



## **JOB DESCRIPTION**

### **JOB TITLE: CURATOR/PROGRAMMING MANAGER**

**LOCATED AT:** Base will be Hestercombe Gardens, Cheddon Fitzpaine, Taunton but travel to other locations will be required.

**REPORTING TO:** Creative Director

**RESPONSIBLE FOR:** Freelance Educators/Artists/Creatives and Workshop Leaders

### **TERMS OF EMPLOYMENT:**

Half-time, 2.5 days per week on an 18-month contract

### **HOURS OF WORK:**

Usual hours of work will be 9.00am-5.00pm, with 30 mins for lunch, although evening and weekend work will be required, for which time off in lieu will be given

### **SALARY:**

£28,000 pro rata

### **PURPOSE OF THE ROLE:**

The Curator/Programming Manager will work with a small and busy team on the realisation of projects inspired by Hestercombe's Collections, Archives and Landscapes.

As a member of the Collection and Creative team, the Curator/Programming Manager will contribute ideas to creating an ambitious programme of temporary exhibitions and commissions, including the production of materials to accompany these events, as well as an expectation of contributing to the engagement programme.

The role will also be expected to liaise with other internal departments and with the wider museum, archive and creative/heritage sector. To contribute to

effectively working with creatives, lenders and institutions. The role will include the organisation of transport and insurance; registrarial duties; and the production of supporting materials.

We are passionate about bringing the voices of families, young people and communities into the heart of what we do now and in the future.

## **PRINCIPAL TASKS AND RESPONSIBILITIES**

- Provide support to the Creative and Collections Departments, from the research and development stage of a project through to its realisation.
- Liaise with all Hestercombe departments including Marketing & Communications, Estates, Operations and Finance to secure the smooth flow of information.
- Research and prepare loan documentation, administer loan requests and ensure loan conditions are fulfilled.
- Compile condition and packing reports to museum standard, keeping records of movement and conditions of works and liaise with conservators and couriers when necessary.
- Organise exhibition related transport, which includes updating shipping lists, obtaining estimates of costs, and monitoring customs documentation, liaising with shippers and Curators.
- Coordinate the insurance of objects and works of art, either commercially or through the Museums and Galleries Government Indemnity Scheme, and compile and file insurance claims in the event of loss or damage of work.
- Issue contracts to partner organisations, artists, curators and authors in consultation with the Departments.
- Maintain files and correspondence as well as archiving past exhibition files.
- Arrange accommodation, travel and per diems for visiting artists, academics, speakers, couriers, etc.
- Assist the production of catalogues and limited editions.
- Collate and copy-edit texts; research, request, store and return images and obtain copyright permissions for use in publications and communication materials, including website.
- Compile information for labels and text panels, write interpretative material for the season guide, website and exhibition where applicable.
- Compile exhibition guest lists in collaboration with the department and Communications.

- Manage exhibition contacts on database and private view/dinner programs.
- Deal with routine enquiries, maintain databases (CollectionsSpace and Excel) and process responses to proposals with other members of the team.
- Assist with private views and other events including speaking at events where appropriate.
- Participate in Project Management group meetings.
- Manage budgets to ensure key financial targets are met, processing invoices in accordance with HGT procedures.
- Ensure qualitative and quantitative data is collected, compile feedback and write evaluation reports for monitoring and impact assessment of all participation and engagement progress, projects and events.
- Compile images and information about projects and events for internal documents, presentations, press and marketing.

## **KEY RELATIONSHIPS**

The Curator/Programming Manager will work closely with the Heritage, Collection and Archives Teams, Marketing and Events team and relevant external stakeholders across a range of disciplines including heritage, arts, community groups, health and education.

## **GENERAL**

- Represent HGT at professional events such as networking and conferences as appropriate, including regular local and regional networks
- Keep abreast of key research, policy and creative/heritage agenda, which may impact upon the development of HGT's collecting, exhibition and engagement strategy
- Keep informed of best practice, developments and opportunities relating to exhibition development and display
- Attend off site meetings as required
- Ensure that all policies and procedures such as health and safety, equal opportunities and safeguarding are adhered to

- Ensure adherence to the General Data Protection Regulation and related internal policies and guidelines, in relation to the collection, storage and use of personal data.
- Participate in staff team activities and training
- Undertake other duties as may be required

## **PERSON SPECIFICATION**

### **KNOWLEDGE AND EXPERIENCE**

- Highly-organised self-starter with the ability to work flexibly, be highly motivated and organised
- Excellent organisation skills and impeccable attention to detail
- Must have relevant experience of curatorial practice/programming within a relevant setting
- Experience of museum/arts administration
- Experience with the care and handling of objects and art works, including condition reporting and packing procedures
- Proven computer skills with experience of Microsoft Office applications including Word, Powerpoint and Excel
- Ability to work as part of a team and independently, remaining calm under pressure, and to quickly find your feet in a fast-paced work environment
- An understanding and interest in the museum and creative sector.
- Able to design and develop resources and tools, presentations, display materials, questionnaires, topic guides and /or practical activities.
- Strong written and verbal communication skills
- Good general IT and administrative skills
- Have an understanding of diversity and equal opportunities
- Have an understanding of safeguarding issues
- Able to maintain and develop networks of key stakeholders and keep up to date with new and/or emerging groups.
- Be robust and able to cope under pressure

- An awareness of equal opportunities in relation to the heritage, education and arts sectors.
- Able to work flexible hours including evenings and weekends

## **QUALIFICATIONS**

- Ideally educated to degree level, but practical and relevant experience will be taken into account.