

Assistant Keeper (Art)

Part A

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

Essential

Qualifications/Work Experience

- Experience of working in an art gallery or an art-led museum department.
- Proven enthusiasm for art history and curatorship.

Collections

- Experience of documenting and cataloguing art collections and working on the care of art collections in store.
- Experience of providing information about collections for public enquirers.
- Experience of using a collections management database.

Exhibitions and Displays

- Experience of assisting with the researching, developing and delivery of exhibitions and displays.
- Understanding of processes for organising loan exhibitions including loan negotiations, insurance and facilities reports.
- Experience of working with external contractors such as art handlers.
- Knowledge of good practice in gallery interpretation.
- Experience of preparing interpretation for exhibitions and displays and communicating with colleagues and the public about the content of exhibitions and displays.

Skills and Values

- Effective written communication skills and oral presentation skills.
- Ability both to work on own initiative and as part of a team.
- Good administrative and organisational skills including ICT skills.
- Ability to manage time including managing workload to meet deadlines.
- Confident and able to relate well to people, with good communication skills.
- 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

- Familiarity with KE Emu collections management system.
- Familiarity with archival material.
- Experience of visitor engagement work.

Part B

The following criteria will be further explored at the interview stage

Qualifications/Work Experience

- Experience of working in an art gallery or an art-led museum department.
- Proven enthusiasm for art curatorship.

Collections

- Experience of documenting and cataloguing art collections and working on the care of art collections in store.
- Experience of providing information about collections for public enquirers.

Exhibitions and Displays

- Experience of assisting with the researching, developing and delivery of exhibitions and displays.
- Understanding of processes for organising loan exhibitions including loan negotiations, insurance and facilities reports.

Skills and Values

- Effective written communication skills and oral presentation skills.
- Ability both to work on own initiative and as part of a team.
- Good administrative and organisational skills including ICT skills.
- Ability to manage time including managing workload to meet deadlines.
- Confident and able to relate well to people, with good communication skills.
- 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.