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| **Job Title** | Curatorial Assistant – Collection of Fine and Decorative Art |
| **Reports to** | Keeper of Fine & Decorative Art |

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| **Job Purpose** |
| We are seeking to appoint a Curatorial Assistant for the Fine & Decorative Art (FDA) collection. This person will join the existing team of two: Keeper of Fine & Decorative Art (full time) and the Assistant Keeper of Fine & Decorative Art (part time). The role involves contributing to day-to-day operations and the management of the collection, as well as assisting in making the collection accessible to a wider audience, both within the college and beyond.  An important aspect of the role will be maintaining documentation and implementing collections management procedures. The role encompasses a varied range of tasks and offers opportunities to broaden and develop curatorial skills. |
| **Key Tasks and Responsibilities** |
| * Assisting with all aspects of collections management. * Maintaining both paper and electronic documentation. * Assisting with the annual audit of the collection. * Assisting in co-ordinating documentation relating to acquisitions and loans to and from the collection. * Adding new and amending existing catalogue records to the CollectionsIndex+ cataloguing database. * Object marking, in collaboration with conservation staff. * Supporting conservation projects relevant to the FDA collection, reporting conservation concerns to the Keepers and conservation staff. * Supporting the digitalisation programme: this may involve liaising with the Collections Administrator and photographers, handling and moving objects, and filing images. * Facilitating the display and, in the case of furniture, use of collection objects around the college: liaising with relevant college staff, assessing suitable locations, and the stability of objects. * Managing the moving of objects, including liaising with conservators and transport companies, some lifting and carrying and updating locations on the catalogue. * Assisting with all aspects of exhibition work, particularly exhibitions in the Verey Gallery at Eton, including liaising with relevant colleagues, image sourcing, research, design, installation and documentation. * Assisting with collections interpretation: including articles for the *Collections Journal*, text for virtual public engagement and for funding bids. * Assisting in the co-ordination and production of online or printed publications, as relevant to the FDA collection. * Assisting with visitors to the collection and dealing with internal and external enquiries. * Acting as a courier, accompanying loans from the college, as required. * Helping to identify potential acquisitions. * Carrying out other ad hoc duties as requested. |
| **Stakeholders** |
| The Curatorial Assistant will have the ability to work independently as well as part of a team. Key stakeholders include, but are not limited to:   * The Collections Department * Colleagues across the organisation, including Eton teaching staff * Individuals outside the college, including conservators, photographers and external researchers |
| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:  **Essential requirements:**   * Educated to at least degree-level, preferably in an area relevant to the role. * Demonstrable commitment to the museum sector. * Excellent grammatical English and oral and written communication skills. * Excellent interpersonal, team and influencing skills. * Commitment and enthusiasm for fine and decorative art, and for providing public access to collections. * Able to manage multiple priorities and concurrent projects, and to respond effectively as new priorities arise. * Thoroughness and accuracy in tackling tasks. * Experience of working within in a museum, gallery or closely related organisation, on a professional or voluntary basis. * Ability to undertake research and communicate findings effectively. * High computer literacy with an ability to manage information systematically and accurately. * Willingness to work flexibly as part of a team in order to achieve collective targets and deadlines. * High level of manual dexterity and an understanding of handling procedures when lifting or carrying works of art. * High motivation and ability to demonstrate initiative. * Good time management skills.   **Desirable requirements:**   * In depth knowledge of museums, their key procedures and ways of working, including an understanding of collections management procedures, storage and museum documentation. * Relevant post-graduate qualification in museum studies or a related field. * Specialist knowledge of an aspect of fine or decorative art relevant to the collection. |

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