

JOB DESCRIPTION

JOB TITLE: Project Curator (Maternity Cover)

RESPONSIBLE TO: Artistic Director

1 JOB PURPOSE

The Project Curator (Maternity Cover) will support the Artistic Director with the delivery of a major temporary exhibition, opening in May 2027, including researching, administrating, planning and installing the exhibition, and contributing to its publication as well as learning and public programmes which will run alongside.

2 KEY RESPONSIBILITIES AND RESULTS

CURATORIAL

- Work closely with the Artistic Director to research, administrate, manage, plan and install a major exhibition.
- Support the C&E team to secure tours of the temporary exhibition, both nationally and internationally.
- Work with the Artistic Director to develop, manage and deliver a catalogue and limited edition related to the exhibition.
- Contribute to the development and delivery of learning and public programmes that increase engagement with the exhibition for diverse audiences, including public talks and tours.
- Develop engaging digital content to support the exhibition.

STRATEGIC

- Develop relevant relationships with other museums and galleries, private collectors, higher education institutions, artists and researchers.
- Represent and promote The Hepworth nationally and internationally at openings, conferences and events.

Gallery Walk
Wakefield, West Yorkshire
WF1 5AW

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www.hepworthwakefield.org

- Proactively participate in fundraising and financial management for the exhibition.
- Attend events associated with the exhibition out of office hours.

MANAGEMENT

- Support the Artistic Director to manage the exhibition budget, reporting as required.

3 ADDITIONAL INFORMATION

We are committed to improving diversity and tackling systemic racism 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 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

EMPLOYEE SPECIFICATION

KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge of art history and contemporary art with a particular knowledge or interest in 20th-century British art	x	
Knowledge of collections care and conservation procedures	x	
Relevant studies in Art History, Curatorial Studies or an equivalent programme	x	
SKILLS		
Excellent writing skills with proven experience of developed critical writing and the ability to devise copy for a wide range of audiences	x	
Highly developed verbal communication skills with the ability to convey complex ideas in an accessible and engaging manner	x	
Excellent research skills and the ability to shape complex, historically informed ideas for exhibitions and	x	

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public events		
An efficient and effective administrator with experience managing the registrarial processes for collections and temporary exhibitions	x	
Enthusiasm for developing networks and participating in cultural sector events	x	
IT literate with the ability to adapt to new software programmes	x	
EXPERIENCE		
Proven track-record of working both independently and as part of a team to deliver exhibitions and events that are accessible and attractive to broad audiences	x	
Experience of working in a public art gallery or museum, or significant independent curatorial experience	x	
Proven experience of managing collections and of collections management software	x	
Experience working with living artists and their representatives to curate exhibitions and commission new work	x	
Experience of negotiating loans from public and private collections and individuals	x	
Experience of developing engaging content for digital platforms and identifying stories for social media		x
Experience of working with learning and public programme teams to devise innovative and accessible interpretation and engagement activities around curatorial projects		x
Experience of managing people with the ability to oversee work plans and motivate others		x
Proven experience of supporting fundraising from both public and private sources in order to realise ambitious projects		x

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Experience of managing budgets and contributing to the financial operations of a large organisation	x	
Awareness of the importance of income generation to galleries	x	
A creative approach to gallery income generation, able to recognise and maximise opportunities across tours, editions and publications	x	
An effective and networked communicator, able to build relationships with key contacts and develop commercial C&E opportunities	x	

5 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £35,250 per annum, pro rata.
- Fixed-term contract to cover a period of maternity leave expected to last 12 months, July 2026 – June 2027.
- Part-time - hours negotiable dependent on candidate, minimum 2 days (15 hours) / maximum 3 days (22.5 hours) per week.
- Full-time (5 days / 37 hours per week) during install, May 2027.
- 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.

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