

Assistant Curator Recruitment Information



Closing date for applications: 12 noon, Wednesday 25 August 2021

First interviews: Friday 3 September 2021

Second interviews: Wednesday 22 September 2021

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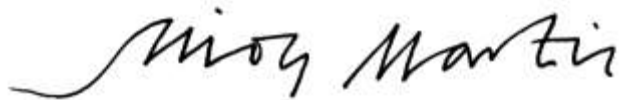
Welcome

Thank you for your interest in joining our dedicated and ambitious Collections and Exhibitions team as [Assistant Curator](#).

The Assistant Curator role is key within the organisation; supporting our exhibition programme and engaging new audiences; assisting with the care, development, research and interpretation **of the Gallery's collection**; and managing communication with colleagues, stakeholders and partners.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support to participate, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Simon Martin". The signature is written in a cursive, flowing style.

Simon Martin
Director

Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that stimulates new ways of thinking about art. We explore new perspectives on British art from 1900 to now through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester.

Our funding

We receive around 15% of our annual income from public funding. We are an Arts Council England National Portfolio Organisation (NPO), and receive annual support from Chichester District Council. We are reliant on fundraising, endowment income, admissions, sponsorship and commercial activity to cover our costs. 4,000 Pallant House Gallery Friends provide valuable income and support.

Our people

We employ 33 staff (14 full time, 19 part time) and are supported by 200 highly committed volunteers. We receive an average of 60,000 visitors a year.

What makes us different?

Original exhibitions

We present exhibitions that say something new about British art from 1900 to now. We explore relevant subjects with fresh angles and celebrate well-known, overlooked and emerging artists.

A 'collection of collections'

We care for a world class collection of Modern British and contemporary art, largely formed of donations by passionate collectors over 35 years. We continue to make it accessible and show its relevance to today.

A part of people's creative lives

Our wide range of creative opportunities for people of all ages and backgrounds helps them to discover how art can have a place in their lives.

A distinctive home

We welcome visitors to the distinctive setting of an 18th century townhouse and a 21st century gallery in the heart of historic Chichester on the south coast of England.

Job Description

Details

Job title:	Assistant Curator
Salary:	£22,500 – £25,000 per annum
Hours:	Full time: 5 days / 37.5 hours per week
Location:	Office-based, although the pandemic has necessitated some home-working for non-visitor facing staff
Department:	Collections and Exhibitions
Reports to:	Head of Exhibitions

Purpose and key objectives

The Assistant Curator will support the research, project management, development and delivery of **Pallant House Gallery's temporary exhibition programme** and collections displays, working on several projects concurrently. The Assistant Curator will support the arrangements for loans from national and international partners, including galleries and private lenders, working closely with the Gallery Registrar. Through their work on collection displays, they will contribute to the care, **development, research and interpretation of the Gallery's collection, working in close partnership** with the Collections team. Working with all Pallant House Gallery departments, including Audiences & Development, Communications, Public Programmes and Operations they will ensure a smooth flow of information as required and support the realisation of associated gallery events.

Key Responsibilities

Exhibitions and Collection Displays

- Provide support to the Head of Exhibitions for temporary exhibitions, collections displays and other curatorial projects, from the research and development stage of a project through to its realisation.
- Research loans and liaise with the Head of Exhibitions and Registrar to prepare loan documentation, administer loan requests and ensure loan conditions are fulfilled in liaison with lenders.
- Support with condition-reporting both exhibition loans and collection artwork.
- In discussion with the Head of Exhibitions, research and coordinate collection displays with accompanying interpretation, allowing new and innovative engagement with the **gallery's extensive collection.**
- Assist with the preparation of accessible written material for exhibitions and displays including press releases, marketing copy, and interpretation for a range of audiences.

- Assist with the production of catalogues as required.
- Research, request, store and return images and obtain copyright permissions for use in exhibitions, publications and communication materials, including the website and other social media platforms.
- Coordinate the exhibition and display installations, working with the Exhibition and Collection departments, freelance technicians, guest curators and artists.
- Arrange accommodation, travel and per diems for visiting artists, couriers etc.
- Prepare and deliver exhibition talks as appropriate to both internal colleagues and external groups.

Touring Programme

- **Provide administrative support for touring the Gallery's exhibitions** nationally and internationally
- Maintain and develop a good working relationship with local, national and international organisations and tour venues.

General and administrative

- Manage exhibition contacts on CRM database.
- Support collections and image management using the Qi collections database
- Compile exhibition proposals ready for discussion and responding to these applications with appropriate outcomes as decided by the exhibition programming committee.
- Respond to specialist and general public enquiries concerning the collection and exhibitions.
- Represent Pallant House Gallery at external meetings as directed by the Head of Exhibitions.
- Support the Public Programme activities with the provision of exhibition and collection display information, and with the training of and provision of information to guides and volunteers.
- Support the Communications Team with the provision of information for marketing and publicity purposes.
- Act as courier on occasion for external loans from the collection.
- Assist with private views and other Gallery events including speaking at events where required.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post.

Person Specification

Essential:

- Degree (or equivalent qualification) in Art History, Museology or related subject.
- Proven administrative experience.
- An organised approach to work, including excellent time-management skills
- Experience of using and maintaining database software.
- Good computer literacy, with proficiency with Microsoft Office.
- Excellent verbal, written and presentation communication skills.
- Familiarity with budget management
- Ability to prioritise workload and work to multiple deadlines.
- Excellent interpersonal skills with the ability to build strong relationships with colleagues and external partners and
- Attention to detail.
- Apply tact and diplomacy.
- Flexible approach to work and the ability to work calmly under pressure.

Desirable:

- Post-graduate qualification in museum or gallery studies.
- Experience of using specialist Collections Management software, such as Qi
- Experience of exhibition, touring and loan coordination in a museum or visual arts setting.
- Experience with the care and handling of art work, including condition reporting.
- Experience of coordinating loan requests for exhibitions.
- Experience of working with the media.
- Reading knowledge of at least one European language other than English.

Benefits and Wellbeing Package

Benefits

Flexible working

- The Gallery has a Flexible Working policy and will consider flexible working requests on **successful completion of an employee's probationary period.**

Holiday Allowance

- 25 days basic holiday allowance (pro-rata)
- Extra day off each year to celebrate a birthday or other occasion

Pension

- Auto Enrolment scheme. Currently a 3% contribution from Pallant House Gallery

Travel Support

- Interest free loan scheme for annual season tickets for trains
- Interest free loan for annual car park permits

Discounts and free offers

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 10% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family and friends
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)

Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room (currently paused due to the pandemic)
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

How to apply

Process

Please complete and return the following forms, which are available to download our website here: pallant.org.uk/who-we-are/our-people/work-with-us/

- Application form
- Equality and Diversity Monitoring form

If you have any access issues or questions about these forms, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

The completed forms should be returned:

- by email to humanresources@pallant.org.uk
- or by post to:
Human Resources
Pallant House Gallery
9 North Pallant
Chichester
PO19 1TJ

Deadline for receipt of applications

The deadline for applications is 12 noon on Wednesday 25 August 2021. Please note that late applications will only be accepted if received within 1 hour of the closing time. Any forms received after this time will not be processed.

Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

Interviews

The interview schedule for this post is as follows:

Interview	Date	Location
First interview	Friday 3 September 2021	Via Zoom
Second interview	Wednesday 22 September	Pallant House Gallery

If interviews are held on site, the Gallery will offer to reimburse candidates who incur reasonable travel costs on production of a valid receipt or mileage claim.

Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support to participate, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition¹ and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are invited for interview.

Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

¹ The Equality Act 2010 states that a person has a disability if they *“have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.”*