



JOB DESCRIPTION	
Job Title	Assistant Curator
Department	Visual Arts
Grade	C
Location	Barbican
Responsible to	Curator
Responsible for	

Purpose of Post

The Assistant Curator supports the Curators and Head of Visual Arts, working on the realisation and co-ordination of large-scale and loan-based exhibitions, commissions and related publications and events, as well as sometimes developing and project managing Curve commissions or other projects.

The Assistant Curator maintains and nurtures relationships with artists, lenders, designers and other partners, and contributes ideas to the future programme as required. They collaborate with programmers in other art forms and departments at the Barbican as necessary,

The Assistant Curator is committed to providing the highest level of programming for the broadest possible audience and actively seeks to promote equality of opportunity in relation to the duties of the post in alignment with the Centre's values.

Main Duties & Responsibilities

Exhibitions, Commissions, Publications and Events

1. To support in the research and development of exhibitions, commissions, publications and events, as directed by the Curators and the Head of Visual Arts.
2. To work directly with artists and to develop and project manage site-specific commissions for the Curve gallery and commissions for other specific areas of the Barbican Centre, as directed by the Head of Visual Arts.
3. To contribute ideas to the overall future planning of the programme as required.

4. To cultivate, collaborate and liaise with lenders, artists, designers, partner institutions and other collaborators for exhibitions and commissions as required by the Curators and Head of Visual Arts, maintaining excellent relations throughout.
5. To organise or assist the Curators in the design and layout of exhibitions, liaising with designers and contractors as directed.
6. To work to schedules set for the planning, installation and take down of exhibitions. Ensure relevant exhibition information is accurate and up to date on the exhibition database.
7. To update exhibition data on specific exhibitions including that required for catalogues, insurance applications and transportation purposes, working in liaison with artists and organisers as necessary.
8. To assist in the preparation of contracts with other institutions / individuals as necessary.
9. To carry out loan administration and the condition checking of works and framing as assigned. Liaising with museum/gallery couriers as necessary.
10. To prepare and compile material for catalogues, including writing, editing and proof reading, as well as liaising with graphic designers and publishers as required.
11. To research and procure high resolution images of artworks (and related materials) for reference, insurance and catalogue purposes, monitoring costs within budget allocation. To secure image and copyright permissions for all photographs used for publications, graphics and communications purposes, as necessary.
12. To write, edit and prepare exhibition labels and interpretative texts for specific exhibitions as required and co-ordinate production of these graphic elements.
13. To liaise with the Communications and Marketing departments on publicity material, as and when required.
14. To contribute ideas to the public programme to accompany exhibitions and commissions, and to support with the development and delivery of these events.
15. To promote exhibitions to the press and give talks and presentations to the public as required.
16. To carry out accurate provenance research in compliance with due diligence procedures and best practice.

Management and Administration

17. To work within set budgets, prepare requisition orders and invoices, as directed by the Curator.
18. To support all fundraising initiatives.
19. To undertake administrative and other duties as required.
20. To assist in the line management and recruitment of research assistants as relevant.

General

21. *Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.*
22. *Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.*
23. *To undertake any other duties that may reasonably be requested appropriate to the grade*



PERSON SPECIFICATION	
Job Title	Assistant Curator
Department	Visual Arts
Grade & Level	C Level:
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

Essential

- Degree qualification in visual arts-related discipline - preferably fine art, art history or architecture/design history. (A)
- Excellent written and verbal communication skills
- Excellent attention to detail
- Excellent interpersonal skills
- Flexibility and an ability to multi-task
- Ability to exercise tact and diplomacy
- Ability to project manage exhibition and artist commissions
- Results-oriented, fast and effective working style
- Excellent IT skills
- The ability to work to tight deadlines and maintain a calm, ordered approach.
- Diplomacy, flexibility, ability to get on well with people and have a professional attitude; the ability to work independently and in a team, customer focus.
- Excellent knowledge of 20th and 21st century art and/or design, and a demonstrable network of art world contacts (A)
- Demonstrable knowledge and experience of curating in specialist field. (A)

Desirable:

- Ability to speak second European language

Experience Required, including Budget Holding Experience (if appropriate)

Essential

- Significant experience of working in a gallery or museum, organising exhibitions or commissioning artists, as well as writing and publishing in an art context (A)
- Experience of team work

Desirable

- Experience of working on large, loan-based exhibitions

Other Relevant Information eg. working hours or desirables (only if applicable)

- 35 hours per week,
- In line with Known Consigner regulations there is a requirement for a five-year background check for all Art Gallery Staff Members.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.