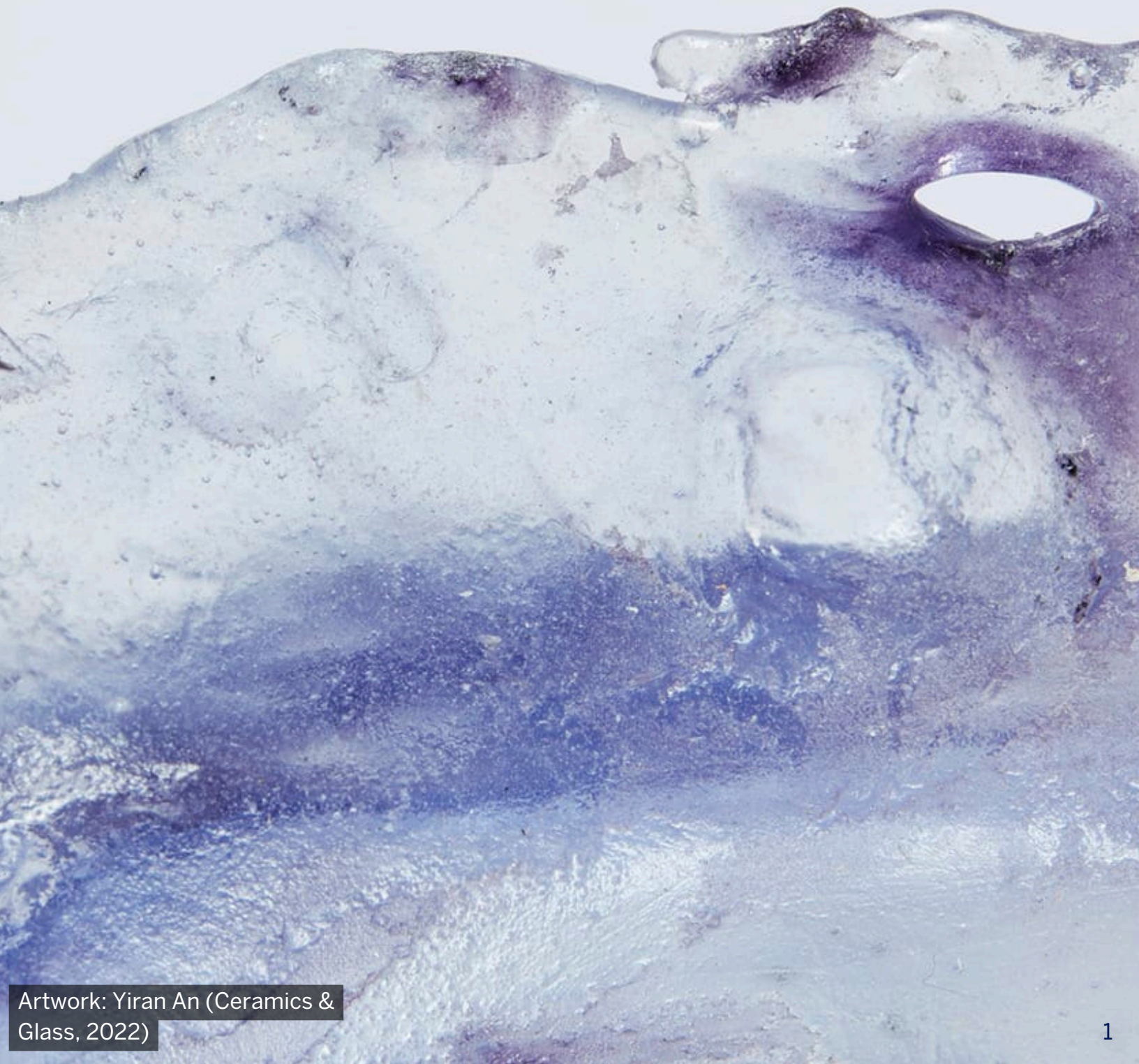


# RCA

## Exhibition Coordinator December 2024



Artwork: Yiran An (Ceramics & Glass, 2022)

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Photo: Richard Haughton

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# WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number one art and design university for a remarkable ten consecutive years, according to the QS World University Rankings by Subject 2024 – the worldwide survey of academic and industry opinion.

The RCA is research-led and recognised in the UK-wide REF (Research Excellence Framework) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2021.

Studying at the RCA is the starting point for the world's creative leaders. With more than 25,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators, and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

More than 2,800 students are spread across four schools and research and academic departments, studying at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.



Photo: Richard Haughton

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning and was the first art and design university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

### Our Strategy

The RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders. For more information on The RCA's Strategic Plan 2022–27, please click on this link: [Strategic Plan 2022–27](#).

# Our People



Photo: Richard Haughton

The role of Royal Visitor to the RCA was taken on by The former Prince of Wales – now His Majesty The King – in 2018. The announcement of HM The King’s retained Patronage of the RCA marks the first anniversary of Their Majesties’ Coronation. As part of the official Coronation Concert in May 2023, the Royal College of Art along with The Royal Ballet, The Royal Opera, the Royal Shakespeare Company, and the Royal College of Music came together for the first time ever to create a spectacular one-off performance, with a striking visual backdrop of specially-designed artworks contributed by students from the Royal College of Art.

The RCA’s Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette (please see link to Council independent members’ biographies). The RCA’s President & Vice-Chancellor – the CEO of the institution – is Professor Christoph Lindner who joined the College in April 2024.

The RCA’s academic faculty bring world-leading expertise and industry knowledge to the practice-based model of teaching. There is a core academic and research workforce of 196 FTE, supported by around 215 Associate Lecturers and a wide range of Guest Lecturers who bring ‘live’ industry experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize, in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA combines contemporary and industry-focused teaching perspectives. It also employs a team of 95 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

# Our Values



Photo: Shaun James

The RCA community operates in line with four agreed values:



**Curiosity**

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.



**Inclusion**

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.



**Collaboration**

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.



**Integrity**

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.

# School of Communication



Photo: Richard Haughton

In the RCA's School of Communication, we are interrogating the fundamental ways in which communication shapes our lives and using this knowledge to develop new ways of communicating and shaping the world through experimental and sometimes radical communication practices.

The School offers students and researchers the opportunity to develop their practices and careers as artists, communicators, curators, designers and writers. All are encouraged to focus in depth on the particularities of their own work while also being exposed to critically diverse positions across the School and to wider contexts and issues beyond, both across the College and in relation to challenges of societal, environmental, economic and cultural importance. We also work across media to experiment boldly with outcomes that take many forms, from graphic novel to VR experience, animated film to sound shower.

As a School, we are inspired by practices of communication that are culturally informed and historically aware, that encourage dialogue and are robust enough to celebrate and make space for new ideas, different voices, and other ways of thinking and making. We have a distinctive research and knowledge exchange culture based upon a dynamic interplay between communication practice and theory, encompassing a broad range of subjects and approaches. Research projects in the school range from highly individuated scholarly and creative enquiry to projects concerning public policy and social justice, to speculative practice-focused enquiry.



### Purpose of Role

The postholder will be responsible for coordinating and curating the School of Communication Exhibitions and Events for RCA2025. Working with Programme Exhibition Leads and Student Reps, you will ensure effective planning for, and smooth running of, exhibitions and events in July 2025.

### Role profile

#### Exhibition Coordinator

The role of Exhibition Coordinator will be suited to an experienced project coordinator with experience of liaising with diverse stakeholders, coordinating exhibitors to meet internal and external deadlines, communicating information in varying modes and forums, and ensuring parity of opportunity for exhibitors. You will work closely with stakeholders to ensure the smooth running of exhibitions in White City and related externally-hosted events.



## Responsibilities:

- Taking leadership of the School of Communication Events and Exhibitions for RC2025.
- Developing and implementing processes for space and resource allocations related to the 2025 School of Communication events and exhibitions, to ensure fair allocation of space and resources across White City campus and external venues.
- Coordinating School of Communication events and exhibitions for RCA2025.
- Responsible for working closely with Students and Programme Exhibition Leads to understand the work to be on display in advance of install.
- Take initiative in identifying and responding to health and safety, ethics, practical build and resource requirements, problem solving to appropriately resolve these challenges.
- Chairing of the School Events & Exhibitions working group.
- Delegated responsibility for representing the School's interests at the Events & Exhibitions Board (EEB) and the Events & Exhibitions Feasibility Group (EEFG).
- Communicating with staff and students on matters related to the School of Communication events and exhibitions, including responsibility for managing the expectations of the student body in line with the agreements made at EEB and EEFG on delivery of the Events or Exhibitions.
- Communicating as needed with external venues, and supporting academic teams to deliver content for off-site screenings in line with those venues' formatting requirements and deadlines.
- Plan and oversee install and de-install of exhibitions at White City.



Photo: Richard Haughton

# Person Specification

## Essential:

- Proven ability to deliver large/complex projects with multiple stakeholders on time and to brief.
- Excellent organisation and planning skills, including multi-tasking and time-management.
- Excellent written and verbal communication skills, able to plan and coordinate communications with diverse stakeholders including students, academic and professional staff, and external venue teams.
- A proactive self-starter able to work independently and with minimal supervision.
- Experience of delivering projects within an Arts and/or Higher Education setting.
- Demonstrable commitment to diversity and equality of opportunity with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
- Experience of identifying and responding to health and safety and ethical issues related to public exhibitions.
- Ability to work flexibly.
- Proven experience of problem solving in a relevant context with multiple stakeholders.

## Desirable:

- Experience of the Royal College of Art.
- Experience of coordinating or curating exhibitions and screenings including work in a variety of forms, including screen-based, digital and physical work.
- Experience of editing and formatting audiovisual materials.



# Pay & Benefits

## Additional Information:

- Responsible to: Associate Dean (Education)
- Full time salary: Grade 7 £43,809 - £47,336 per annum including London Allowance. Salary will be pro rata.
- Fixed term - commencing January 2025 until end July 2025 and part time role (0.857fte - 30 hours per week).
- 27 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College Pro rata for part time employees.
- A contributory defined benefit pension scheme and interest-free season ticket loan are available, along with many other benefits.
- Department: School of Communication



Photo: Philip Vale

### Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

### Holiday

27 days paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

### Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

### Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### Enhanced paternity pay

Qualifying employees are entitled to six weeks' paternity leave entitlement at full pay.

### Enhanced sick pay

Occupational sick pay after three months' service is three months full pay/three months half pay.

### 24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

### Library

All staff are welcome to join the college library.

### Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.



## Equality, diversity and inclusion - Disability and neurodiversity

### Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people





**10 YEARS**

as the world's N°1  
University for Art & Design

QS World University Rankings by Subject 2015-24

Together, the RCA community can generate change now for a sustainable future everywhere.