

JOB DESCRIPTION



Job Title	Exhibition Research Assistant	Duration	Fixed Term for 22 months
Division	Collections and Research	Hours/FTE	36 hours per week (Full-time)
Dept	Furniture, Textiles & Fashion and Theatre & Performance	Salary	£22,627
Reports to	Exhibition Curator	Direct Reports	None

Context

The V&A is planning an exhibition for June 2023 on Women in Performance, which will explore how women, power and creativity have intersected and developed through the prism of performance across genres, from opera singer to global superstars.

The exhibition will be accompanied by a major scholarly publication and a wide variety of other events, and will probably tour internationally following its staging at the V&A.

As a member of the T&P / FTF department, this post-holder will play a prominent role in the delivery of all aspects of this interdisciplinary, immersive exhibition, working closely with Exhibition Curator, Design team and with all museum departments from conservation, digital to communications.

Main Purpose of job

To carry out research and curatorial administration, supporting the Exhibition Curator in the development and delivery of the exhibition and accompanying publication.

Key Responsibilities

1. Undertake a wide range of research tasks for the exhibition as directed by the Exhibition Curator. This will include research on subject areas, collections, archives or objects relevant to the exhibition.
2. Contribute to the development of the structure, themes and content of the exhibition, developing research subjects as required.
3. Assist with the process of object selection, identifying relevant public and private collections. This will involve: making arrangements for, and sometimes undertaking, research trips as necessary; developing and maintaining excellent relationships with lenders; preparing loan requests letters for the Exhibition Curator.
4. Organise and maintain local paper and electronic records for the object list as directed by the Lead Curator. Assist the Exhibition Curator with object movements and processing new acquisitions, updating and creating new entries on the V&A's Collections Management System.
5. For the accompanying publication, compile bibliographies, illustration lists, object checklists, timelines, captions, and any relevant end matter. Undertake picture research and assist with proofing and indexing. Liaise with contributing authors and the V&A Publishing team as required.
6. Undertake picture research for the exhibition. Create and maintain an Excel spreadsheet for tracking

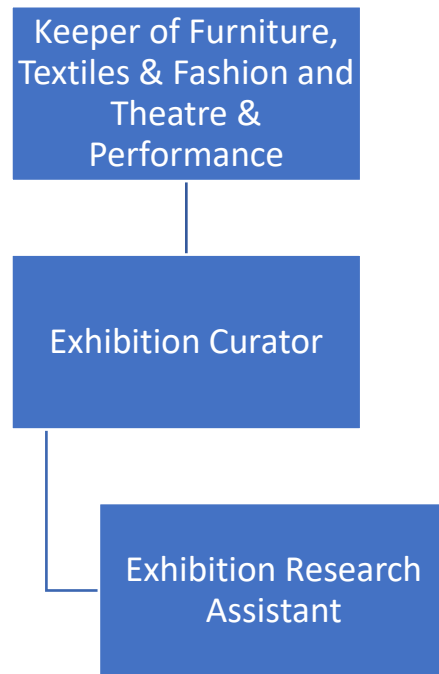
permissions and copyrights as need for contextual images and audio-visual material selected for the exhibition, working closely with the Rights Clearance Manager.
7. Administer and contribute to the commissioning of films, and development of interactive, interpretive material for use in the exhibition if relevant.
8. Support the Exhibition Curator and Exhibition Manager with partnerships and ventures both within the V&A and with other external organisations where necessary, including academic partners, artists and practitioners and lenders, and tour venues.
9. Work collaboratively with the appointed designers. Assist the Exhibition Curator with aspects of briefing and provision of information to the designers (including 3D, 2D, lighting, digital and audio-visual).
10. Liaise with relevant sections of the V&A on behalf of the Exhibition Curator as and when necessary, including Conservation, Learning, Development, Marketing, Press, Digital Media, Events, Commercial and Publications. Attend Project Team meetings and contribute to Curatorial reviews of the development of the exhibition.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

Job Specific	Knowledge of and research experience in, or a willingness to develop substantial knowledge and skills base in Performance and Music cultures, and Gender Studies and the ability to carry out research independently.
	Experience of researching for and delivering a temporary exhibition or permanent display or a comparable project working with designers, artists or creative teams.
	Experience of picture and audio-visual research, including copyright clearances.
	Sound knowledge of collections management and conservation procedures and experience of handling museum objects or related experience.
Core Skills	Excellent standard of written English and numerical ability to perform a range of calculations
	Experience of communicating clearly, with the ability to adapt your communication style for different groups
	The ability to use MS Office and other relevant IT systems as appropriate for the role.
	Proven ability to manage a high workload and multiple priorities whilst meeting deadlines.
Behaviours	Respects others' expertise, time, perspectives and contribution.
	Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes Open to change , new ideas and suggestions; looks for opportunities for improvement and self-development Works with others outside their own department in a collaborative, understanding, and, engaging way. Choose Item
Desirable	Proficiency in another language. Experience of working in the creative/performing arts sector

Position in the team



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

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.