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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.
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| **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
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| **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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