



## **JOB DESCRIPTION**

Job Title: Assistant Curator

Division: Research and Collections

Department: Design, Architecture & Digital Department (Designs section)

Salary: £21,543 per annum

Contract: 12 month fixed term contract

Start Date: 10 July 2017

### **Background**

The V&A is Britain's national museum of art, design and performance, and is one of the greatest museums of decorative arts in the world. The national collections of the art of photography, watercolours, furniture and woodwork, miniatures, sculpture, silver, jewellery and metalwork, textiles, dress, theatre and performance are all held at the V&A, and the V&A is home to the National Art Library. The V&A's purpose is to enable everyone to enjoy its collections and explore the cultures that created them; and to inspire those who shape contemporary design.

We are currently recruiting for the post of Assistant Curator in the Designs section of the Design, Architecture & Digital Department. Candidates are encouraged to learn about this collection from the V&A website, [www.vam.ac.uk](http://www.vam.ac.uk).

### **Purpose of job**

As a member of a curatorial team, an Assistant Curator provides curatorial support to the Museum's Collections Departments and to Museum projects, and liaises with the Collections Services teams (Conservation; Technical Services; Photography Services; and Documentation and Collections Management Services). Assistant Curators spend their time working on object-related activity and maintaining documentation which is relevant and integral to the Museum's collections management policy. All Assistant Curator posts deal with enquiries from the public - written, by telephone and in person – and Assistant Curators should have a strong commitment to public access.

## **Main tasks can include**

1. Assisting with all aspects of the care of objects, including inspection, marking and location moves. This will involve liaising and working with technical staff, and requires lifting, carrying and installation of objects.
2. Preparing and maintaining documentation (both paper based records and computerised systems), contributing to online resources.
3. Checking galleries and stores, and organising relevant maintenance.
4. Maintaining photography/digitisation programmes. This will involve liaising with photographers and moving objects.
5. Responding to public enquiries; providing access to material in reference collections and study rooms; supervising visitors.
6. Assisting with the administration, co-ordination and documentation of long- and short-term loans, from and into the Museum.
7. Acting as a courier for the loan of objects in the UK and overseas.
8. Assisting with collections interpretation, e.g. enhancing online catalogue records, gallery talks and tours, group visits. Assisting with the preparation of publications both in print media and online.
9. Assisting with new displays.
10. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
11. 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.
12. 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.
13. Carry out ad hoc duties as requested by appropriate managers within your department.

## **PERSON SPECIFICATION**

### **Essential requirements**

1. Education up to at least degree level, preferably in an area relevant to the job.
2. Excellent grammatical English and oral and written communication skills.
3. Commitment, enthusiasm and responsiveness to opening up the collections to a broad audience, including non-traditional users.
4. Substantive experience of work in a museum, gallery or closely related organisation, on a professional or voluntary basis. Demonstrable commitment to the museum sector.
5. Proven ability to undertake, complete and communicate research, and to communicate ideas to a wide audience.
6. A demonstrable knowledge of the history of art and design.
7. Highly computer literate with an ability to manage information systematically and accurately.
8. Commitment to working in support of the Museum's projects and public programmes. Willingness to work flexibly as part of a team in order to achieve collective targets and deadlines.
9. High level of manual dexterity and demonstrable ability to acquire and apply essential core technical skills such as lifting, carrying and installing objects.
10. Highly motivated and able to demonstrate initiative. Good time management skills. An ability to set priorities, manage a number of tasks concurrently and function with limited supervision.

### **Desirable requirements**

1. Knowledge of museums and the way they work, including an understanding of collections management such as object handling, storage, documentation.
2. Relevant post-graduate qualification.
4. A demonstrable interest in one or more of the specific areas of the V&A's collections relevant to the current advertised post.

5. An interest in design process and/or architecture.
6. Good knowledge of a relevant second modern language for research purposes.

## **OTHER INFORMATION**

### **Hours/Salary:**

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

The salary for this role will be £21,543 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](http://www.vam.ac.uk/jobs)

**Closing date for applications: Tuesday 6 June**

**Interviews will be held on: Friday 16 June**

If you have any queries regarding the recruitment process, you can email [hr@vam.ac.uk](mailto:hr@vam.ac.uk) or telephone on 020 7942 2937.