

# C.V.

Benjamin  
Sebastian  
(they/them)



+44(0)7961286212



mxbsebastian@gmail.com



benjamin-sebastian.com

## COVER LETTER

To Whom It May Concern,

Please find in the following pages my Professional Profile and Employment History.

Thank you for taking the time to view my C.V.

Yours sincerely,

Benjamin Sebastian

## PROFESSIONAL PROFILE

Creative freelancer specialising in Artistic Production, Curating, Programming, Project Management, Artistic Direction & Artist Support.

- 8+ yrs Curating
- 8+ yrs Programme & Project Management
- 2 yrs Publishing & 8+ yrs Copy-editing
- 8+ yrs Grant Writing & Fundraising
- 8+ yrs Solo Artistic Practice
- Co-founder of arts non-profit; ]performance s p a c e [
- 8+ yrs Artist Liaison & Support
- 8+ yrs Digital Administration & Content Production
- 8+ yrs Co-directorship
- 8+ yrs Artistic Direction

## EDUCATION

**2008:** BA Fine Art (HONS) - 1st Class - Lincoln University. Lincoln. UK

**2006:** NVQ3: Health and Social Care - City & Guilds. London. UK

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- Canva.com - Proficient
- Wix.com - Proficient
- Mail chimp - Proficient
- Google drive (full suite) - Proficient
- Final cut pro x - Proficient
- Mac & PC - Proficient
- Adobe Creative Suite - Moderate

## ESSENTIAL SKILLS

- Open Communication
- Adaptability Cooperative team work
- Creative visual communication
- Conflict resolution
- Self motivation
- Hospitable hosting
- Efficient time management
- Fast yet considered decision making
- Ability to work well under pressure while minimising pressure
- Social and creative sensitivity

## PROFESSIONAL SKILLS

- Line management
- Multi site & Large-scale, live event management
- Budget drafting & management
- Artist & Partner liaisons/support
- Book keeping & accounting
- Grant writing/finance strategies
- Securing of visas/sponsorshipCritical research
- Database creation & management
- Commissioning & artist liaisons
- Exhibition design & installation
- Developing partnerships
- Working to briefs
- Copy writing
- Graphic design
- Public speaking
- Audience development
- Website construction & site administartion
- A/V capabilities

## EMPLOYMENT HISTORY

]performance space [

co-director

permanent part time

**Date:** Ongoing since Feb. 2011

**Salary:** £33,000.00 p/a pro rata – 2 x days per week (£13,200.00 p/a)

**Duties:**

- Company Governance
- Relationship Management
- Artistic Direction
- Strategic Development
- Programme Development
- Programme Management
- Venue/site management
- ]ps[ web site administration, Digital archive management, database creation and management (google drive)
- ]ps[ news letter creating and dissemination
- Fundraising & Grant writing
- Budget creation and management (£100k +)
- Report & Evaluation writing
- Curating & Producing
- Exhibition Design & Installation
- Critical Research
- Artist liaisons & Development
- Public & Professional representation of ]ps[
- A/V & production support/set up

\* examples of curatorial projects can be found at: [www.benjamin-sebastian.com/curating](http://www.benjamin-sebastian.com/curating) & [www.performancespace.org](http://www.performancespace.org)

Arts Council England

Access Support: Scribe

Freelance

**Date:** Ongoing since Jun. 2019

**Day Rate:** £200.00

**Duties:**

- Note taking
- Data entry
- Facilitating meetings
- National Lottery Project Grant & Developing Your Creative Practice application writing on behalf of Lead Artists.

**Date:** Ongoing

**Day Rate:** Variable

**Duties:**

- Calendar management
- Budget creation & management
- Relationship Management
- Artistic Direction
- Attend meetings between partners, funders and collaborators.
- Grant application writing, management and evaluation
- Note taking & record keeping
- Project Management
- Project specific PR & Comms. including print, social media & newsletters
- Critical Research
- Studio Research
- Artistic Production
- Exhibition Design & Installation
- Art Handling

*\* complete exhibition history can be found at: [www.benjamin-sebastian.com/exhibition-history](http://www.benjamin-sebastian.com/exhibition-history)*

**Date:** Jun 2019 - March. 2020

**Day Rate:** £200.00

**Duties:**

- Calendar management
- Budget creation & management
- Set up and facilitation of meetings between Lead Artist, partners, funders and collaborators.
- Artist liaison, one-to-one dialogue with Lead Artists
- Grant application writing, management and evaluation
- Note taking & record keeping
- Time-line creation & scheduling
- Representation on behalf of the artist when required
- Project delivery support
- Project specific PR & Comms. including print, social media & newsletters

**Date:** Jun - Nov. 2019

**Day Rate:** £200.00

**Duties:**

- Calendar management
- Budget creation & management
- Set up and facilitation of meetings between Lead Artist, partners, funders and collaborators.
- Artist liaison, one-to-one dialogue with Lead Artists
- Grant application writing, management and evaluation
- Note taking & record keeping
- Time-line creation & scheduling
- Representation on behalf of the artist when required
- Project delivery support
- Project specific PR & Comms. including print, social media & newsletter

**Date:** Jun - Nov. 2019

**Day Rate:** £200.00

**Duties:**

- Calendar management
- Budget creation & management
- Set up and facilitation of meetings between Lead Artist, partners, funders and collaborators.
- Artist liaison, one-to-one dialogue with Lead Artists
- Grant application writing, management and evaluation
- Note taking & record keeping
- Time-line creation & scheduling
- Representation on behalf of the artist when required
- Project delivery support
- Project specific PR & Comms. including print, social media & newsletters
- Exhibition installation, invigilation & de-installation
- A/V & production support/set up

**Date:** Sept - Nov. 2019

**Contracted Fee:** £2000.00

**Duties:**

- Programming Creation & Management (Ima Read, Write Like A Kween, Queer Ear, Camp Crafts)
- Audience Development and Outreach (via above programming)
- Database creation of LGBTQIA participants (Ima Read, Write Like A Kween, Queer Ear, Camp Crafts)
- Promotion of New Queers On The Block, Ima Read, Write Like A Kween, Queer Ear, Camp Crafts via print and digital media.

**Date:** July - Sept. 2019

**Contracted Fee:** £2000.00

**Duties:**

- Overall project management (Folkestone wide, site specific performance art festival)
- Grant administration and evaluation
- Budget management
- Artists liaisons & support
- Venue/site management & staffing public events
- Staff management and supervision (volunteers, documenters and project assistant)
- Securing temporary events licence and required permissions
- Local authorities, supplier and project partner liaisons
- Writing and implementing risk assessments
- Collating documentation and disseminating to artists and partners post event
- Project specific PR & Comms. (local, national, international) including print, social media & newsletters
- Post production catalogue design, printing & distribution.

**Date:** Oct. 2018 - Jun. 2019

**Contracted Fee:** £8000.00

**Duties:**

- Overall Programme management
- Project management (The Residents, The Rising, ]open s p a c e [)
- Grant administration and evaluation
- Budget management
- Artists liaisons & support
- One-to-one artist development sessions
- Creation of bespoke professional development sessions for artists in residence
- Venue/site management & staffing public events
- Staff management and supervision (volunteers, documenters and project assistant)
- Securing temporary events licences and required permissions
- Local authorities, supplier and project partner liaisons
- Writing and implementing risk assessments
- Collating documentation and disseminating to artists and partners post event
- Project specific PR & Comms. (local, national, international) including print, social media & newsletters
- Post production catalogue design, printing & distribution
- A/V & production support/set up
- Exhibition installation/de-installation

**Date:** Aug - Oct. 2018

**Contracted Fee:** £2000.00

**Duties:**

- Programming Creation & Management (Ima Read, Write Like A Kween, Queer Ear, Camp Crafts)
- Audience Development and Outreach (via above programming)
- Database creation of LGBTQIA participants (Ima Read, Write Like A Kween, Queer Ear, Camp Crafts)
- Promotion of New Queers On The Block, Ima Read, Write Like A Kween, Queer Ear, Camp Crafts via print and digital media.

**Date:** July. 2018 - Jan. 2019

**Day Rate:** £200.00

**Duties:**

- Calendar management
- Budget creation & management
- Set up and facilitation of meetings between Lead Artist, partners, funders and collaborators.
- Artist liaison, one-to-one dialogue with Lead Artists
- Grant application writing, management and evaluation
- Note taking & record keeping
- Time-line creation & scheduling
- Representation on behalf of the artist when required
- Project delivery support
- Project specific PR & Comms. including print, social media & newsletters

**Date:** July - Aug. 2018

**Contracted Fee:** £2000.00

**Duties:**

- Overall Programme management
- Curating
- Project management (Becoming Constellation, Victoria Sin, Anheló, Casualty)
- Grant administration and evaluation
- Budget management
- Artists liaisons & support
- Venue/site management & staffing public events
- Staff management and supervision (volunteers, documenters and project assistant)
- Securing temporary events licences and required permissions
- Local authorities, supplier and project partner liaisons
- Writing and implementing risk assessments
- Collating documentation and disseminating to artists and partners post event
- Project specific PR & Comms. (local, national, international) including print, social media & newsletters
- Exhibition installation/de-installation
- A/V & production support/set up

**Date:** March - Oct. 2017

**Contracted Fee:** £9000.00

**Duties:**

- Overall Programme management
- Project management (The Vigils: SEX, EARTH, BLACK, RITES, The Rising, ]open space [, Wake Festival)
- Grant administration and evaluation
- Budget management
- Artists liaisons & support
- One-to-one artist development sessions
- Creation of bespoke professional development sessions for artists in The Rising
- Venue/site management & staffing public events
- Staff management and supervision (volunteers, documenters and project assistant)
- Securing temporary events licences and required permissions
- Local authorities, supplier and project partner liaisons
- Writing and implementing risk assessments
- Collating documentation and disseminating to artists and partners post event
- Project specific PR & Comms. (local, national, international) including print, social media & newsletters
- Post production catalogue design, printing & distribution.
- Exhibition installation/de-installation
- A/V & production support/set up

**Date:** April - June. 2017

**Contracted Fee:** £3000.00

**Duties:**

- Creation of taught academic module (curating performance)
- Develop partnerships with external organisations on behalf of RCSSD students
- Critical feedback on artistic practice
- Teaching & Workshop facilitation (performance art methodologies)

**Date:** Sept - Oct. 2016

**Contracted Fee:** £6000.00

**Duties:**

- Overall Project management
- Grant administration and evaluation
- Budget management
- Artists liaisons & support
- Venue/site management & staffing public events
- Staff management and supervision (volunteers, documenters and project assistant)
- Securing temporary events licences and required permissions
- Local authorities, supplier and project partner liaisons
- Writing and implementing risk assessments
- Collating documentation and disseminating to artists and partners post event
- Project specific PR & Comms. (local, national, international) including print, social media & newsletters
- Exhibition installation/de-installation
- A/V & production support/set up



**Date:** April - June. 2016

**Contracted Fee:** £3000.00

**Duties:**

- Creation of taught academic module (curating performance)
- Develop partnerships with external organisations on behalf of RCSSD students
- Critical feedback on artistic practice
- Teaching & Workshop facilitation (performance art methodologies)

**Date:** Nov. 2014 - July. 2015

**Contracted Fee:** £9000.00

**Duties:**

- Overall Programme management
- Project management (The Occupations, Self Organising Space, Praxis Soap Box Sessions: Gender, Alternatives to Now, Directing Action)
- Grant administration and evaluation
- Budget management
- Artists liaisons & support
- One-to-one artist development sessions
- Creation of bespoke professional development sessions for artists in residence
- Venue/site management & staffing public events
- Staff management and supervision (volunteers, documenters and project assistant)
- Securing temporary events licences and required permissions
- Local authorities, supplier and project partner liaisons
- Writing and implementing risk assessments
- Collating documentation and disseminating to artists and partners post event
- Project specific PR & Comms. (local, national, international) including print, social media & newsletters
- Post production catalogue design, printing & distribution.
- Exhibition installation/de-installation
- A/V & production support/set up

**Date:** June. 2008 - Oct. 2011

**Salary:** £23,000.00 p/a

**Duties:**

- Staff management and supervision
- Staff Rota creation
- Service User Activity Plan creation
- Budget management
- Personal Care Plan creation
- Venue and site management
- Staff management and supervision
- Relationship management, Local authorities, service user parents, social workers
- Writing and implementing risk assessments
- Writing and implementing policies and procedures
- Report writing.

**Date:** Feb. 2004 - May. 2008

**Salary:** Volunteer

**Duties:**

- Exhibition installation/de-installation support
- A/V & production support/set up
- Front of house
- Updating mailing lists

## WRITING

**2019:** (re)collecting (f)ears Essay - Selina Bonelli

**2019:** Future Ritual - Essay & Review - Joseph Morgan Schofield

**2018:** (states of) WAKE - ]ps[ exhibition catalogue - ISBN: 978-1-9996073-0-2

**2018:** Performing Britain - Live Art Bistro

**2015:** Performance Art Faction Box Set - ]ps[ exhibition catalogue

**2015:** The Soap Box Sessions: GENDER - ]ps[ exhibition catalogue

**2015:** Culture, Administration & Trembling - Review - thisistomorrow

**2014:** Narcissister - Review - thisistomorrow

**2012:** Poppy Jackson - WIN - Essay & Review - Incident Magazine

**2011:** ARTEVICT - ArtLicks Magazine

*\* examples of writing can be found at [www.benjamin-sebastian.com/writing](http://www.benjamin-sebastian.com/writing)*

## AWARDS

**2018:** Festival Fund - Creative Folkestone / Roger De Haan Charitable Trust. Award: £5,000

**2016:** Grants For The Arts - Arts Council England. Award: £15,000

**2015:** The Arts Foundation – Arts Producer Award. Runner Up: £1,000

**2013:** ARTQUEST – Workweek Prize. Shortlisted

**2012:** Artist International Development Fund - British Council / Arts Council England. Award: £5,000

## APPOINTMENTS

**2013 - 2019:** Live Art UK Consortium. Member

**2011 - 2019:** ]performance s p a c e [. Chair

## REFEREES

**Charlotte Bean** co-director ]performance s p a c e [ [bean@perofrmancespace.org](mailto:bean@perofrmancespace.org) +44(0)7504670558

**Lois Keidan** director Live Art Development Agency [lois@thisisliveart.co.uk](mailto:lois@thisisliveart.co.uk) +44(0)20 8985 2124