HOSPITAL ROOMS



OPPORTUNITY

COME WORK WITH US AS A CURATORIAL ASSISTANT, WEST YORKSHIRE



THE ROLE

Title: Curatorial Assistant, West Yorkshire **Reports to:** Head of Curatorial, Tim Steer **Hours: 3**0 hours **Notice period:** 2 months **Salary:** £28,000-£30,000, pro rata **Contract type:** Fixed term- 12 months (4 days) **Place of work:** In and around Bradford, on site at our partner hospitals, with occasional travel to London

Cover: Rubbena Aurangzeb-Tariq, Untitled, Sunflowers Court, Goodmayes Hospital, North East London NHS Foundation Trust. Photo © Hospital Rooms (Studio Damian Griffiths)
Recovery College. Photo © Hospital Rooms

Introduction to Hospital Rooms



Hospital Rooms co-founders: Niamh White and Tim A. Shaw

The arts and mental health charity Hospital Rooms was founded when artist Tim A Shaw and curator Niamh White's friend was sectioned and admitted to an NHS mental health hospital. They were shocked to find the hospital environment cold and clinical, especially at a time when she was so vulnerable. Having worked in the arts for 10 years, Tim A Shaw and Niamh White felt they had the skills and community to transform these spaces with unique and site-specific artworks.

Hospital Rooms envisions a world where abundant and meaningful creative opportunities are readily accessible to people with severe and enduring mental health diagnoses and where mental health hospital environments are inventive cultural spaces offering solace, comfort and dignity.

We work with established and emerging artists to radically transform clinical settings with world-leading contemporary art. We are a fast-paced, enthusiastic team with a knack for problem-solving, driven by a shared mission to blaze a creative path for others to follow. To thrive in this role, you will need to be highly selfmotivated, committed to being a supportive and collegiate team member, and an open, effective communicator.

Liz Elton, Rosebud Centre. Photo © Hospital Rooms

Our Impact

Hospital Rooms has undertaken more than 20 acclaimed projects completed in some of the country's most challenging mental health settings. A roster of artists is carefully selected for each project according to the needs of each community. Our co-production process involves:

Research and Development - We learn our collaborators' needs, challenges, and preferences in crafting project aims, artist selection, and creative programme design.

Co-Production Workshops - Artist-led art workshops for service users and staff conjure new ideas about how mental health services should look and feel.

Installations - Artworks that are awe-inspiring and relevant to those who encounter them are fabricated.

Public Programme - Ambitious local and national public exhibitions celebrate the contributions of all those involved in our projects. We attract widespread national and international press coverage, including the Guardian, the New Yorker, the FT, and the BBC.

Legacy - Our Digital Art School and partnerships forged with local cultural organisations and artists provide ongoing artistic opportunities for service users and staff.

Impact Evaluation - Collaborations with The Baring Foundation, WHO, universities, and NHS partners support our efforts to evidence our impact and influence the wider sector.



Alvin Kofi, Sunflowers Court, Goodmayes Hospital, North East London NHS Foundation Trust.
Photo © Hospital Rooms (Studio Damian Griffiths)

Role Description

This is an exciting moment to join Hospital Rooms. As we mark ten years of bringing extraordinary art into mental health hospitals, we are starting some of our most ambitious programmes yet. In 2026 we ran a national open call, and NHS Trusts across the UK applied to work with us. We are looking for an imaginative and organised curator, based in or near Bradford, to lead the day-to-day delivery of our new projects in and around Bradford and Keighley.

The projects are varied in scale and setting. They include the refurbishment of existing mental health wards, new buildings where art can be part of the design from the start, and the possibility of working in hospital Emergency Departments, which are often the first place a person in a mental health crisis meets care. Artists will work with patients, families, staff, carers and local communities through programmes of workshops, and create permanent artworks shaped by those creative exchanges.

You will be the main point of contact for our hospital partners and artists. You will run each workshop programme and support artists as they shape their proposals in response to what they hear and make with people in the hospitals. You will then work with our production team to see each artwork installed. Publications, exhibitions and public events will share the story of te projects with Bradford and beyond.

The projects build on the momentum of Bradford's year as UK City of Culture, and are key pilots for our National Framework for Equal Access to the Arts in Mental Health Services. You will report to the Head of Curatorial and work alongside a Curatorial Assistant, with the support of the whole Hospital Rooms team. The mix of projects may develop over the course of the role, and any changes to your workload will be agreed with the Head of Curatorial.



Toby Ziegler, Sunflowers Court, Goodmayes Hospital, North East London NHS Foundation Trust.
Photo © Hospital Rooms (Studio Damian Griffiths)

PERSON SPECIFICATIONS

Duties and Responsibilities

Project support

• Book travel and accommodation for artists and the team, and process invoices and expenses with the finance team.

• Administer contracts, permissions, consent forms and DBS checks, and keep project files and trackers up to date.

• Take minutes and record actions at project meetings.

• Gather desk research and material for the Research and Development reports.

• Plan your time across projects, agreeing priorities with the Project Curator.

Workshops and installation

• Prepare and send workshop posters and information to hospital staff in good time, and source and prepare workshop materials.

• Draft workshop risk assessments for the Project Curator to review.

• Set up and support workshops so they are welcoming and accessible, and help participants complete evaluation and consent forms. File proposals, risk assessments, approvals and sign-offs.

• Assist with site access for artists and technicians, and support installation with progress photographs and condition records.

• Support technicians and artists during installation, following safe art handling practice Gather images, texts and permissions for the publication, and help with exhibition and event logistics.

Safe, inclusive and sustainable practice

• Follow the safeguarding procedures of Hospital Rooms and NHS Trusts, for children, young people and adults, and report concerns promptly to the Project Curator or the Head of Curatorial.

• Support Hospital Rooms' Anti-Racism and Sustainability objectives, including accessible communications and recording project data for carbon reporting.

• Assist with and file evaluation data. Take part in team training, and support Hospital Rooms events.

• Strong planning and organisation, with a calm approach to deadlines.

• Tact and diplomacy with collaborators and stakeholders.

• Confidence with Microsoft 365 and the ability to learn new systems.

Experience and skills

Experience

• Experience of administration or coordination in an arts, community, education or health setting. Experience of supporting workshops, events or group activities.

• Experience of working with marginalised and diverse communities (desirable).

• An active interest in contemporary art and in arts and mental health.

• Knowledge of West Yorkshire and its cultural and community organisations (desirable).

•A degree is not a requirement for this role.

Skills

• Strong organisation and attention to detail.

• Clear, friendly spoken and written communication.

• Ability to build trusting relationships with participants, NHS staff and artists.

• Ability to work in sensitive environments with care and professionalism.

• A practical, hands-on approach to setting up spaces and handling materials.

• Confidence with Microsoft 365 and the ability to learn new systems.

Qualities

• Empathy for the needs of our community and their lived experience.

• A demonstrable commitment to equity, diversity and inclusion.

• Self-motivation, a supportive and collegiate approach, and open, effective communication.

• The successful candidate will be required to complete a DBS check, organised by Hospital Rooms. These are treated in the strictest confidence and a former criminal record does not automatically exclude you from this role.

Benefits and compensation

Hospital Rooms is a friendly and creative team. We offer our team:
• 23 days holiday per year plus bank holidays • 3 mental health days per year
• Access to a health and wellbeing programme, including therapy and counselling
• Team outings to art exhibitions and cultural events
• Investment in personalised training and skills development

Emotional and Wellbeing Support

While the vast majority of our visits to hospitals are very positive experiences, we recognise that our work takes place in unusual and potentially challenging environments, and that we have a duty of care to provide you with emotional and wellbeing support while working with us.

Before visiting any of the services we work with or attending a workshop, Hospital Rooms will brief you thoroughly on what to expect from being in that particular setting. Throughout the project, there will be a variety of options to provide you with support, whatever your circumstances or needs.

Your line manager will be available to talk to you within the working week about anything that is troubling you, whether directly or indirectly related to the project. You will also have access to the 24-hour helpline and a counselling service that is available to our staff.

HOW TO APPLY AND INTERVIEW PROCESS

To apply for this role, please submit the following:

- **CV:** At most, two A4 sides.
- **Covering Letter:** A brief note (this can be included in the body of your email and can be in audio or video format if preferred). Email your application to **hr@hospital-rooms.com**
- **Please self-describe any barriers** you feel you have faced in gaining access to the arts sector as part of the 'cover letter' section of the application to help us understand your achievements in context.

Key Dates:

- **Application Deadline:** 4 January, 2027
- **Interview Dates:** week commencing 11 January

Interview

- **Who:** Tim Steer, Head of Curatorial + Matilda Hartley, Senior project Curator
- **Where:** In person, Bradford area (venue confirmed with shortlisted candidates). Reasonable travel expenses covered by Hospital Rooms.
- **Duration:** 45 minutes

We understand that schedules can be demanding, so we are happy to accommodate evening or early morning interviews. If you require this, please let us know in your application.



Christian Marclay, room 9, Sandwell, CAMHS, © Hospital Rooms. Photography Patrick Dandy

Anti-Racism and Inclusion

Hospital Rooms is committed to being an inclusive workplace. We welcome applications from individuals of all genders, sexualities, ethnicities, abilities, and medical conditions. As part of our ongoing pledge to promote anti-racism, we strive to reflect these values in our programmes, workplace culture, and the diversity of our team, service users, and audiences. Equity and inclusion are central to our mission. We especially encourage applications from individuals from underrepresented groups as we embark on this next chapter of Hospital Rooms' history.

Accessibility

If you need any support completing your application or navigating the interview process, please contact Zarina Kazi at zarina@hospital-rooms.com to discuss how we can assist you.

The successful candidate(s) will be required to complete a Standard DBS check, organised by Hospital Rooms. These are treated in the strictest confidence and a former criminal record does not automatically exclude you from this role.

Equal Opportunities Policy

Our vision is for Hospital Rooms to be a successful, caring and welcoming place for our staff and the communities we serve. We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances are positively valued.

You can read our Equality & Diversity policy **HERE.**

Monitoring

Our Equal Opportunities Monitoring Form helps to keep us accountable for this vision, helping us to improve our recruitment practices continually, understand the composition of our existing and prospective workforce, and redress areas of underrepresentation. Hospital Rooms needs your help and cooperation, but filling in this form is voluntary.

Please note that responses are anonymous, and any information you share in this survey will not impact any decisions about your appointment or progression.

In accordance with data protection principles, we take care to ensure that all applicant data is appropriately and securely stored and handled. This form will be kept separate from the selection process and will be deleted six months after the closing date for the role you have applied for.

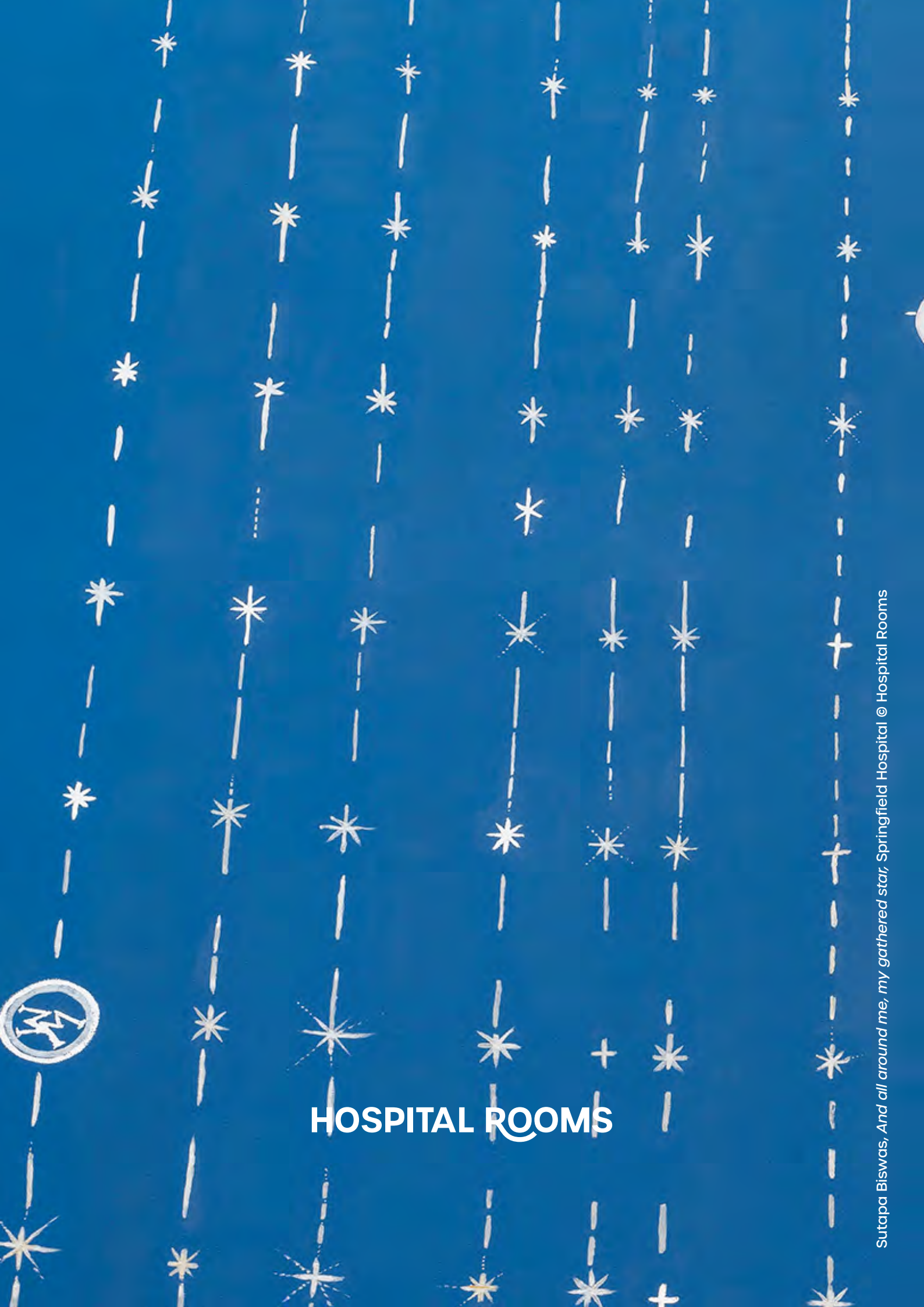
Equal Opportunities Monitoring Form **HERE**

Need further information?

If you need any support completing your application, navigating the interview process, or have questions about the Equal Opportunities Monitoring Form, please contact Zarina Kazi at ***zarina@hospital-rooms.com*** to discuss how we can assist you.



Alvin Kofi, 136 Suite, Longreach House, Cornwall



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Sutapa Biswas, *And all around me, my gathered star,* Springfield Hospital © Hospital Rooms