

## JOB DESCRIPTION

JOB TITLE: Assistant Curator  
RESPONSIBLE TO: Curator  
DATE PREPARED: February 2019

### 1 JOB PURPOSE

To work closely with the Chief Curator, Curator and the Programme team to support, contribute to and deliver a world-class programme of exhibitions, publications and public events, and to contribute to the care, research and development of the Wakefield Permanent Art Collection and the Hepworth Family Gift.

### 2 THE HEPWORTH WAKEFIELD

The Hepworth Wakefield is a major public art gallery that opened in May 2011 to public and critical acclaim. It exhibits Wakefield's art collection, the Hepworth Family Gift and the work of major contemporary and 20th century artists. Designed by David Chipperfield Architects, our ten superb gallery spaces and grounds make this one of the UK's largest and most visited galleries outside London, attracting over 2 million visitors in the last 8 years.

### 3 KEY RESPONSIBILITIES AND RESULTS

- Work closely with the Chief Curator, Curator and Programme team to provide strategic, administrative and research support to develop and deliver the exhibitions, collection displays and public programme at The Hepworth Wakefield
- Support the team in the professional operation and delivery of all aspects of exhibition organisation and installations (including, but not exhaustively): overseeing loan requests, insurance requirements, condition checking, object entry/exit forms, and the management of couriers and photographers.

- Assist in the management and cataloguing of the collection, maintaining up-to-date information on MODES collection management system, and administering loans out of the collection.
- Carry out research into the collection and archives, and curate collection displays in liaison with the Chief Curator and Curator
- Manage the production of engaging and accessible copy for exhibitions and collection displays, including catalogue texts, guides and wall texts; learning resources; press releases and marketing material; and funding applications
- Support the Chief Curator and Curator in developing publishing relationships and securing touring opportunities for exhibitions and collection displays
- Work closely with the Communications team to develop multimedia content for the website and other online platforms
- Work with the Public Programme Executive and Senior Learning Manager to devise events related to exhibitions and collection displays, including talks, debates, study days, performances, workshops and community activities
- Develop and support meaningful volunteer-involving roles, including supervision of MA student placements.
- Prepare contracts for artists and external curators.
- Book travel, accommodation and prepare hospitality and per diems for artists, couriers and other guests.
- Source and prepare estimates, raise purchase orders, process invoices and general budget monitoring.

#### 4 OTHER INFORMATION

- The role will require occasional weekend and evening work.
- Carry out all duties in accordance with our Equal Opportunities, Access, Employment, Health and Safety Policies
- Undertake any other duties as reasonably required by the Chief Curator and Curator

## 5 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E = Essential D = Desirable

SKILLS / ABILITIES / PERSONAL ATTRIBUTES	
Excellent written and verbal communication skills and ability to develop relationships with a range of colleagues, stakeholders and audiences	E
An ability to manage workloads and prioritise to meet multiple deadlines	E
Excellent organisational skills and an eye for detail	E
Excellent copywriting and proofreading skills	E
Enthusiasm for contemporary and historical art	E
Highly motivated, flexible and adaptable	E
A supportive team player	E
KNOWLEDGE	
Knowledge of art history and contemporary art with a particular knowledge or interest in 20th-century British art	E
Demonstrable knowledge and engagement with contemporary art practice in the UK and abroad	E
Proven experience of managing large collections and experience of collections management software	D
Knowledge of collections care and conservation procedures	D
EXPERIENCE	
Experience of working in an art gallery / museum with collections and temporary exhibitions, either in a paid or voluntary capacity	E
Experience of developing and delivering exhibitions, either of historic material or with contemporary artists	E
Experience of developing and delivering public programme events, including talks, performance, workshops and other activities	E
EDUCATION	
An undergraduate degree in Art History, Curatorial Studies or equivalent programme	E
A postgraduate degree in Art History, Curatorial Studies or equivalent programme	D

## 6 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £22,000 per annum.
- This is a permanent position.
- Full-time, 37 hours per week.
- There will be a requirement to work evenings and weekends during install, for which TOIL will be granted.
- Probationary period of 6 months.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays, rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.