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Job description and person specification

Assistant Curator: University Art Collection

Job description

Job title	Assistant Curator: University Art Collection
College/Service	Professional Services and Operations
Department/Team	Library services
Accountable to	Jacqueline Winston-Silk, Curator, University Archives and Special Collections Centre
Contract	Permanent
Term	
Grade	Grade 3
Salary	£ per annum pro-rata (0.6FTE)
Location	LCC
Job family	Professional Services
HERA reference	001255

Purpose of the role

The UAL Art Collection seeks to capture the energy of practice across UAL's many disciplines and support the work of artists after they have left the University. It supports research, teaching and learning and inspires curiosity, creativity and persistent engagement. Works in the Collection date back to 1986, when the colleges of the University were first brought together and serves as a collection that charts the University's story, and that of its talented students and graduates.

The post-holder will coordinate and deliver on all areas of work relating to UAL Art Collection. They will plan and organise logistics, processes and systems to purchase new artworks for UAL Art Collection and install them for display internally and externally. Tasks will include supporting learning with teaching activities and research which draws on the Collection; managing acquisitions, coordinating artwork loans and exhibition installations, moving the collection, as well as keeping databases, records and web content up to date.

Key duties and responsibilities

Collections management and development

1. Develop the collection through selection and purchasing processes, efficiently undertaking all related administrative work including financial and insurance procedures.
2. Liaise with collection artists and makers, UAL staff and contractors to ensure smooth delivery of all activity.
3. Plan and co-ordinate artwork installation requests, including organising technicians and delivery, and completing risk assessment and related health and safety assessments.
4. Ensure appropriate storage, framing, wrapping, moving and handling of artworks.
5. Update and maintain Collection database content, currently using The Museum System to SPECTRUM standards.
6. Conduct regular inventories of artworks in storage and on loan both onsite and offsite, updating relevant records and loan agreements.
7. Work with other Collection Management staff and researchers to support project work and ongoing Decolonising Collections activities.

Customer service

8. Communicate with our users in person and online, providing a high-quality customer-focused service. Refer or resolve enquiries including those referred to you in your area of responsibility.
9. Ensure that web content remains current, relevant and updated with all content as required.
10. ~~Communicate, collaborate and regularly meet with other UAL collection managers through the Community of Practice.~~
11. Contribute to the day-to-day service delivery of the Archives and Special Collections Centre.

Teaching and learning support

12. Plan, design and deliver learning support in line with departmental strategy; including induction, information literacy and research skills and one-to-one tutorials, related to the UAL Art Collection. Assist with the development of learning materials, including online and digital resources for teaching.

General

13. Collate and maintain, management data, learning support statistics, and student feedback, for reporting. Refer where relevant.
14. Supervise team members as required. This includes training colleagues, technicians and occasional freelance or temporary staff.
15. Follow Library Services policies and procedures and contribute to and take part in Library Services projects or activities as required.
16. Represent the department at internal and external meetings. Feed back to colleagues as required.

Key working relationships

- Curatorial staff members of the Archives and Special Collections Centre team
- Manager and other team members in the Archives and Special Collections Centre
- Library Services colleagues
- Community of Practice for Archives, Museum and Special Collections
- Events and exhibition teams
- UAL Academic staff and course leaders
- External partners and suppliers of storage and transport services, plus Art Technicians

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- We are looking for someone with a level 6 (degree level) qualification and/or relevant experience of Art Collection coordination, management, moving, handling, workings and purpose.

~~Knowledge and understanding of creative student and graduate professional development needs.~~

- Experience in an education environment or working with students or graduates with professional development needs.
- Experience of using museum content management systems, such as The Museum System (TMS)

Communication skills

- Written and oral communication skills including for presentations. Strong interpersonal skills and the ability to make people feel welcome and to listen and respond in a diplomatic and inclusive manner.

Planning and managing resources

- Demonstrate flexibility to prioritise and organise work to achieve objectives on time, managing multiple tasks and working calmly under pressure. Ability to plan for sustainable collection development within a budget.

~~Leadership and management~~

- ~~▪ Supervises individuals or a team effectively. Has some knowledge of Information management practice.~~

Research, teaching and learning or Professional practice

- Advanced research skills and ability to adopt effective teaching skills and apply professional practice to support learning. Contributes to advancing professional practice/research.
- Digital skills including understanding databases such as the collection management system, confidence using IT hardware such as printers and software including Microsoft Office 365
- ~~▪ An understanding of collection care and a demonstrable interest in improving service delivery, customer service standards and collection engagement.~~

Planning and managing resources

- ~~▪ Demonstrate flexibility to plan, prioritise and organise own work and that of the team to achieve objectives on time. Manage multiple tasks and work calmly under pressure. Plan for sustainable collection development within a budget.~~

Teamwork

- Ability to work collaboratively as part of a team, and with different professional groups, leading by setting objectives and managing priorities, completing shared tasks, and asking for & giving support as needed

Student experience or customer service

- Strong customer focus with the ability to work as a key contact to provide a responsive and professional service to meet diverse student and customer needs in an inclusive way.

Creativity, innovation and problem-solving

- Uses initiative and creativity to resolve day-to-day-problems using a range of systems and processes, and to develop new practice.