



JOB DESCRIPTION

Job Title:	Assistant Curator, V&A East Waterfront Museum
Division:	Directorate
Department/Section:	V&A East project team (curatorial)
Salary:	£22,227 - £25,875
Contract:	Fixed-term contract for 24 months
Reporting to:	Curator, V&A East / Chief Curator, V&A East

Background

The V&A is moving forward with its plans for V&A East, the museum's two-site project to build a major new museum and collection and research centre in the Queen Elizabeth Olympic Park in East London. The galleries and programmes in the new museum and collections centre will imagine new ways to relate art, design, fashion and performance to society and everyday life, as well as improve access to our collections on all levels. V&A East is due to open in 2023 and this Assistant Curator post will support work on the V&A East Museum at Stratford Waterfront, with a particular focus on curatorial research, development and delivery of collection galleries and display spaces during a critical stage in the evolution of the project. The post-holder will report to a V&A East Curator and carry out a variety of tasks related to the development of the vision and content for the new institution.

At Stratford Waterfront, a five-storey museum designed by Dublin-based architects O'Donnell + Tuomey will provide a panoramic view of the designed world and offer contemporary and cross-cultural perspectives. The museum will showcase the V&A's collection and a programme of major exhibitions will sit alongside new commissions, installations and interdisciplinary collaborations and projects. Three outdoor terraces will give spectacular views across the Park. A pioneering partnership with the Smithsonian Institution, the largest museum and research complex in the world, will deliver an innovative exhibition programme and a jointly-curated gallery at the Waterfront, bridging art, design, science and the humanities, and deploying the collections of two world-renowned cultural institutions to reflect issues and themes that resonate with society today.

The V&A East Curatorial team is part of the V&A East Project, led by Tim Reeve as Senior Responsible Officer. V&A East Curatorial works closely with the Project Director, Collections Centre Director, and wider Project team, as well as colleagues from across Collections, Research, Learning and other Museum divisions to progress and deliver the project on time.

Purpose of job

An assistant curator is required to support a key phase of V&A East Waterfront Museum curatorial delivery. The role will be dedicated to key areas of research and development work on the galleries and display spaces, as well as early-stage collection scoping for the Temporary Exhibitions programme. The candidate will work closely with the Chief Curator and V&A East Curatorial team, who will lead on vision and content development. The post-holder will carry out collections-based and subject-specific research (bringing a contemporary and thematic lens to objects spanning disciplines, time periods, media and cultures) and lead discrete aspects of the content management process as required. The post-holder will need to build and maintain good relations with the project team, colleagues across the Museum and other stakeholders involved in the V&A East and wider East Bank project. The assistant curator will also support

the core Curatorial Team and Project team with devising and delivering project-related communications material, talks and events as appropriate.

Main tasks

1. Assist the Lead Curators in developing the themes, content and interpretation vision for the V&A East Waterfront Museum galleries and display spaces focusing on the V&A collection.
2. Carry out in-depth subject-specific and collection research across all areas of the V&A collection, developing the object lists for thematic displays.
3. Act as first point of contact for gallery curatorial project administration, maintaining project documentation files and taking notes at project meetings, roundtables, workshops and other discussions relating to curatorial plans for the Museum.
4. Create and maintain the galleries object database, including object lists on excel and CMS.
5. Support the planning and delivery of any public engagement / co-creation projects associated with this gallery.
6. Assist with coordinating consultation work with relevant V&A curators, East Bank partners, and outside experts in developing the gallery concept, main themes and in selecting objects from the V&A collection as well as acquiring objects as appropriate.
7. Act as lead curatorial liaison for collections services teams, consulting on the development of the object list and gallery design brief, as appropriate (and in concert with V&A East Project team).
8. Create and maintain object research records (in preparation for future phases of work on gallery interpretation, online content, and any associated publications).
9. Provide text, images and information for internal / external communication purposes (e.g. press, staff meetings, Intranet updates), as well as audience research, as and when required.
10. Carry out discrete collections scoping tasks for the V&A East Temporary exhibitions programme.
11. Carry out ad-hoc tasks as required by the Lead Curators.
12. Supervise volunteers working on the project, if required.
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.

PERSON SPECIFICATION

Essential requirements

1. Education up to degree level or evidence of equivalent expertise.
2. Demonstrable experience of project work, preferably in a museum or gallery setting.

3. Commitment, enthusiasm and responsiveness to opening up the collections to a broad audience, including non-traditional users.
4. Ability to demonstrate a creative and imaginative approach to developing engaging interpretation, able to “tell a story” to non-experts
5. Research experience, the ability to write for a wide range of audiences and a commitment to subject-based research.
6. Good communications skills and ability to work flexibly as part of a team to achieve a variety of projects. Good writing skills, sound knowledge of grammar and syntax.
7. Evidence of practical and organisational skills. Meticulousness, a keen attention to detail in all aspects of work, particularly record keeping.
8. Flexibility and ability to work under pressure.
9. Demonstrable computer skills (Excel, Photoshop, Powerpoint, etc) an ability to manage information in traditional and digital forms systematically and accurately.

Desirable requirements

1. A post-graduate degree (or equivalent) in a relevant discipline.
2. Experience of collaborative research projects involving diverse contributors.
3. Demonstrable expertise and research experience in a specialist area of the V&A collection, with a track record of associated public-facing outputs (lectures, publications, displays, exhibition projects, etc.).

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 - £25,875 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

We are committed to promoting equality, diversity and inclusion through all our employment policies and practices. For this role, we particularly welcome applicants from those who are significantly underrepresented at the V&A such as men and individuals from black and minority ethnic communities, who meet the requirements of the person specification.

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 or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is 12pm 9 April 2019

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