



JOB DESCRIPTION

Job Title: Exhibition Research Assistant - Fashioning Masculinities

Division: Collections

Department/Section: Research

Contract: Full time, Fixed term until 30 March 2021

Reporting to: Exhibition Project 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 V&A is planning an exhibition in its temporary exhibition space (Sainsbury Gallery) on fashioning masculine ideals from Renaissance Europe to the global contemporary. The exhibition will be accompanied by a publication as well as a wide variety of other programmed events and will tour internationally following its V&A showing.

Purpose of job

A practically minded scholar is required to assist in the development and delivery of the exhibition, in particular to carry out research and curatorial administration, maintaining good relations with internal and external stakeholders. The Research Assistant will also assist the Exhibition Lead Curator and Exhibition Project Curator (Exhibition Curators) to deliver the accompanying publication, talks and events.

Main tasks

1. Undertake a wide range of research tasks for the exhibition as directed by the Exhibition Curators. This will include research on relevant subject areas, collections or objects, often working independently, and contributing to the further development of the exhibition's structure, themes and content.
2. Assist with the process of selecting objects from the V&A collection. Arranging visits to the V&A stores, retrieving and documenting objects. Developing and maintaining excellent relationships with lenders; making arrangements for, and sometimes undertaking, research trips; preparing loan request letters for the Exhibition Curators.
3. Undertake administrative duties, including:
 - Managing photography and conservation programmes, and (in consultation with the Exhibitions Manager) creating and maintaining the exhibition master spreadsheet and the electronic and hard-copy exhibition 'object bible' research files.
 - Liaising with V&A collection teams and external lenders on behalf of the Exhibition Curators.

- For the publication, compiling bibliographies, illustration lists, object checklists, timelines, captions, and any relevant end matter. Undertaking picture research and assisting with proofing and indexing. Liaising with the Publishing team.
 - Undertaking picture research for the exhibition. Creating and maintaining an Excel spreadsheet for tracking permissions and copyrights as needed for contextual images and AV material selected for the exhibition, working closely with the Rights Clearance Manager.
 - Assisting the Exhibition Curators with acquiring and processing new acquisitions, including cataloguing them on the Collections Management System (CMS) database.
 - Assisting the Exhibition Curators and Collections colleagues with object movements, updating entries on the Collections Management System (CMS) database.
4. Assist the Exhibition Curators with aspects of briefing and provision of information to the graphic and exhibition designers.
 5. Assist the Exhibition Curators and Exhibitions Manager with partnerships and ventures both within the V&A and with other external organisations where necessary, including academic partners and lenders, and tour venues.
 6. Liaise with relevant sections of the V&A on behalf of the Exhibition Curators as and when necessary, including Learning, Development, Marketing, Press, Digital Media, Events, Commercial and Publications.
 7. Prepare 'tombstone' information for object text labels alongside the Exhibition Curators and assist with editing of the exhibition text, in liaison with the Interpretation Producer.
 8. Supervise volunteers working on the project (if required). Making sure that volunteers are briefed on exhibition milestones and their workload is periodically assigned and checked.
 9. Assisting on the installation of the exhibition as required.
 10. Assist with preparing content for the exhibition webpage. Conduct audio and video press interviews alongside the curatorial team as part of the Press Preview and assist with written magazine interviews.
 11. With the Exhibition Curators, respond to exhibition related public enquiries and visitor comments and encourage debate on the exhibition subject both within and outside the Museum.
 12. 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.
 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. Be committed to health and safety and ensure that you are familiar with all of the Museum's health and safety policies and procedures. Enforce the Museum's safety and security policies, in particular ensuring that the badge display, keys control, No Smoking and Health and Safety policies are observed
15. 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.
16. Carry out ad hoc duties as requested and be able to undertake all of the duties detailed within Security Supervisors job description.

PERSON SPECIFICATION

Essential requirements

1. A graduate degree, or equivalent experience, in a relevant discipline.
2. A broad knowledge of fashion history and gender studies, an ability to deal with historic and contemporary periods as required and a demonstrable interest in the role of clothing in gender performance.
3. Experience of researching museum collections and archives and the ability to carry out research independently.
4. Experience of handling textiles and dress in a museum context and a demonstrable understanding of conservation principles.
5. Experience of researching for and delivering a temporary exhibition or display.
6. Demonstrable understanding of exhibition making and interpretation techniques.
7. Experience of project work and the ability to co-ordinate many aspects of the exhibition and publication to a high standard with due attention to detail, deadlines and budget.
8. Proficient in word processing, spreadsheet and database packages, especially Word and Excel.
9. Excellent written and verbal communication skills and an ability to communicate at all levels to academic and non-academic audiences.
10. Proven experience of building and maintaining excellent working relations with a wide range of individuals, including private collectors and institutional lenders.
11. A self-motivator who can work well as part of a team and with a wide range of people.

Desirable requirements

1. Proficiency or working knowledge of another European language.
2. Experience of CMS or a similar collections management system.
3. Experience of picture and audio-visual research, including copyright clearances.

OTHER INFORMATION

Hours/Salary:

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

The salary for this role will be £22,627- 26,341 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 completion of your probationary period.

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 midday Friday 22 November 2019.

Interviews are likely to take place on 10/11/12 December 2019.

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