

Head of Exhibitions Information Pack



DCA

Dundee Contemporary Arts

Introduction

DCA is seeking a new Head of Exhibitions to lead on the development, curation and delivery of contemporary art exhibitions, commissions, projects, publications and events as part of DCA's creative and cultural programme.

Working closely with the Director to fulfil DCA's vision and shape its critically acclaimed wide-ranging and dynamic programme of Scottish, British and international contemporary art, the Head of Exhibitions leads programme activity both within the gallery spaces and beyond the building, through commissioning, touring, publications and partnership projects.

A central part of city and community life, as well as Dundee's visitor offer, DCA was nominated as Art Fund Museum of the Year in 2024 and was named as one of Scotland's five best art galleries in The Times, with shows frequently previewed and reviewed by The Guardian, Frieze, Art Monthly, Art Review and Studio International.

“Dundee Contemporary Arts ... frequently shows the most thoughtful, critical and ambitious exhibitions in Scotland”

– Art Monthly, 2023

“It's difficult to imagine the city before it had access to the creative facilities and world class art routinely provided by DCA”

– The Skinny, March 2019



About DCA

DCA Vision

Our vision is to enrich people's lives through art, culture and creativity through our four programme areas: Exhibitions, Cinema, Print Studio and Learning.

DCA Mission

DCA's mission is to inspire and engage, challenge and connect audiences, artists and participants through our vibrant programme of contemporary visual art, with exhibitions, cinema, printmaking and learning activity, in our acclaimed civic building and across the city.

DCA Core Values

Bold: unafraid to take risk, proud of who and what we are

Open: welcoming, accessible, connected, civic

Meaningful: high quality, purposeful, stimulating, caring

Magical: belief in creating moments of joy, inspiration and transformation

Caring: we look out for each other, ourselves and our environment, operating with dignity and respect.



DCA Aims

DCA's aims over 2025-28 are to:

1. Deliver a vibrant programme of contemporary visual art, with exhibitions, cinema, printmaking and learning activity, including innovative collaboration between these core programme areas
2. Welcome diverse audiences to our acclaimed civic building to engage with our inspiring programmes, through effective communication, and outstanding visitor experiences
3. Support artists and creative practitioners by providing the very best conditions for them to make and share their work
4. Play a key role in Dundee and Scotland's cultural, civic and creative development, advocating for the city, Scotland and contemporary arts and artists' contribution to our shared cultural lives, using local, national and international platforms
5. Use our expertise in impactful partnership working to nurture existing relationships and develop new partnerships, bringing projects to Dundee and extending the reach of our own work
6. Value our workforce through a continued commitment to the principles of Fair Work and equity, diversity and inclusion
7. Improve our financial sustainability through advocacy, fundraising and entrepreneurial approaches
8. Reduce our carbon emissions and environmental impact across all areas of our programme and operations.

With nearly 300,000 visits in 2023-24, we expect to attract 350,000 visits by 2028, as audience confidence continues to return post-pandemic. DCA has a complex audience makeup thanks to our multi-arts model and our broad range of audiences, with a large proportion living locally, alongside further attendance from across Scotland, the UK and internationally.



Head of Exhibitions

Job purpose:

DCA's Head of Exhibitions is responsible for the development, curation and delivery of a programme of contemporary art exhibitions, commissions, projects, publications and events as part of DCA's creative and cultural programme.

Working closely with the Director to fulfil DCA's vision and shape its critically acclaimed wide-ranging and dynamic programme of Scottish, British and international contemporary art, the Head of Exhibitions leads programme activity both within the gallery spaces and beyond the building, through commissioning, touring, publications and partnership projects.

The Head of Exhibitions manages the Exhibitions team, which includes the Exhibitions Manager, who manages a team of freelance Technicians, and the Exhibitions Coordinator and the Exhibitions Assistant.

The Head of Exhibitions is a member of DCA's Senior Management Team (SMT), with the Heads of Cinema, Print Studio, Learning, and Operations, the Deputy Director - Head of External Relations and the Deputy Director – Head of Finance. Strong supportive and strategic working relationships with all SMT members are key, alongside an ability to collaborate and share information and practices across the organisation, from developing audiences to creating funding opportunities, from collaborating on film projects to supporting Print Studio residencies.

The post holder is responsible for working closely with Visitor Services Manager to ensure the team of Visitor Assistants are have all the necessary information and access points they need to be briefed, confident and able to deliver the very best visitor experience. This post holder will also support the Director with the delivery of the final year of the We Contain Multitudes project, culminating in a major group show, and ensuring anti-ableist learning is embedded across DCA's work.

A creative and focused individual, with a strong network of contacts in the visual arts sector, you will work in partnership with a wide range of external partners and peer organisations to deliver an ambitious and sustainable programme that is a model of excellence regionally, nationally and internationally and which supports DCA's mission, vision, aims and values. A commitment to equality, anti-racism, social justice and accessibility in all areas of your work is essential.



Key Outputs and Accountabilities:

Curatorial and Programming

- Support and work with the Director to set the strategy for exhibitions and define future programme and opportunities, in line with DCA's vision, mission, aims, values and business plan.
- Work with artists, partners and colleagues to research, develop and deliver an innovative programme of exhibitions, artist commissions, publications, projects and public events that engages a wide range of audiences.
- Ensure the programme embraces a diverse range of visual arts practice, on time, on budget and to the highest standard, in line with artists' practices and visions.
- Co-ordinate and manage all aspects of the exhibition programme, working closely with the relevant teams, considering input from teams on their specialist areas, and ensuring effective communication throughout the organisation.



Leadership

- Lead the Exhibitions team, empowering staff and ensuring the team reach their potential, with clear work programmes, objective setting, reviews, training, development and reporting mechanisms.
- Demonstrate leadership at a strategic level, providing clear direction, being a role model for professional excellence and motivating others, with clarity, trust and ambition.
- Play a key part in DCA's Senior Management Team, contributing to the overall direction of the organisation and actively participating in new developments and initiatives including capital planning, communications, partnerships, fundraising and staffing matters.
- Maintain a public profile and develop and maintain strong relationships with partners and stakeholders on a regional, national and international level, and contribute to Dundee as a vibrant cultural centre.
- Confident and experienced public speaker, able to tailor messages for different audiences.

Collaboration

- Be a highly proactive team worker who demonstrates the importance of effective, considerate and consistent communication in a dynamic organisation, with clarity and openness.
- Work with the Heads of Learning and External Relations to ensure that all aspects of exhibition interpretation and communication meet our ambitions and the widest possible range of audiences can understand, enjoy and value contemporary art.
- Work with the Visitor Services Manager and the Heads of Learning and External Relations to ensure all Visitor Assistants in the galleries are briefed and supported.
- Work with the Head of External Relations, the Communications Manager and other teams to support audience development and evaluation, and to feed into communications planning for exhibitions.
- Identify, secure and promote opportunities for DCA exhibition artists to participate in residencies, create new print commissions and/or editions, in collaboration with the Head of Print Studio.
- Work with the Head of Operations and the Operations team on building, health and safety, invigilation and visitor experience logistics.
- Research and develop funding and income-generation opportunities with the Director and the Development Manager.
- Prepare, manage and monitor budgets in agreement with the Director and the Head of Finance, ensuring financial targets are met.

Person Specification

Experience

- At least 5 years proven experience of curating and programming contemporary arts activity and exhibitions that achieve impact for artists and audiences
- Experience of leading, developing and inspiring a team to deliver exemplary curatorial programmes, artist support and visitor experiences
- Managing budgets, with rigorous attention to detail
- Working collectively, as part of a management or senior leadership team
- Strategy development and project management
- Editing catalogues and artist books, including commissioning writers and designers
- Partnership working, with partners from both inside and outside of the creative and cultural sector



Skills and Knowledge

- In-depth knowledge of Scottish, British and international modern and contemporary art and visual culture
- Excellent organisational skills, with an ability to balance a diverse range of projects and programmes, with varying timescales and budgets
- Passionate about audience development, access and growing new and existing audiences for contemporary art
- Emotional intelligence and the ability to build strong and effective relationships with staff at all levels within the organisation
- Ability to collaborate and support across the organisation, with openness, diligence and creativity
- A strong network in the visual arts sector
- Ability to communicate persuasively, verbally and in writing, with a range of partners
- Willingness to travel nationally and internationally (reasonable adjustments and access measures can be supported)
- Self-motivated, with the proven ability to work independently and as part of a team
- Excellent research, writing and communication skills, able to present confidently to a range of audiences
- Able to build credibility quickly and effectively through demonstrating sound knowledge, experience and judgement
- Strong understanding of audience development
- Knowledge and interest in the broader arts landscape, particularly cinema, print and creative learning
- Knowledge of UK and international funding structures and policy
- Commitment to and interest in civic responsibility, the positive role the arts can play in people's lives and the vital role artists have in society

- Commitment to equality, anti-racism, social justice and accessibility
- Commitment to DCA's values, vision and mission

Reports to: Director

Direct Reports: Exhibitions Manager, Exhibitions Coordinator, Exhibitions Assistant

Pay: £40,000 plus 15.7% employer pension contribution through the Tayside Pension Fund (Local Government Pension Scheme); research, travel and expenses budget as part of role



Staff Benefits

At DCA we have a number of benefits for our staff such as:

Pension	Employee contribution starting from 5.5% depending on salary, 15.7% employer contribution
Enhanced Maternity Pay	6 months full pay
Enhanced Paternity Pay	2 weeks full pay
Enhanced Shared Parental Pay	6 months full pay
Cinema	Free entry to any regular screening if it is not fully booked 30mins before the advertised start time
Shop	20% discount on all items
DCA Editions	15% discount on DCA editions
Jute Café Bar	10% discount on food and non-alcoholic drinks
Print Studio	50% discount on bookings Free, last-minute places on Get Creative courses
Cycle Scheme	Purchasing cycling equipment through salary sacrifice (Tax and NI savings)

As an employee of DCA you'll have access to a range of training, including our mandatory EDI, Climate Emergency and Fire Evacuation sessions. We have an all-staff Development Day once a year where you can hear from colleagues about their work and our future plans, and you'll also receive invites to a range of social events, from staff screenings to our annual Christmas celebration.



How to apply

Please send the following to dca.recruitment@dca.org.uk:

- Covering letter or video/voice file demonstrating how your skills and experience match the job description (max 2 pages or three mins for a video/voice file).
- CV (3 pages written or four mins for a video/voice file)
- Application form

The deadline for completed applications is **12 noon on Friday 27 June 2025**.

First stage interviews will be online on **Friday 18 July 2025**.

Second stage interviews will be in person at DCA in Dundee on **Monday 11 August 2025**. Reimbursement of travel costs can be discussed with DCA.

An outline of the interview sessions, including the questions, will be circulated in advance. We are committed to meeting candidates' access requirements, both online and in person, and will work to ensure that any necessary reasonable adjustment are made, both in recruitment and in the workplace.

If you require this advert, job description or application form in an alternative format, for example in Word or an audio file, please email dca.recruitment@dca.org.uk or call 01382 432490.

DCA is supported by Dundee City Council and Creative Scotland

DCA is committed to social justice and addressing the inequalities that prevent access to opportunities in the arts. Our Equity, Diversity and Inclusion policy can be viewed [here](#).

We encourage applications from those who are underrepresented in the arts and cultural sectors and who face barriers to access. Our Inclusive Recruitment policy details how we undertake all recruitment and is available [here](#).

DCA is a Disability Confident employer which means all disabled applicants who meets the person specification (experience, skills and knowledge) will be guaranteed a first stage interview.

