



Person Specification:

Curatorial Assistant

The post requires a relevant arts degree, such as a postgraduate qualification in Museum Studies, combined with a minimum of 12 months' experience of working or volunteering in a gallery or museum environment, preferably working on collections-related projects and exhibitions.

Essential qualities

- Artistic flair
- Well-developed & high standards of communication and literacy
- Excellent administrative skills, including Microsoft Office Suite
- Excellent interpersonal skills
- Sophisticated research skills
- Delivery of museum collections care practices, for example environmental monitoring and object marking
- Digital proficiency (WordPress, social media & video editing/Adobe Suite)

Desirable qualities

- Public speaking within academic and museum/gallery settings
- Experience using Collections Management Systems, preferably E Hive
- Published articles in academic journals
- European Modern Languages
- Copywriting skills
- Costume mounting
- Photography & graphic design skills
- Understanding of SPECTRUM procedures
- First Aid at Work trained
- Fire Marshal trained



Job Description:

Curatorial Assistant

<p>Purpose and aims of post</p>	<ul style="list-style-type: none"> • Assist with the day-to-day curatorial practices and cultural and administrative activities of the Museum • Maintain the ethos and intentions of the founders
<p>Responsible to</p>	<p>Curator</p>
<p>Responsible for</p>	<p>As delegated by the Curator and including supervision of occasional and volunteer staff</p>
<p>Key working relationships</p>	<p>Work closely with the museum's other staff, as well as a range of external audiences, relevant support groups and visitors including but not limited to:</p> <ul style="list-style-type: none"> • Visitors both individual & groups • The Friends of The Fan Museum • Other museums & archives • Participants in the Museum's events programme
<p>Responsibilities</p>	<p>Curatorial Assisting, as required, with curatorial work. To include:</p> <ul style="list-style-type: none"> • Assisting with the planning, preparation & delivery of the exhibition programme • Maintaining the collection digital database • Researching & producing exhibition-related publications and materials • Preparing exhibition loan documentation • Assisting with museum events, tours & learning activities • Assisting with collection care (for example, delivering environmental monitoring programme) • Filing and basic administration • Photographing collection objects • Contributing to the Museum's digital offering <p>Communications Assisting, as required, with general communications work. To include:</p> <ul style="list-style-type: none"> • The dissemination of information leaflets, press releases, etc. • Developing and maintaining contact databases • Generating content for the Museum's various social media channels & website



	<p>General Activities</p> <p>Assisting, as required, with additional duties that contribute to the running of the Museum.</p> <p>To include:</p> <ul style="list-style-type: none">• Minute staff meetings (shared responsibility)• Undertake occasional unsociable hours & front of house cover when required
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