



JOB DESCRIPTION

Job Title: Curator

Division: Collections

Department/Section: Museum of Childhood

Reporting to: Collections Manager

Background

The V&A Museum of Childhood (MoC) is the national museum of childhood and branch of the Victoria & Albert Museum - the world's greatest museum of art & design. Located in Bethnal Green, east London - the MoC holds in trust for society the UK's finest and largest childhood collections. The collections include: dolls' houses; games; toys; dolls; puppets; social history, works of art, design for children, children's clothing and furniture.

Alongside the permanent collections, the MoC delivers a programme of outstanding temporary exhibitions and displays, and comprehensive Learning and Community programmes for schools, families, community groups and adults, including a number of academic partnerships with other institutions. We aim to be accessible to a wide and diverse audience and MoC received over 440,000 visitors in the last financial year.

Purpose of job

The Curator works within the MoC's Collections Team and with staff across the V&A in the care and development of the MoC's collections, and the provision of physical and intellectual access to them.

Main tasks

1. To share responsibility for the Museum of Childhood collections and to care for and undertake research on these objects for cataloguing, interpretation, display and publication purposes.
2. To curate high quality and accessible exhibitions, and contribute in general to exhibition and display work, through research, installation, object removal and any other necessary work, including external support on the Museum's touring exhibitions programme.
3. To act as Research Co-ordinator for the MoC.
4. To respond to professional and public enquiries and to provide access to objects from both the galleries and reserve collection.
5. To advise the Director and Collections Manager on relevant acquisitions, in respect of purchases, bequests and gifts within the MoC's collecting areas.

6. To contribute to the maintenance of existing galleries and stores at the MoC.
7. To plan and oversee the work of the MoC's interns.
8. To contribute to the development of the Collections Team forward plans.
9. To promote the Museum and its collections through external talks, publications and media appearances.
10. To assist in the provision of specialist information and advice to the Government and major grant-giving bodies, including the Export Licensing Reviewing Committee, the Heritage Lottery Fund, the National Heritage Memorial Fund and the Art Fund.
11. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
12. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
13. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
14. Carry out ad hoc duties as requested by appropriate managers within your department.

PERSON SPECIFICATION

Essential requirements

1. A degree or post-graduate degree (or equivalent) in a relevant field.
2. Experience of collections management including documentation, storage, object handling and display.
3. Track record of curating exhibitions and or displays
4. A knowledge of some aspect of the history of childhood and/or art and design for children.
5. Experience of managing people and projects.
6. Experience and knowledge of interpreting objects and narratives for the general public along with the ability to think clearly and imaginatively and to develop ideas and create opportunities.
7. Good organisational skills with the ability to multi-task and sort and order information effectively and appropriately.
8. Self-motivation and ability to work both on own initiative and as part of a team.

9. Good communication and negotiation skills (written and verbal) to work effectively with members of the public, external consultants, other Museum staff at all levels, and colleagues within the profession.
10. Computer skills including use of museum or gallery databases.

Desirable requirements

1. Experience of working with archives and archival material.

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £26,137 - £31,414 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

Childcare Voucher Scheme

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you have any queries regarding the recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937.

Closing date for receipt of applications is midnight on 28 March 2016.

Interviews to be held during the week commencing 11 April 2016.

Interview expenses will not be paid unless there is a prior agreement.