

## Person Specification Keeper of Art

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

##### Qualifications/Work Experience

- Significant professional experience of working in an art gallery or an art-led museum department.
- Experience of managing or supervising staff or volunteers

##### Collections

- Experience of documenting, researching and cataloguing art collections and managing art collections in store.
- Experience of providing advice and information on collections to enquirers, partners and colleagues.
- Experience of using a collections management database.

##### Exhibitions and Displays

- A proven track record of researching, developing and delivering exhibitions and displays.
- Experience of organising complex loan exhibitions including negotiating loans, producing facilities reports, Government Indemnity applications, loan agreements and couriers.
- Working knowledge of best practice in gallery interpretation.
- Experience of developing interpretation on a number of levels, including but not limited to: gallery panels and labels, talks and tours, events, supporting learning team colleagues in developing informal and formal learning activities

##### Skills and Values

- Effective interpersonal skills including developing successful working relationships with a range of partners.
- Effective written communication skills and oral presentation skills.
- Ability both to work on own initiative and to be a key supportive member of a team.
- Excellent administrative and organisational skills including ICT skills, budget monitoring, project management and performance monitoring.
- Highly motivated and target-driven and able to prioritise and manage workload to meet deadlines.
- Understanding of the role of museums and galleries
- Commitment to broadening audiences for museums and galleries
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

##### Desirable

- Post-graduate qualification in Museum Studies or subject specialist qualification.
- Familiarity with KE Emu collections management system
- An Interest in applied art and/or contemporary craft

## **Part B**

The following criteria will be further explored at the interview stage

### **Qualifications/Work Experience**

- Experience of managing or supervising staff or volunteers.

### **Collections**

- Experience of documenting, researching and cataloguing art collections and managing art collections in store.

### **Exhibitions and Displays**

- A proven track record of researching, developing and delivering exhibitions and displays.
- Experience of organising complex loan exhibitions including negotiating loans, producing facilities reports, Government Indemnity applications, loan agreements and couriers.

### **Skills and Values**

- Effective interpersonal skills including developing successful working relationships with a range of partners.
- Ability both to work on own initiative and to be a key supportive member of a team.
- Highly motivated and target-driven and able to prioritise and manage workload to meet deadlines.
- Understanding of the role of museums and galleries
- Commitment to broadening audiences for museums and galleries
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

### **Additional Requirements**

- The role will require occasional work on some evenings and weekends.
- The role will require some travel throughout the North East and beyond on occasion.