

A photograph of two men in white suits and red bowties standing in a highly ornate, classical-style room. The room features large, arched windows with intricate white and gold detailing. The men are facing each other, and one appears to be holding a small object. The overall atmosphere is formal and elegant.

**AUT  GRAPH**

**Call for Events:  
Reverberations in The Archive  
Information Pack**

# Hello!

Thank you for your interest in the Open Call for Events at Autograph. In this pack, you'll find information about: who we are and what Autograph does, the opportunity, what we're looking for in a proposal and how to contact us with any questions.

## Here's some helpful links

- [Autograph's website](#)
- [Webpage for the opportunity, including links to the application forms in Word format](#)

Autograph strives to be an inclusive place where we can all be ourselves. We particularly encourage responses to this opportunity from underrepresented applicants.

Have any questions about the application process, or need this application pack in a format that's more accessible for you?

We're here to help, get in touch at [learning@autograph-abp.co.uk](mailto:learning@autograph-abp.co.uk)

## What's in this information pack

The opportunity at a glance  
About the Open Call  
The brief  
Opportunity description and person specification  
Autograph's values and mission  
How to apply

**The deadline to apply is 10am (BST) on Tuesday 26 May 2026**



Nhu Xuan Hua, *The White dress, The Roses and the Black Window – Archive from the year '72*, 2017-2022. Courtesy of the artist and Anne-Laure Buffard, France. © Nhu Xuan Hua

## *The Opportunity at a Glance*



### **DEADLINE**

Tuesday 26 May 2026  
at 10am (BST)



### **WHO**

This Open Call is for  
emerging creatives



### **WHAT**

This is a paid professional  
development  
opportunity. You will  
create an event at  
Autograph's gallery  
lasting up to three hours



### **WHY APPLY**

You'll receive guidance  
and support from  
Autograph's  
experienced events and  
marketing teams



### **FEE**

The successful  
applicant will receive  
a £410 programming  
fee and £620 event  
budget

## *Eligibility to Apply*



Less than three consecutive years experience working in the creative industries



Can commit 15 hours of working time between June and August 2026



Interested and curious about issued arts and cultural activity

## *What is the Open Call for Events?*

Autograph's Open Call for Events offers emerging creatives a paid opportunity to stage an event at our gallery. Having launched in 2018 the programme provides a space and resources to develop an idea into a live event.

We welcome proposals that enter a spirit of exchange and learning together. We're interested to hear your ideas that bring new perspectives and voices to our programme.

In return, Autograph's experienced staff will work with you to:

- Develop the event concept.
- Produce and deliver the event.
- Access Autograph's building and resources.
- Write engaging event copy to be shared on our website and social media channels.
- Market your event successfully to Autograph's audiences and the wider public.

## Brief

We are looking for an emerging creative to produce an in-person event at Autograph's gallery in August 2026. The event will take place as part of the public programme for our current exhibition, *Nhu Xuan Hua: Of Walking on Fire*.

Hua reflects on the fragility of memory and the ways stories are communicated – or withheld – across generations. Through reworked family photographs, she visualises how diasporic memory can splinter, blur, and slip from view. Filling the silences she's faced when asking her parents about her family history, she considers how sound and memory persist in archival spaces where personal histories have dissipated through migration and cultural rupture.

We are seeking engaging event proposals that respond to ideas in the exhibition interrogating how history and legacy are preserved, transformed and carried forward in archives and that introduce a fresh process or perspective in line with the expansive capacity of sound in communicating and sharing histories. For more information about Autograph's events programme [visit our events page](#).

We welcome event proposals that:

- Explore sound and archives through a different creative process or discipline's (e.g. oral histories, poetry, or performance).
- Engage with ideas or themes from the exhibition, the featured artist, or your own practice.
- Are collaborative, hands-on, and suitable for a group setting.
- Are distinct from the other events in the series (**please review them to avoid duplication**).

Your event must be suitable for our general audience, run no longer than 3 hours and work within Autograph's event space. See information about event spaces on the last page of this information pack. We welcome mixed-format events that foster collaboration and active participation.



**If you have any questions about the brief, don't hesitate to get in touch with Harriet at [learning@autograph-abp.co.uk](mailto:learning@autograph-abp.co.uk)**

## Opportunity Description

This is a paid opportunity, with a focus on professional development. The successful applicant will work with Autograph to develop their knowledge of how a public programme is produced. They will be supported by the events and marketing team and receive support in budgeting, copywriting and logistics of programming an event. Autograph staff will provide administrative support, guidance and advice on best practice for events programming, meetings with events and marketing teams and provide constructive feedback about the event.

The successful proposal will receive a £410 programming fee for the planning and delivery of the event. Rates of pay for this opportunity coincide with the [Artists Union England](#) rates for a 'new graduate artist' in 2026.

The fee can be broken down into 15 hours of work outlined below:

5 hours	Meetings with Autograph staff
5 hours	Administrative time
5 hours	On the day event delivery

The successful applicant will receive £620 to cover the event costs. Autograph will provide funds outside of the event budget to support access.

Example budget:

Collaborator	£160
Collaborator no.2	£160
Materials	£300
<b>TOTAL</b>	<b>£620</b>

## ***What Do We Do?***

Established in 1988, Autograph's mission is to share the work of artists who use photography and film to highlight questions of race, representation, human rights and social justice. Through doing so, we invite people to explore the creative and critical power of visual representation, in shaping our understanding of ourselves and of others. We achieve this by:

- Commissioning artists and writers; making and sharing exhibitions and publications both in the UK and internationally.
- Sharing our unique photography collection which is used for research, learning, participation, and lending purposes.
- Supporting professional development of artists through providing advice, information, mentoring and selective hosting of projects.
- Producing talks, events and workshops through which people can listen, learn engage in debate and take part in creative making.

At Autograph we are very committed to welcoming, understanding and serving our audiences. Currently we are seeking to appeal particularly to young people, first time visitors, people with disabilities and visitors who haven't felt that a place like Autograph is for them.

## ***Our Values***

To foster informed enquiry and personal creative development, promote respect for and appreciation of difference, encourage empathy and reciprocity in our partnerships and interactions and act ethically towards people and the environment. These values inform our professional practice, activities and how we work both internally and externally.

## ***Autograph Staff***

Autograph is a charity run by a small, dedicated team. If your application is successful, your main point of contact will be Harriet who is Autograph's Events and Marketing Coordinator.

## *Person Specification*

- Interested and curious about issue-led arts and cultural activity.
- Commitment to including everybody and accessibility.
- Willingness to develop and improve copywriting skills.
- Resourceful and flexible thinker who is realistic about problem solving.
- Committed to equality and diversity.
- Creative and pragmatic in action.
- Less than three years experience working in creative industries.

## *Application Timeline*

Wednesday 15 April 2026	Applications open
Tuesday 26 May 2026	Applications close at 10am (BST)
Friday 29 May 2026	Shortlisted applicants are notified
Week beginning 1 June	Shortlist calls take place, successful applicant notified



## Example Event Planning & Delivery Timeline

	Date	Activity	Duration
<b>10 weeks before event</b>	w/c Monday 8 June	Planning meeting with Autograph staff	1 hour
<b>9 weeks before event</b>	w/c Monday 15 June	Planning meeting with Autograph staff	1 hour
<b>6 weeks before event</b>	w/c Monday 6 July	Event copy finalised and event goes live on Autograph's platforms.	
<b>5 weeks before event</b>	w/c Monday 13 July	Planning meeting with Autograph staff	1 hour
<b>3 weeks before event</b>	w/c Monday 27 July	Planning meeting with Autograph staff	30 minutes
<b>2 weeks before event</b>	w/c Monday 3 August	Planning meeting with Autograph staff	30 minutes
<b>Event takes place</b>	Between 10 - 24 August	Event takes place	5 hours including set up and pack down
<b>1 week post event</b>		Optional feedback and reflective session with Autograph staff	1 hour

## *How to Apply*

Please read all the information provided in this pack before submitting your application. It contains important information about fees and the time we expect the successful applicant to commit to the opportunity.

[Complete your application here](#)

**Complete and submit the form by 10am (BST) Tuesday 26 May 2026.**

We regret that applications received after the deadline will not be considered. You must use our application form to apply for this opportunity - please do not send a CV as we won't be able to consider it.

Shortlisted applicants will be invited to discuss their proposal via a video call, held on the week beginning 1 June 2026. We are sorry but we cannot provide feedback to candidates who are not shortlisted for an interview. However, we will share general observations we noticed across applications.



## ***Frequently Asked Questions***

### **Can I apply to put on an exhibition of works at Autograph?**

No, this is not an exhibition opportunity.

### **Who can apply to the Open Call?**

This opportunity is intended to support emerging creatives. Applicants can be of any age. We understand 'emerging' to cover people with less than 3 years of experience working in creative industries or events programming, which includes those who have not developed an event of any kind before. The selection process will prioritise emerging creatives.

### **Do I need to be based in London to apply?**

Yes. Due to budget and capacity, we are hosting a 3-hour maximum, in-person event taking place at Autograph's building in Hackney, London.

### **If I'm successful, when can I expect my workshop to take place?**

The deadline for applications is 10am (BST) 26 May 2026. If your proposal is shortlisted we will be in touch to arrange for a call to discuss your proposal, taking place week beginning 1 June 2026. The event itself will be scheduled to take place between: 10 - 24 August 2026.

### **What would the budget cover?**

Autograph will commit a budget of up to £620 to cover AV, materials, and contributor fees. Your proposed event or activity therefore needs to be of a suitable scale to fit this budget. Autograph's programming team will provide successful applicants with support around developing their event in line with the budget. As a guideline, Autograph offers contributors a fee of £160 for short events (up to 3.5 hours). In addition to the budget, Autograph are also offering successful applicants a £410 curatorial fee. Autograph will provide funds outside of the curatorial fee and event costs to support any access needs.

### **What does the event space look like?**

The event will take place in the Education Studio or the Courtyard. Our gallery is a step free venue that welcomes people with all types of disabilities. [Download our accessibility guide here.](#) See the pictures below of our event spaces.



## Education Studio

Standing capacity - 50

Seated capacity - 20



## Courtyard

Standing capacity - 80

Seated capacity - 50



## Gallery 1

Standing capacity- 70

Seated capacity- 35

**Have any other questions? You can get in touch with Harriet at [learning@autograph-abp.co.uk](mailto:learning@autograph-abp.co.uk)**

### *Exhibition Supported By*



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

Images in this pack:

1) Nhu Xuan Hua, *The Dancers – Archive from the year '85*, 2017-2022. Courtesy of the artist and Anne-Laure Buffard, France. © Nhu Xuan Hua 2) Nhu Xuan Hua, *The White dress, The Roses and the Black Window – Archive from the year '72*, 2017-2022. Courtesy of the artist and Anne-Laure Buffard, France. © Nhu Xuan Hua. 3) Workshop at Autograph, London. Photograph by Lewis White. 4) Nhu Xuan Hua, *Singer "How much love can be repeated?", Honey baby*, 2020. Courtesy of the artist and Anne-Laure Buffard, France. © Nhu Xuan Hua 5-7) Autograph, London.