

Exhibitions and Collections Assistant Curator

0.6 Fixed Term Contract for Two Years

**£15,640 per annum, depending on experience, equivalent to £ 26,400
pro rata**

The Museum of Royal Worcester (MoRW) is an independent museum and charitable trust with the largest collection of Worcester porcelain in the world and a unique archive all located in the place where it was made. We work to inspire, surprise and delight people across the world with Worcester's porcelain heritage, sharing this with future generations from its home in the heart of Worcester. The Museum is located in historic premises in Severn Street adjacent to the regenerated Royal Porcelain Works complex, and minutes from the centre of Worcester and the River Severn.

The Exhibitions and Collections Assistant Curator is a funded early career two year post to deliver and support exhibitions and events. With an accredited collection of over 8000 objects and a design and factory archive, the role includes the development and delivery of contemporary exhibitions responding to the collections and engaging local communities. The role also includes assisting with collections care, display, research, access, public engagement and education.

This is a 0.6 FTE fixed-term role, reporting to the Collections Officer (who is in post one day a week). The nature of the role will mainly require on-site working but at times some remote working may be possible subject to business need, office capacity and occupancy pattern.

The MoRW has a small dedicated team and this role will suit an individual early in their career with an interest in working on exhibitions and collections that engages heritage with communities and contemporary artists. The post holder will have excellent communication, interpersonal and teamworking skills, they will be enthusiastic about creatively engaging artists and communities in the development of exhibitions, have excellent interpersonal skills, are organised and can work on their own initiative. We particularly encourage applications from candidates who have an interest in the areas of contemporary, art, craft and social history. In return we offer an encouraging and supportive environment, opportunities to gain experience and knowledge working in a varied role, and a pension scheme.

Job Description

Overall purpose of role

To develop and deliver exhibitions that enhance the interpretation and access to collections. To support with and enable all aspects of collections care and management to accreditation standard. To co-ordinate and deliver community engagement programmes reaching new and existing audiences.

Key tasks and responsibilities

- To develop, organise and deliver contemporary exhibitions and activities, supporting the Collections Officer and Director.
- Carry out research on the collection and project themes as required to support with the production of interpretation and exhibition delivery.
- Liaise with artists and organisations to develop, curate and install new contemporary exhibitions including those that reflect Worcester porcelain's intersections with global trade, communities, exchange and complex histories.
- Plan and deliver to community groups, linked to project themes
- Plan, organise, set up and deliver activities, workshops, talks and events.
- Draft interpretation, development and delivery of interpretation and resources for audiences.
- Order materials, record spend for the exhibitions and activities.
- Support the Director and Development Manager in researching and drafting content for match funding and assist in the preparation of interim and final reporting to funders on the project, compiling data and drafting responses.
- Work closely with the Development Manager to promote the project and related collections, exhibitions, events and volunteering opportunities, including updating the website and social media channels.
- Enable collections access for colleagues and project partners including session/learning staff, community partners, artists and other consultants.
- With support and instruction to undertake appropriate handling, storage and movement of museum objects and oversight of correct collections and searchroom procedures for wider staff team and visitors.
- Monitor and review environmental data as appropriate.
- Support the documentation and care of the collection in accordance with the Accreditation Standards and SPECTRUM procedures
- Enable the work of and be responsible for volunteers relevant to the role's area of work.



Role Description and Person Specification

- Occasionally represent the Museum at meetings or events externally or on-site
- Assist in administrative tasks including meeting administration, correspondence, supplies, researching equipment, drafting reports and keeping accurate records.
- Ensure all data is stored and handled in accordance with GDPR and company policy and procedures.
- To follow procedures and undertake risk assessments.
- To be familiar with and implement the Museum’s policies including Customer Service, Equal Opportunities, Safeguarding and Health and Safety policies
- To undertake training and development considered necessary for the better execution of the role
- Any other duties as may reasonably be required by senior management and trustees.

Exhibitions and Collections Assistant Curator

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification or experience in a relevant subject area 	
Experience	<ul style="list-style-type: none"> • Relevant experience such as in visual arts, museums, heritage 	<ul style="list-style-type: none"> • Experience of writing museum interpretation • Experience of working with communities
Skills and knowledge	<ul style="list-style-type: none"> • Interest in exhibitions, museums and cultural history • Basic knowledge of collections care • Organised and can prioritise appropriately • Strong interpersonal skills in working with artists, 	<ul style="list-style-type: none"> • Knowledge of digital engagement channels such as zoom, social media



Role Description and Person Specification

	<p>organisations, communities, stakeholders</p> <ul style="list-style-type: none"> • A high standard of written and spoken communication • An interest in visual art/craft related area • Strong research skills • IT skills, including Excel and Word, and email applications • Strong customer service skills • Ability to communicate ideas to different audiences 	
Personal attributes	<ul style="list-style-type: none"> • Flexible and reliable • Open to new ways of working • Able to work in a team and on their own initiative • Accurate and efficient • Able to prioritise and remain calm in busy environments • Committed to diversity and widening access to heritage for broad audiences • Interested in inspiring audiences 	<ul style="list-style-type: none"> • Interest in marketing and/or education in the museum sector