



Job Description

To be eligible for this position you must be a recent graduate or an individual with some relevant experience of volunteering/working within the cultural sector.

Job Title	Curatorial Intern Hatton Gallery
Department	Hatton Gallery, Art Galleries
Wage	£7.17 per hour or NMW dependant on age
Hours	3 days per week (3 x 7.4 hours)
Duration	Two internships of six months each: Post 1 - April 2018 – October 2018 Post 2 - August 2018 – February 2019
Location	Hatton Gallery
Responsible to	Keeper of Art
Closing date	15 March 2018
For more information contact:	madeleine.kennedy@twmuseums.org.uk

Job Purpose

Newcastle University and Tyne & Wear Archives & Museums seek to appoint two enthusiastic individuals to work with the Art Galleries team to contribute to the delivery of the exhibition programme, and to the care and use of TWAM's Art collections. You will be part of the Art Galleries team and be expected to contribute to the work of all sections within this team.

Roles and Responsibilities

1. Collaborate with the Art Team in delivering the exhibition programme, including one or more of the following exhibitions: Michael Lyons; Exploding Collage; Francis Bacon; collection display; Schwitters' Legacy
2. Help the Keeper of Art finalise the research and writing of interpretation for one or more of the above exhibitions.
3. Contribute to the safe and efficient handling, installation and take-down of works and exhibitions.
4. Assist in long-lead research and organisational activities pertaining to future exhibitions and study days.
5. Support the Art Team in the cataloguing and documentation of the collections.
6. Facilitate public research and events carried out in the Archive Space.
7. Assistance with production of interpretation and events which facilitate different levels of engagement.

Required Knowledge, Skills and Experience

1. A good standard of written and spoken English.
2. A passion for modern and contemporary art.
3. Experience of undertaking research, and presenting information in a number of formats and to a range of audiences.
4. Confident handling public enquiries in a friendly and efficient manner.
5. Good IT skills.
6. Good organisational skills.
7. Effective written communication skills.
8. Able to work on own initiative and in a team.
9. Effective oral presentation skills.
10. Effective interpersonal skills.
11. Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery.

Desirable

1. Recent experience volunteering in an Art Gallery or other collections based organisation
2. Experience of museum cataloguing and documentation
3. Experience of organising exhibitions and displays

The following criteria will be further explored at the interview stage:

1. A passion for modern and contemporary art.
2. Effective oral presentation skills.
3. Effective interpersonal skills.
4. Good organisational skills.
5. Able to work on own initiative and in a team.
6. Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery.

Additional opportunities provided will include:

1. Support and guidance throughout the internship.
2. Experience of working as part of a team.
3. On-the-job training from the Art Team
4. The opportunity to develop knowledge about the Hatton Gallery's collections, exhibitions and programmes.
5. Experience handling objects and assisting with installations
6. Familiarisation with collections management systems
7. Exposure to the work that goes into exhibition programming and delivery.