

## JOB DESCRIPTION

JOB TITLE: Curatorial Assistant

RESPONSIBLE TO: Head of Collection & Exhibitions

### 1 JOB PURPOSE

To work closely with the Head of Collection & Exhibitions, Curators, Assistant Curator and broader Collection & Exhibitions team to support, contribute to and deliver a world-class programme of exhibitions, publications and public events, with a particular focus on supporting the development and delivery of the touring exhibition programme and collection projects.

### 2 KEY RESPONSIBILITIES AND RESULTS

- Provide administrative support to develop and deliver The Hepworth Wakefield's collection and exhibitions programme
- Support the team in the professional operation and delivery of all aspects of exhibition organisation and installations including, but not exhaustively; administering loan requests and loan agreements, condition checking, overseeing installation photography, and maintaining accurate lists of works.
- Support the delivery of collection displays and public programme at The Hepworth Wakefield as required.
- Provide administrative support to the registrar for loans out of the collection, including drafting loan-out agreements, updating locations on the collections management system, creating condition reports, and object entry / exit forms
- Produce and manage the production of engaging and accessible copy for exhibitions and collection displays, including wall texts; learning resources; press releases and marketing materials.
- Assist the registrar with the collection acquisitions programme, including processes involving the accessioning of new works.

- Book travel, accommodation and prepare hospitality and per diems for artists, couriers and other guests.
- Undertake any other duties as reasonably required by the Head of Collection & Exhibitions.

### 3 ADDITIONAL INFORMATION

We are committed to improving diversity within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

All staff must carry out all duties in accordance with our policies and procedures.

### 4 SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

E = Essential D = Desirable

SKILLS	
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	D
Demonstrable engagement with museum 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	D
Experience of developing and delivering exhibitions, either of historic material or with contemporary artists	D
An undergraduate degree in Art History, Curatorial Studies or equivalent programme	D

## 5 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £26,000 per annum, pro rata.
- This is a permanent position.
- Part-time, 30 hours per week.
- Hybrid working options available.
- There may be an occasional requirement to work evenings and weekends, for which TOIL will be granted.
- Probationary period of 6 months.
- Notice period 1 week during probation.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), 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.