

Curatorial Assistant, Exhibitions Department
Salary up to £20,000 per annum dependant on experience

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for our world-class exhibitions including *The Real Van Gogh*, *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. It is a particularly exciting time in our history. As we approach our 250th anniversary in 2018, we are embarking upon a series of major investments that will transform our physical and digital infrastructure and our public offer. An ambitious 'Masterplan' by David Chipperfield RA will redevelop our 2.5 acre campus in Mayfair, uniting our two buildings and providing refurbished galleries, a state-of-the-art auditorium, a new learning centre and a dedicated Collections gallery in Burlington Gardens, and enabling greater public visibility of the art school at the heart of the Academy.

An exciting opportunity as Curatorial Assistant has arisen in the Curatorial team, part of the wider Exhibitions Department. In this role, you'll support both internal and guest Curators throughout the process of information gathering, organisation, presentation and delivery of temporary loan exhibitions.

Strong research and administrative skills are essential, ideally gained in a museum or gallery environment, as well as a Masters degree in History of Art or similar. You must have excellent communication and interpersonal skills and be able to build networks both internally and externally. The ability to speak another European language would be advantageous.

This role will require you to be adaptable and willing to take on a range of tasks, as well as flexible with out of hours working, for example, to attend events or supervise exhibition installations.

For an application form visit our website at: www.royalacademy.org.uk/careers

Closing date for applications: 2 November 2014
Interviews to be held: w/c 10 November 2014

JOB DESCRIPTION

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| Title | Curatorial Assistant |
| Department | Exhibitions Department |
| Reports to | Curator |

MAIN OBJECTIVES

To support the Curators (including guest curators, external advisers and contractors) and Assistant Curator in the information gathering, organisation, presentation and delivery of temporary loan exhibitions and related material.

To work co-operatively with colleagues in the Exhibitions Department and with relevant staff across the Academy.

To provide administrative support as required.

MAIN DUTIES

- Acts as first point of contact for the Curators. Receives/makes telephone calls, takes messages, exchanges information, responds to straightforward enquiries. Facilitates responses or responds in person by locating background information/previous correspondence and circulating where appropriate.
- Arranges internal/external meetings, staff presentations, staff and other tours and study days. Co-ordinates and confirms details, prepares documentation, arranges and books rooms, venues, organises refreshments, attends to take notes/minutes etc. as required.
- Secures and co-ordinates appointments for Curators at other museums and galleries when necessary.
- Books national/international travel and hotel accommodation for Curators as appropriate. Creates and co-ordinates itinerary for Curators for travel as and when necessary.
- Photocopies/scans/formats documentation/images etc. Creates curatorial research folders for exhibitions, as directed. Includes on-line research to locate images as well as the administration of curatorial systems and resources.
- Assists with specific research and information provision relating to particular aspects of loan exhibitions, exhibition proposals or specific works of art/substitute loans as directed.
- Puts together PowerPoint presentations or other forms of presentation for Curators and Assistant Curator, including sourcing and scanning images as requested.
- Completes details of loan lists as required. Prepares, maintains and up-dates Excel document and facilitates up-loading to RA database system, RAPID.
- Assists in the preparation of loan letters (supplies and/or updates contact details not in database and adapts standard letters as requested).
- Supports curators in design process with external and/or internal designers (exhibition, graphics and lighting), prepares material for tenders, attends meetings and follows installation to convey final hang to other departments.

- Assists with proofreading texts, checking for sense and internal consistency, drafts extended labels if requested, edits/adapts exhibition outlines received from guest curators to RA standards as appropriate.
- Oversees the production of audio guides, including supplies images, list of works and texts to audio guide company, arranges kick-off meeting, receives and returns drafts, updates scriptwriter and creative manager on final layout and movements of works during installation that could affect the audio guide, takes the audio guide staff around the galleries for walk-through and answers any queries.
- Contributes to Opening Reception lists.
- Responds to generic visitor comments relating to specific exhibitions. Facilitates response from Curators for specific comments.
- Arranges individual guest visits, meets and greets visitors to the department, takes visitors around exhibitions, as requested.
- Maintains Exhibitions Department library and liaises with RA Library and London Library for the regular collection and return of requested items.
- Processes and codes invoices relating to official curatorial expenses. Prepares Travel Requisition Forms and circulates as appropriate.
- Maintains and/or establishes office systems and processes to ensure efficient storage and retrieval of information, for example: filing and bring-forward systems, up-dating contact records, inputting (curatorial notes only) and retrieving information on database, compiling visitor attendance figures.
- Up-dates curatorial filing systems, tracks loan negotiations and facilitates curatorial archiving at the end of each exhibition as requested.
- Provides cover (i.e. takes minutes, confirms room booking, circulates appropriate documentation) for Executive Assistant to the Director of Artistic Programmes at Exhibitions Committee when required.
- Undertakes any other duty, which may reasonably be allocated by the Director of Artistic Programmes, Curator, Assistant Curator or other senior officer.

PERSON SPECIFICATION

KNOWLEDGE

A Masters degree in History of Art, or related subject

Knowledge of an additional European language preferable

SKILLS

Excellent oral and written communication skills.

Good research skills – specialist research and advanced information gathering ability in the field of art history

Excellent administrative skills – to deal with correspondence, reporting and maintaining records of material and information

Diplomacy and discretion in representing the Royal Academy, engaging with lenders, problem-solving, etc.

Ability to work simultaneously on numerous different projects and to retain a clear head under pressure.

Flexible approach to working hours where some evening and weekend work, attending events and supervising exhibition installations, are required.

Able to work with other departments in the provision of information in relation to exhibition catalogues and other exhibition-related material such as education booklets, exhibition captions and panels, press releases, sponsorship brochures, etc

Good interpersonal skills – able to work co-operatively and effectively across Academy departments, externally with potential lenders (both individuals and institutions), working closely with other members of both the Curatorial and Exhibition Organisation teams as well as in support of external curators appointed to specific projects.

Good at maintaining and developing networks outside of the institution that relate to Royal Academy's fields of interest and that through the involvement of the individual, build on the reputation of the Royal Academy

EXPERIENCE

Experience of working in a museum or gallery environment preferable.

Experience of research

Some experience of writing or drafting copy for external audiences (eg picture labels, websites)

PERSONAL QUALITIES

Co-operative approach to team working to facilitate the project team approach across the department and across the Academy

Good communication, initiative and interpersonal skills – networking internally across Academy departments, externally with potential lenders (both individuals and institutions), working closely with other members of both the Curatorial and Exhibition Management teams

An adaptable and flexible approach to work – willingness to take on a range of tasks and provide support to colleagues

Genuine interest in the work and objectives of the Academy