

The Fan Museum – Job Description

Job Title: Curatorial Assistant

Purpose & aims of post: To support the work of the Director and Curator across a range of cultural and administrative duties.
To help maximise the museum's mission, vision, reach and impact.

Responsible to: The Director & Curator

Responsible for: Occasional & Volunteer staff if delegated by the Director or Curator

Key Working Relationships: Working closely with the museum's other staff, as well as a range of external audiences, relevant support groups, and visitors

To include (but not exclusively)

- Visitors both individual & groups
- The Friends of The Fan Museum
- Other museums & archives
- Participants in the Museum's events programme

Level of Responsibilities: The activity of the post-holder reflects on the credibility of the Museum and can impact negatively on its visitors, its image and brand unless undertaken with due diligence and appropriate behaviour.

Skills & Qualifications:

- A proven & demonstrable enthusiasm for the subject & related arts
- A relevant qualification such as an MA in Museum Studies, History of Art or related field
- Well-developed communication skills
- Excellent administrative skills & exemplary time keeping
- Diligence, attention to detail, high levels of accuracy
- A rigorous and systematic approach to duties
- An ability to prioritise and act efficiently within the museum
- High standards of literacy
- Excellent interpersonal skills
- Ability to work independently and as part of a team

Desirable Skills:

- Modern European languages
- Adobe Creative Suite
- WordPress

Duties:

Exhibitions & Cultural Policy

- Working closely with the Director & Curator on a range of tasks and museum practices
- Assisting with the production of the digital collection catalogue
- Researching & producing related publications
- Researching and writing grant applications
- Preparing exhibition loan documentation
- Liaising with borrowing/lending organisations
- Assisting with museum tours
- Producing written content & promotional material
- Assisting with monitoring of the collection and basic conservation procedures such as object marking & environmental monitoring.
- Filing and basic administration
- Photographing collections objects
- Undertaking other related tasks as well as duties which may occasionally arise within the running of the museum

Cultural Activity Programme

- Assisting as required with the education programme and education events
- Assisting with the events programme
- Assisting in the production of related materials

The post requires the member of staff to undertake systematic formal or informal study in the subject matter of the collection & in museum policy and practice.

Communications

Assisting as required, with general communications work.

To include:

- The strategic dissemination of information leaflets / press releases to appropriate markets
- Developing and maintaining specialist contact databases
- Generating content for the Museum's various social media channels

- Generating content and assisting with website maintenance.

General Activities:

- Minute staff meetings (shared responsibility)
- The ability to undertake occasional unsociable hours, meetings outside office hours & rota / sickness cover when required
- Undertaking other related tasks as well as duties which may occasionally arise within the running of the museum
- Working as Front of House when required
- Assisting in the museum shop when required