

EXHIBITIONS ASSISTANT

Exhibitions Department

Salary £20,000 per annum plus attractive benefits

This position is subject to 5 year reference checks

The Royal Academy of Arts is one of the UK's leading arts institutions, dedicated to promoting the creation, study and enjoyment of art to all audiences. Led by eminent artists and architects, it is unique in having practitioners at its very core.

The Exhibitions Department organises the RA's world renowned programme of 8-10 temporary exhibitions each year. We now have an exciting and rare opportunity for an exceptional individual to join the team as an Exhibitions Assistant, providing support to the Exhibition Managers on all logistical and organisational aspects of exhibition programming, from inception to conclusion.

Calm and solution-orientated, you must plan ahead, be able to use your initiative to predict and overcome obstacles, and maintain a flexible approach to your work. Discreet, loyal, diplomatic, friendly and approachable, this position requires you to have excellent interpersonal skills to build and sustain strong working relationships with colleagues and external organisations and individuals.

You will have excellent administration skills, preferably gained in a visual arts environment. A strong attention to detail is vital, alongside computer literacy (including knowledge of databases), and well-honed organisational and logistical ability.

You are likely to be educated to degree level, preferably in art history or related subject, and have a genuine interest in the work of the Academy.

Candidates must complete an application form to be considered for this position. You will find our application form in the ***How to Apply*** section of the Careers page on our website: www.royalacademy.org.uk/careers

Closing date for applications: 30th November 2015

Interviews to be held: 11th & 12th December 2015

JOB DESCRIPTION

Title: Exhibitions Assistant
Department: Exhibitions – Artistic Programmes
Reports to: Exhibitions Manager (on 2 year rotation)

The Royal Academy's Exhibitions Department organises a yearly programme of eight exhibitions, displayed in three Museum standard galleries: the Main Galleries (approximately 1900 square metres), The Sackler Wing of Galleries (approximately 330 square metres) and the Burlington House Galleries (approximately 310 square metres). The programme focuses on solo exhibitions of Royal Academicians, historic, modern and living artists, artistic schools and movements, key international collections, large-scale surveys of major civilizations and the annual Summer Exhibition. Drawn from public and private collections, the programme is often organized in partnership with leading museums internationally.

MAIN OBJECTIVE

To support the Exhibition Managers in the organisation and delivery of exhibitions from point of agreement, when the exhibition comes live, closure, take down, and occasionally through to its tour. To deputise for Exhibitions Managers and take supervised responsibility for occasional smaller projects as required.

MAIN DUTIES

Work closely with the Exhibition Managers, and Curatorial and Rights & Reproductions team, on progressing individual exhibitions in the programme as follows:

Loans

- Enter, update and maintain database records with information relating to loans.
- Through the Exhibition Managers and Head of Exhibitions Management, establish a positive working relationship with all lenders, assist with the administration of loans, obtain all necessary information and work with diplomacy and discretion at all times.
- Produce loan print-outs for team members, as required.

Insurance

- Assist with insurance, compile insurance lists and liaise with commercial insurers as well as British Government Indemnity as required.

Transport

- Support Exhibitions Managers in drawing up transport lists and schedules, with reference to lender and transport agent requirements.

- Liaise with appointed transport agents on transport/packing arrangements as necessary, support Exhibitions Managers in receiving fine art trucks, supervise loading and unloading and movement of art works in and out of the building.
- Undertake courier duties as necessary.

Installation

- Assist with the production and management of installation and transport paperwork, such as crate labels, Known Consignor certificates, condition reports, etc.
- Produce courier packs and book hotels and travel for lenders and internal staff, as necessary.
- Where required, assist with proof-reading captions and credit lines for interpretation materials.
- Assist with the installation and takedown of exhibitions, resolve problems and answer queries involved during this period.

Communications

- Assist with the communication with external consultants (designers, curators, etc.), follow up on information, check details and deal with queries and difficulties, as necessary.
- Disseminate and gather information to the Rights & Reproduction team and other departments to include Press, Learning, Merchandise, Publications, Development, as required and as directed by the Head of Exhibitions Management and Exhibitions Managers, working alongside the curatorial team.

General Administration

- Assist Exhibitions Managers with raising orders and invoices and with tracking payments; seek best value for money and work within parameters of the budget.
- Undertake filing and maintenance of exhibitions and departmental records as appropriate.
- Take minutes at regular departmental exhibition meetings and at any other meetings deemed relevant by the Director of Exhibitions and/or Head of Exhibitions Management.
- Arrange exhibition meetings confirming venues, preparing documentation and agendas, arranging rooms and refreshments as appropriate.

Other

- Work closely with the Head of Exhibitions Management, provide support in

areas involving strategic and departmental issues.

- Undertake any other duty which may reasonably be allocated by the Director of Artistic Programmes, the Head of Exhibitions Management, Exhibitions Managers or other senior officers.

PERSON SPECIFICATION

- Likely to be educated to degree level, preferably in art history or related subject.
- Highly computer literate with excellent knowledge of Microsoft Word and Excel plus familiarity with database systems inputting and report creation.
- Excellent interpersonal and communication skills to develop good working relationships with internal colleagues and external contractors such as designers, transport agents etc.
- Time Management: an ability to manage time effectively and see projects through to completion – ability to construct timetables, plan schedules, make logistical arrangements, organise travel and booking hotels, etc.
- Relevant office-based experience, preferably gained in an exhibitions context within a visual arts organisation.
- Administrative excellence: well-organised, letter drafting/ writing, taking meeting minutes and/or notes, proof-reading, maintenance of accurate computer and paper records, experience of establishing and maintaining effective monitoring systems.
- Some experience of gathering, collating, summarising and presenting financial information and data.
- Diplomacy and discretion essential especially when dealing with lenders; able to help with the supervision of arrivals and departures of works of art – dealing with transport, couriers, etc.
- Flexible and co-operative approach to work: willingness to work as a team member initiating and building on ideas, prepared to work flexibly and under pressure while working on more than one project at the same time.
- Strong attention to detail together with a methodical and accurate approach to work.
- A genuine interest in the work of the Academy.