

JOB DESCRIPTION

Job Title:	Art Collections Officer
Department / Unit:	Library, Learning Support and Culture: Cultural Services
Job type	Full-time, Permanent, Professional Services
Grade:	RHUL 6
Accountable to:	Head of Cultural Services
Accountable for:	Volunteers, Casual Staff
Purpose of the Post	
This dynamic, highly visible role directly supports the delivery of the ambitions set out in the University's RH2030s strategy, enabled by a developing Arts and Culture Framework. The postholder will assist the Head of Cultural Services (College Curator) with the care of the University Art Collection, the operation and programming of the contemporary exhibition space in the Emily Wilding Davison building, and a wide range of engagement activities including teaching, research, and community/partner outreach. The post holder will facilitate access to art collections through managing the Picture Gallery public opening hours; organise and assist with the programming and delivery of events and exhibitions; and continue work to develop the collection's digital presence. The postholder will assist the Head of Cultural Services with specialist operational care for the collections and supporting the developing university governance structures for collections and cultural activity. Specific responsibility will include the recruitment, training and management of a large and diverse team of student volunteers and occasional casual staff with the aim of maximising their skills and employability.	
Key Tasks	
1. To run and evaluate the Picture Gallery's public opening hours, including ensuring compliance with relevant policies and legislation (e.g. security, health and safety, data protection, equality and diversity, safeguarding etc). 2. To recruit, train and supervise student volunteers, interns and occasional casual staff to help with the public opening hours, events, and other projects under the guidance of the Head of Cultural Services. 3. To support the Head of Cultural services in developing and delivering programmes of events in co-ordination with colleagues across the university; including school visits and public talks and tours of the collection, campus heritage and exhibition space. 4. To co-ordinate and evaluate campus-based and digital exhibitions and to ensure the accessibility and digital legacy of exhibitions through the creation of audio-described tours and 360 exhibition tours; including editing exhibition media using adobe suite. 5. To manage and develop the art collection social media accounts in line with university policy and guidelines, including planning content with the Cultural Services Team and	

wider Library Comms Group, and evaluating analytics.

6. To promote art collections activities appropriately to diverse audiences, including students, staff and the public, in collaboration with the University's central marketing team, colleagues in Student and Academic Services, and the Students' Union.
7. To assist the Head of Cultural Services with collections care by supporting environmental and pest monitoring, helping to safely move, wrap, store and dust fragile objects, undertaking courier duties where appropriate.
8. To accurately keep the art collections management system (Ke Emu) up to date and undertake an annual audit exercise.
9. To maintain public information about the collections, including on the website, the Gallery's Smartify app, and Art UK, ensuring it is accurate, up-to-date and accessible to a diverse audience.
10. To answer internal and external enquiries about the Art Collections, including image publication requests, and to supervise collection visits to the art store from researchers and the public.
11. Such other duties as may reasonably be required by the Head of Cultural Services, or Director of Library, Learning Support & Culture in support of wider directorate and university projects and initiatives: including contributing to team planning around emergency salvage and business continuity.

Relevant training will be provided.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Service. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Students
- Library, Learning Support and Cultural Services Staff
- Academic Staff
- Members of the public
- Contractors and specialist service providers
- Events
- Estates
- Security
- Marketing
- Conferencing and Catering
- Curators and staff at other national and local galleries and museums

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department: Library, Learning Support and Culture: Cultural

Services

	Essential	Desirable
Knowledge, Education, Qualifications and Training Undergraduate degree in relevant subject Postgraduate degree in museum studies	E	D
Skills and/or Abilities Excellent written and oral communication skills. High level of accuracy and attention to detail Excellent interpersonal skills, including the ability to relate to highly diverse audiences in a friendly and confident manner. Excellent organisational skills, including the ability to manage multiple tasks, and meet deadlines Knowledge of current standards of collections care and museum practice.	E E E E E	
Experience Experience of motivating and supervising others (paid staff or volunteers) Experience of event management Experience of running a website and/ or social media account Experience of working in an arts or heritage organisation (paid or volunteering) Experience of organising physical displays Experience of creating digital exhibitions	E E E E	D D
Other requirements A demonstrable interest in art and visual culture Flexible and reliable approach, including ability to work some weekends and evenings for delivery of	E E	

key activities.		
Enthusiasm and commitment to providing a professional service for visitors	E	