



## **JOB DESCRIPTION**

Job title:	Exhibition Research Assistant – IRAN EXHIBITION
Division:	Collections
Department/Section:	Asia
Contract:	Fixed term- two years (December 2018 –December 2020)
Reporting to:	Exhibition Curator

### **Background**

The V&A is the world's leading museum of art, design and performance. We enrich people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world.

The Museum is planning an ambitious loan exhibition on the rich artistic traditions of Iran from the 4th millennium BC to the present, to be developed in collaboration with the Iran Heritage Foundation. Building on the V&A's own outstanding collection of Iranian art of the Islamic period, the exhibition will draw on public and private collections around the world.

The historical study of Iran is generally divided between two separate disciplines, one dealing with Ancient Iran, and the other with the Islamic period. The V&A exhibition will re-join the two parts of Iran's great heritage and present its development as a historical continuum.

This will be the first V&A exhibition to explore the history and heritage of Iran and examine the artistic production that reflects this complex identity.

The exhibition will be accompanied by a substantial scholarly publication, an international conference and a diverse programme of events. There is also the potential to develop an international tour.

Internal and external applicants welcome to apply.

### **Purpose of job**

A practically minded scholar is required to assist in the development and delivery of the exhibition and to assist the exhibition curators to deliver the accompanying publication, the conference and talks and other events.

## **Main Tasks**

1. Undertake a wide range of research tasks for the exhibition as directed by the Lead Exhibition Curator. This will include research on subject areas, collections or objects relevant to the exhibition, often working independently to drive forward exhibition research, with a primary focus on Iranian arts and heritage.
2. Contribute to further development of the structure, themes and content of the exhibition, developing specific research subjects as required
3. Undertake administrative duties, including:
  - Managing photography and conservation programmes, and (in consultation with the Exhibitions Manager) creating and maintaining the exhibition database in the Museum's Collections Management System (CMS), as well as the electronic and hard-copy exhibition 'bibles'.
  - Liaising with the lenders and their representatives on behalf of the Lead Curator.
  - Undertaking picture research for the Exhibition, as well as creating and maintaining an Excel spreadsheet for tracking permissions and copyrights as needed for contextual images and AV material selected for the exhibition while working closely with the Rights Clearance Manager.
  - Supporting the preparation of the publication by compiling bibliographies, illustration lists, object checklists, timelines, captions and any relevant end matter, assisting with proofing and indexing, and liaising with VAE Publishing.
  - Assisting the Exhibition Curator and Collections colleagues with object moves and updating entries on the CMS database.
4. Assist with the process of object selection, which will involve making arrangements for, and sometimes undertaking, research trips as necessary; developing and maintaining excellent relationships with lenders; preparing loan request letters for the Exhibition Curators.
5. Assist the Lead Curator with aspects of briefing and provision of information and content to the graphic and exhibition designers.
6. Liaise with relevant sections of the V&A on behalf of the Lead Curator as and when necessary, including Learning, Development, Marketing, Press, Digital Media, Events, VAE and Publications.
7. With the Exhibition Curator, encourage debate on the exhibition subject both within and outside the Museum, through attendance at conferences and through media such as the exhibition blog.
8. Assist the Exhibition Curator and Exhibitions Manager with the development of partnerships and ventures both within the V&A and with other external organisations where necessary, including academic partners and lenders, and tour venues.

9. Conduct guided tours and give talks for VIPs including any sponsors and V&A Museum supporters, including but not exclusively at Sponsors' Events; V&A Member's Events; V&A Staff Events; Late View Events and V&A Patrons' events. Occasional lecturing in relation to the exhibition.
10. Supervise volunteers working on the project, if required.
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 graduate degree (or equivalent) in a relevant discipline.
2. Demonstrable expertise and research experience in the history and art of Iran.
3. Experience of researching museum collections and the ability to carry out research independently.
4. Experience of researching for and delivering a temporary exhibition or similar project.
5. Experience of handling objects in a museum context and a demonstrable understanding of conservation principles.
6. Demonstrable understanding of exhibition making and interpretation techniques.
7. Experience of researching museum collections and archives and the ability to carry out research independently.
8. Proven experience of proof-reading and editing academic texts for publication.
9. Experience of picture and audio visual research, including copyright clearances, and an understanding of the software production process.
10. Experience of project work and the ability to co-ordinate many aspects of the Exhibition with due attention to detail and deadlines.

11. Proven experience of building and maintaining excellent working relations with a wide range of individuals, including private collectors, institutional lenders and emerging and established designers.
12. Excellent written and verbal communication skills and an ability to communicate at all levels to academic and non-academic audiences.
13. A self-motivator who can work well as part of a team and with a wide range of people.
14. Proficient in word processing and database packages such as Word, FileMaker Pro, Microsoft Project and Excel.

### **Desirable requirements**

1. A postgraduate degree (or equivalent) in a relevant discipline
2. Proficiency in Persian
3. Experience of working collaboratively with designers to deliver projects to a high standard and on budget.
4. Experience of CMS or a similar data management system.

### **OTHER INFORMATION**

#### **Hours/Salary**

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

The salary for this role will be £22,227- £24,000 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

**Application process:**

Please apply online via the V&A's website at [www.vam.ac.uk/jobs](http://www.vam.ac.uk/jobs)

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – [contacthr@vam.ac.uk](mailto:contacthr@vam.ac.uk) or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

**Closing date for receipt of applications is Friday 12 October 2018, 5pm**

**Interviews will be held on 22 October and 23 October 2018**

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