

ICF

Role: Operations Manager

Organisation: International Curators Forum (ICF)

Hours: 35 hours per week, full-time.

Salary: £39,000 - £45,000 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 highly organised professional to take responsibility for the operational performance of the small but dynamic visual arts organisation and charity. ICF is seeking someone who will provide efficient and responsive management to support the delivery of the organisation's ambitious remit of public and professional development programmes, systems change work, and knowledge production. The Operations Manager will be interested in working in a creative ecology committed to cultural transformation and fostering equity, inclusion and access.

We are looking for a candidate who is adept with developing and implementing organisational frameworks and operational processes that strengthen and advance our work, and someone who is excited by our commitment to make those frameworks and processes transparent and accessible for the creative and cultural practitioners that we work with. ICF does not have a

permanent space and therefore the operational role does not require everyday management of a building or utilities and we often work remotely. However, we do deliver work and programming across a range of venues.

Person Specification:

Essential:

- 5+ years in a relevant operations or managerial role
- Demonstrable understanding of the visual arts and/or charity sector
- A strong interest in the work that ICF does
- Excellent written and verbal communication skills
- Strong interpersonal skills, ability to manage a range of stakeholder relationships.
- High level of computer literacy with strong knowledge of Microsoft Word and Excel, Google Drive, Quickbooks and project management softwares, with an aptitude for learning new applications
- Strong administrative skills, including record-keeping and database and schedule management
- Experience and good working knowledge with financial reporting, accountancy and budget management systems
- Familiarity with operations best practices in the visual arts and/or charity sector
- Demonstrable experience with fundraising
- Demonstrable experience with monitoring, evaluation and reporting
- Commitment to anti-racism, anti-ableism, inclusion and equity and to applying these in practice.

Desirable:

- Demonstrable experience with fundraising for visual arts and/or not-for-profit organisations
- Demonstrable experience with monitoring, evaluation and reporting on performance expected of charities funded by trusts and foundations and Arts Council England NPOs
- Have an interest in building new models and ways of working which centre equity and transparency

Key Responsibilities:

Human Resources:

- Manage organisational contracts and agreements
- Schedule and facilitate staff training, and work with senior staff on team development
- Manage staff calendars and employee records
- Ensure ICF's policies are regularly updated by Trustees
- Support senior staff on matters related to governance, compliance, and due diligence

- Support ICF's safeguarding officer by maintaining oversight of ICF's safeguarding policy, procedures and responsibilities
- Support the development and evolutions of ICF's governance and infrastructures

Finance:

- Manage ICF's invoicing and bookkeeping Quickbooks system
- Work with senior staff to manage organisational budgets
- Oversee equipment and production orders for the public programme
- Produce finance reports for ICF's Board and funders in alignment with reporting duties listed below
- Support on producing annual accounts and audits

Data Collection, Monitoring and Reporting:

- Manage ICF's online databases and reporting responsibilities
- Collate strategic data collected by programmes and communication staff via monitoring and evaluation tools and methods identified in ICF's evaluation framework and share feedback on that data on a regular monthly basis with senior staff
- Track ICF's reporting deadlines and expectations, and work with senior staff to ensure all funding reports are produced and submitted in a timely manner
- Reflect on monitoring, evaluation and reporting best practices (and if they're useful/valuable to ICF)
- Work closely with senior staff to produce quarterly reports for the Board, minutes on Board meetings, and annual reports for funders
- Contribute to modeling new ways of working, processes and operations that will strengthen and advance ICF's work and our commitment to leading systems change in the sector
- Work closely with stakeholders to utilise data and evaluation to improve ICF's work and programme

Fundraising Support:

- Support senior staff on fundraising, organisational strategy and business planning
- Conduct regular research into new and existing funding streams and best practices in alignment with ICF's fundraising policies
- Work closely with senior staff to manage the organisation's relationships with funders and supporters

Programme Support:

- Book staff and participant programme related travel and accommodation
- Support the ongoing development and delivery of processes and operations utilised across ICF's public and professional development programmes, and public outreach work
- Develop and maintain an inventory of ICF's storage facility

General:

- Be inclusive and anti-racist, and operate in accordance with the ICF's inclusivity and diversity, safeguarding, ethical fundraising, 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
- Undertake other duties as may be reasonably required
- Have the ability to develop and maintain an environment of trust with a skill/experience in providing support and conflict resolution
- 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:

- 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. 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 helps 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

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