

# ICF

**Role:** Communications Manager

**Organisation:** International Curators Forum (ICF)

**Hours:** 35 hours per week, full-time.

**Salary:** £35,000 - £42,000 per year, based on experience

**Duration:** Fixed term, 2-year contract

**Contract type:** PAYE

**Pension:** 3% employer pension contribution

**Holiday:** 28 days, including bank holidays

**Location\*:** Hybrid remote and in-person working

**Reports to:** Artistic Director and Deputy Artistic Director

**Application Deadline:** Monday 5 January 2026 at 11.59pm UK time

ICF Recruitment FAQs - <https://bit.ly/46XwrGW>

ICF Deck - <http://bit.ly/433sDCE>

\*The current ICF team is based in London, but we will accept applications from candidates based outside London, with the understanding that some on-site presence will be required when ICF activities take place within the UK. Flexible working arrangements can be considered where appropriate.

## Overview:

International Curators Forum (ICF) is looking for an experienced and creative communicator to help us deliver our communications strategy. The organisation recently engaged a consultant to explore our communications objectives, audiences, tactics, and channels. We are looking for someone who will be able to dig into the long-term strategic objectives and translate them into day-to-day and project-centred communications plans.

Ideal candidates will be comfortable developing ambitious strategies, while holding everyday communications responsibilities. We're looking for someone who has demonstrated knowledge of comms best practices in the visual arts / cultural industries, but is also able to think innovatively and respond creatively to help us connect communities, support artists, and shape culture. They will be interested in leveraging a range of media and content to strengthen and increase our share of voice.

## **Person Specification:**

### **Essential:**

- 5+ years in a relevant communications role
- Excellent media, written and verbal communication skills
- Demonstrable understanding of the visual arts and/or charity sector
- Strong contacts and network across press and media
- Familiarity with communications best practices in the cultural sector
- Strong track record of building effective media campaigns and active online engagement utilising a variety of software and applications (knowledge of Mailchimp, Hootsuite, Wordpress is essential)
- Demonstrable experience developing and delivering communications plans with measurable KPIs
- Strong stakeholder management skills and experience working on projects with a range of partners and funders
- Commitment to anti-racism, anti-ableism, inclusion and equity and to applying these in practice
- Being solution focused in the face of change or complexity

### **Desirable:**

- Experience working with Graphic Design on communications campaigns
- Knowledge of Photoshop, InDesign, Premiere Pro or iMovie, Shopify, Canva

## **Key Responsibilities:**

### Organisational Communications:

- Lead on updating and management of ICF website
- Manage, grow and monitor social media (primarily Instagram) in line with communications strategic priorities and targets
- Manage ICF newsletter, organising content and design using Mailchimp and ensuring all privacy policies and GDPR regulations are adhered to
- Contribute to audience development and engagement discussions

### Project Communications:

- Ensure that all projects have defined media work packages and strategic milestones, and work with practitioners (mostly curators and artists) and partners to develop and execute project plans
- Develop messaging and talking points for staff and Trustees
- Research and develop relevant context-building content across all channels

### Media Relations:

- Build, nurture and grow relationships with local, national and international media

- Support the organisation in the conception and delivery of profile raising activities
- Manage the documentation and coverage for projects and practitioners

#### Reporting and evaluation:

- Undertake data collection to demonstrate the impact of ICF's communications strategy, including online engagement, media coverage and practitioner feedback
- Produce monthly digital analytics reports and feed into ICF's reporting requirements to funders and Trustees with support from the Deputy Artistic Director and Programmes Team
- Reflect on best practices (and if they're useful/valuable to ICF)
- Contribute to modelling new ways of working in the sector

#### General:

- Be inclusive and anti-racist, and operate in accordance with the ICF's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures
- Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives
- Attend staff meetings, report on relevant areas of work and disseminate information as required
- Maintain a commitment to training and professional development
- Be an advocate and effective representative of ICF at private views, previews, other evening and weekend events as appropriate and at external professional events
- Have the ability to work evenings and weekends occasionally if needed for programming purposes
- Be solution focused in the face of change or complexity
- Undertake other duties as may be reasonably required

#### **How To Apply:**

Please send the following to [admin@internationalcuratorsforum.org](mailto:admin@internationalcuratorsforum.org):

- Curriculum Vitae (no more than 2 sides of A4)
- Cover letter or supporting statement (no more than 2 sides of A4) answering the following questions:
  - How do you meet the person specification of the role? Please give examples or demonstrations of experience.
  - What experience do you have delivering the responsibilities of the role?
  - What do you hope to bring to the role?
  - What about working with ICF excites you?
- The contact details for 2 references (either on your CV or in the body of your application email)

Please also complete the anonymous, online equal opportunities monitoring form here:

<http://bit.ly/42uyyAx>

**Application Deadline:**

The closing date for applications is **Monday 5 January 2026 at 11.59pm (UK time)**. Please submit the above documents in a single PDF or Word document. Applications received after that time cannot be considered.

**Getting in Touch:**

If you would like to speak to a member of our team about the role and you have questions, please feel free to email us [admin@internationalcuratorsforum.org](mailto:admin@internationalcuratorsforum.org). We aim to answer your question(s) within 2-3 working days. Please also see our FAQs for common questions about this role.

You can confidentially contact us should you require any reasonable adjustments to the submission process in order to apply. Please contact us via email by Monday 15 December 2025.

We can offer an interview to any applicant with a disability who meets the required criteria listed in the person specification. If you wish to disclose a disability to us, please do so in your cover letter or in the email that you send to submit your application.

**Shortlisting / Interviewing:**

- The shortlisting process will take place between 12 and 30 January 2026.
- Shortlisted candidates will be contacted by email and invited to attend an interview with a panel featuring ICF staff and/or board members.
- Interviews will be held via Zoom during the weeks of 9 and 16 February 2026.
- Anyone invited to an interview will also be invited to share any access needs in advance so these can be addressed. We can provide a budget to support individual access requirements. You can confidentially contact us should you require any reasonable adjustments to attend an interview.

Unfortunately we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by **30 January 2026**, please assume that you have not been shortlisted in this instance.

**Inclusivity and Equity:**

ICF is committed to inclusivity and equity. Across all of our work, both critically and practically, we are committed to challenging the barriers to equality and inclusivity within our industry. We actively encourage applicants of different ages, genders, social and economic backgrounds, religions, sexual orientations and people with disabilities, specific access needs, caring responsibilities and health considerations.

**About ICF and Our Approach:**

International Curators Forum (ICF) is a catalyst and leader for cultural transformation in the visual arts, advocating for and fostering an equitable, inclusive and accessible ecology that

sustains and is sustained by the value of diversity. ICF is transforming towards a better world for creative practitioners by resourcing them with the support, spaces and leadership they need.

ICF is a registered charity (1189228) and an Arts Council England (ACE) National Portfolio Organisation (NPO). Based in London, we deliver work and programming across the UK and internationally.

ICF was founded by artists and curators in 2007 to offer a programme of commissions, exhibitions, projects, publications and events that respond to the material conditions and cultural contexts impacting creative practitioners today. We provide tools and platforms for professional development and facilitate an open peer-to-peer network inviting participants to be part of a generative ecology of skills and knowledge sharing. Across all of our work, both critically and practically, we are committed to challenging the barriers to equality and inclusivity within our industry.

Through all aspects of our programme we engage with the concept of diaspora as a critical framework through which we can address and complicate notions of identity, test and explore new innovative curatorial models, and create space for artistic and discursive interventions into historical narratives and systems of representation.

Based in London, ICF has conceived and produced projects with artists, curators and thinkers who engage with diaspora across the UK, Europe, the Caribbean, Asia, the Middle East and Australia.

ICF is led by a highly experienced Board of Trustees:

- Farzana Khan (Co-Chair)
- Ben Amunwa (Co-Chair)
- Constance Allman (Treasurer)
- Joy Gregory

And a team of skilled and visionary creatives:

- Artistic Director - David A. Bailey MBE
- Deputy Artistic Director - Jessica Taylor
- Producer & Project Manager - Yewande YoYo Odunubi
- Project Manager - Joanna Risvik

The ICF team is also supported by an annual Advisory Group of cross-generational and intersectional creative practitioners from our alumni whose knowledge of, and experience within, the industry helped inform our programme. Our 2025-6 Advisory Group includes: Abbas Zahedi, Angela YT Chan, Erika Tan, Andrew Pierre Hart and Alexandrina Hemsley.

[www.internationalcuratorsforum.org](http://www.internationalcuratorsforum.org)

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