# Job Profile

Job Title: Assistant Curator, Exhibitions

Location: Sir John Soane’s Museum, 13 Lincoln’s Inn Fields, London, WC2A 3BP

Contract Type: Temporary contract (until end of January 2020)

Hours: Full time, five days per week, 9.30–5.30pm. There will be some evening and weekend work

Annual Leave: There is a generous annual allowance of 26.5 days and all Bank Holidays

Salary: up to £25,000

Responsible To: Senior Curator of Exhibitions and Education

Responsible For: N/A

Key Budgetary Responsibilities: Administration of exhibitions budgets

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| Background  Sir John Soane’s Museum is the perfectly preserved house and museum of the great neoclassical architect Sir John Soane (1753–1837). Since Soane’s death, the Museum has been open to the public. Its mission is to preserve the legacy of its founder through the care and conservation of the house and collections, and by running exhibition and learning programmes that further the public understanding of architecture and its place in culture and society.  The guiding principle of the Museum’s exhibition and learning programmes is that they should aim to be as captivating, inspirational and creatively ambitious as the museum in which they take place. We look to achieve this through a range of different types of projects: exhibitions by contemporary architects and artists, commissions, exhibitions that draw from the Museum’s rich collections or are historic in subject, and research-based projects focusing on the collection and archive.  Reporting to the Senior Curator of Exhibitions and Education, the Assistant Curator, Exhibitions will be instrumental in the organisation, delivery and day-to-day management of the Museum’s exhibition programme. In addition, the occupier of the role will also be expected to contribute creatively to the programme, working in close collaboration with the Senior Curator and other curatorial colleagues.  We are looking for a candidate with a broad knowledge of exhibition curating and organisation, a quick learner able to turn their hand to different tasks, work at speed and to a deadline, and who is comfortable working both on their own and in a team depending on the particular task. | | |
| Job Purpose: | Assistant Curator, Exhibitions | |
| To provide, organisational, delivery and curatorial support for the Soane Museum’s exhibitions programme | 1. Under the direction of the Senior Curator of Exhibitions and Education, play a key role in the organisation and delivery of a diverse programme of exhibitions over a thirteen month period. 2. Take the lead on the delivery four to five exhibitions during the period of the contract 3. Support the Senior Curator with curatorial research and creative input as required 4. Administer exhibition budgets accurately and efficiently | |
| Key areas of responsibility: |  | |
|  | 1. Work closely with the Senior Curator on the organisation and management of each exhibition or project, including:    * Liaising with lenders, including individuals and institutions    * Liaising with the Curator of Books and Drawings and Paper Conservator over the selection, conservation and preparation of works from the Museum’s collection    * Working closely with architects and artists on commissioned projects    * Compiling and maintaining the ‘exhibit list’ for each exhibition    * Putting in place loan agreements with institutions and private collectors    * Working closely with exhibition designers, printers, plinth/vitrine/build fabricators as necessary 2. Organise the installation and de-installation of each exhibition, including but not limited to:    * Developing and communicating the schedule    * Booking transport and art handling support    * Regularly liaising with the Conservation and Operations teams on schedule, methods and procedures to ensure the protection of the public and the Museum    * Administration of loaned objects and condition reporting    * Playing a full role in exhibition installation and de-installation (e.g. assisting with hanging works, installing interpretation, lighting etc.) 3. Support the Senior Curator with curatorial research and creative input as appropriate 4. Support the Senior Curator in the interpretation of and publicity associated with exhibitions, including:    * Working on catalogues where relevant    * Helping to prepare printed materials    * Providing images and content for the Communications Officer and PR consultants as required 5. Oversee regular exhibitions briefing of curatorial, front of house teams and volunteers 6. Budget tracking and invoice management to ensure exhibitions are delivered within budget | |
| Person specification: |  | |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * BA or equivalent in Architecture, Architectural History, Art History, Curating, Museum Studies or a closely related subject | * Postgraduate qualification in Architecture, Architectural History, Art History, Curating, Museum Studies or a closely related subject |
| Experience | * Playing a key role in the organisation and delivery of exhibitions * Curating or providing curatorial assistance for exhibitions | * Experience in research, curating exhibitions, and writing for a for a wide range of audiences * Project planning |
| Knowledge | * Key issues and trends in contemporary architecture, design, art and visual culture. * An understanding of contemporary exhibition and curatorial practice * Knowledge of the process of developing and delivering exhibitions | * British architecture, design and art from the 18th century to the present * Loan agreements and GIS applications |
| Other Skills | * The ability to work effectively in teams * Excellent general IT, administrative and organisational skills * Excellent written English |  |
| Application procedure: |  | |
| .Applications in the form of a CV and supporting letter, together with the name**s** and addresses of two referees, should be emailed to recruitment@soane.org.uk  The closing date for applications is **9am on 10 December 2018**  Interviews will be held on 19 and 20 December 2018.  Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Culture, Media and Sport. Website: [www.soane.org](http://www.soane.org). As an employer the Museum is committed to equality of opportunity and inclusion. | | |