

JOB DESCRIPTION

Job Title	Assistant Curator
Reports to	Curator
Hours	Full-time, temporary contract for 2 years
Salary	£24,750 p.a.

Purpose

The Assistant Curator works alongside the Director, Exhibitions Manager, Curator and Assistant Curator, as part of a small permanent team complemented by temporary staff and volunteers, contributing to the planning and implementation of an ambitious programme of exhibitions and displays, and assisting in the care of the collection. Their duties include: supporting the Director, Curator and external curators in the development and delivery of a variety of exhibitions, and leading on certain other exhibitions and displays; supporting the maintenance and care, research, display and interpretation of the Holburne's important collection of fine and decorative art; contributing to the Museum's Learning & Engagement programme and engaging with a range of audiences; developing networks and representing the Museum among colleagues, scholars, collectors, supporters and funders.

Main Responsibilities

Display & Exhibitions

- Assisting with the planning and delivery of temporary exhibitions and displays.
- Leading exhibition and display projects.
- Contributing to strategic planning of future temporary exhibitions.
- Contributing to the planning and delivery of the public programme around exhibitions and displays.
- Planning and delivery of collection displays in the Museum's galleries, with appropriate interpretation.
- Assisting with writing and proofing exhibition text as required.
- Overseeing, assisting with, and contributing to publications, including sourcing copyright and proofing.
- Contributing to the Museum's online presence.
- Promoting awareness of exhibitions and displays through talks and social media.

Collections Care & Development

- Assisting the Curator in the care and conservation of the substantial collection of fine and decorative art, consisting of over 9,000 objects dating from classical times to the 21st century.
- Liaising with external conservators and other specialists.
- Assisting the Curator and working with colleagues to ensure museum standards are maintained in the galleries and reserve collections.

- Contributing to an expanding programme of acquisitions of historic and contemporary fine and applied art.
- Assisting in the research of potential loans and acquisitions for the Museum and preparing applications for purchase grants as required.
- Assisting with the management of short and long-term loans to and from the Museum.
- Helping to ensure adequate representation of the collection online.
- Assisting the Curator with the regular update and upkeep of collections-related policies, plans and procedures and with all matters related to Accreditation.
- Lead on the monitoring of pests and insects in the collection galleries, storage facilities and temporary exhibition spaces.
- Helping to catalogue the collection to Spectrum standards, as set out in the Documentation Plan.
- Helping to commission and supervise photography of the collection for the Collections Management System and publications.
- Working with the Curator and the Learning & Engagement team to develop a Handling Collection within the main collection.

Research

- Undertaking research into the collection.
- Understanding and interpreting the core collection of the Museum, created by Sir William Holburne.
- Assisting students, researchers and members of the public with enquiries about the Museum's collections and elsewhere.

Teaching, Training and Advocacy

- Assisting with the training and support of the Museum's volunteer stewards and guides.
- Assisting with teaching and research programmes with the Museum's Higher Education partners.
- Delivery of public talks, tours and lectures.
- Working with the Museum's Learning & Engagement team in the planning and delivery of educational activities as required.
- Liaising and supporting the work of all other departments as required.
- Acting as the representative of the curatorial team at Green Team meetings.
- Acting as an advocate for the Museum with stakeholders; contributing to audience development.

PERSON SPECIFICATION

The Holburne is committed to diversifying its workforce along with its audiences and programmes. We also pride ourselves on being a training ground for new talent.

Our new Assistant Curator will make a significant contribution to our eclectic programme of temporary exhibitions which range from Gwen John to the work of contemporary artists such as Chila Burman, to cite two recent examples, bringing great art to Bath and celebrating lesser-known artists and forms of practice. They will also play a key role in the care, development, research, display and interpretation of our varied collection both onsite and online. They will come with a knowledge of the history of art or contemporary art, ideally both, and an interest in the work and future development of art museums.

More than formal qualifications, we will be looking for relevant experience and an imaginative, dynamic, versatile and ambitious attitude.

The successful candidate will be:

- good with people – peers, colleagues, different audiences – and will have excellent written and verbal skills which they can adapt for different contexts including books, wall texts and the Museum's website
- they will have good computer skills, ideally with experience of collection management systems
- they will be thorough, with a great eye for detail, and practically minded
- this is a busy role, occasionally requiring working extended hours, and they will demonstrate an ability to work concurrently on projects and as part of a small, energetic team and to be self-motivated
- they will have the ability to work to tight, firm deadlines and to remain calm and focused under pressure
- the role involves the physical handling of objects and research. The successful candidate will have a creative and adaptable approach and will have an open, approachable and constructive demeanour.