

# THE FACTORY

CONTEMPORARY ARTS CENTRE

## The Factory Contemporary Arts Centre (The Factory)

### **JOB DESCRIPTION – Translation / Public Programs Assistant**

#### **Department: Arts**

*Which co-manages 'Exhibitions' and 'Education' (Talks, Screenings, Live Arts, Workshops) and 'Reading Room'*

#### *Reporting to:*

Artistic Director (AD)

#### *Reporting period:*

February 2019 onwards

#### *Organizational duties*

- Liaise with other relevant staffs at The Factory in a professional, timely and pro-active manner in the collaborative realization of all required Art Centre activities, on and off-site
- Represent The Factory at external events and relevant networking opportunities that could benefit The Factory as an organization, locally and abroad
- Attend art and public program activities of The Factory

#### Responsibilities regarding translation/live interpreting:

- Provide translation/proof (VIE-ENG / ENG-VIE) of the following materials related to Arts Centre programming, which includes, but not limited to: curatorial essays, press material, artist statements, contextual essays, exhibition wall texts, exhibition catalog materials, website content, monthly newsletter content. Such materials to be critically assessed in collaboration with Curatorial Assistants, with due research, where necessary, in the appropriate linguistic tone and register for targeted audience (eg. general or specialist readers)
- Provide live interpretation of Arts Centre public programs – artist talks, lectures, workshops, seminars etc. – to visiting publics at The Factory. This task requiring direct translation of speech (not summary).

#### Responsibilities regarding Public Programs:

- Assist in the initiation and management of Educational programs (including Reading Room) liaising with Arts Centre staffs in the creation/assistance/realization, with relevant individuals and organizations locally and abroad, of activities that deepen audience engagement with the ideas behind the exhibition program of The Factory. Such programs, while focusing on Exhibition motivations, should also more broadly seek to challenge definitions of 'contemporary' 'Vietnamese' art, culture and its development. This endeavor should seek wider, interdisciplinary dialog with local and regional artistic practices (particularly from South East Asia), at times working in collaboration with relevant individuals and organizations, at The Factory, within Vietnam, or abroad
- Assist in the development of key strategic relationships and partnerships with individuals and organizations, that afford a larger platform of dialogue for The Factory between the local and international artistic and educational community concerning the contemporary development and discourse of Vietnamese art and culture
- Assist in the management, maintenance and programming of the Reading Room, seeking ways to increase its scope and public programming via donation/sponsorship in collaboration with local and international organizations and individuals
- Assist the AD in the forward thinking of arts initiatives and programming that would improve the mission of The Factory, that challenges ideas of what constitutes the 'contemporary', that encourages the growth of a critical local arts community

#### Key Duties of the Translator/Public Programs Assistant:

- Provide written translation of required texts in a timely manner, understanding the need to respect schedules of the overall team of the Arts Centre, in the efficient finalization of programs for The Factory
- Undertake due research towards topics canvassed in live translation events to ensure key appropriate vocabulary (terms and definitions) are utilized and effectively communicated to the public of The Factory
- Liaise with relevant staffs of The Arts Centre in the necessary proofing of written translation, understanding that such editing processes are crucial to the professional delivery of critical (and understandable) discourse
- Public Programs liaison regarding event management of Arts programming (liaising with artists, to internal staff, to speakers, to workshop facilitators etc) in the devising of effective timeline for delivery of relevant activities
- Ensure appropriate budget and license requirements for all programs are submitted in a timely manner, liaising with Arts Centre and Legal team staff where necessary
- Attend, where possible, educational and public programs initiated and run by other art and culture organizations in the city (i.e. San Art, CCD etc.) for research purposes
- Contribute and participate in development and implementation of particular ongoing educational programming (eg. long-term initiatives designed by Arts Centre Department, such as 'Pollination')
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