

**Curatorial Assistant  
Exhibitions Department  
Royal Academy of Arts (Blackfriars)  
Up to £20,000 per annum dependant on experience**

### **About the Royal Academy of Arts**

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 250<sup>th</sup> 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.

### **About this role**

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.

### **About you**

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 equivalent. 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.

### **How to apply**

To apply for this position, candidates must complete an application form. For further information about this role, and to find our application form, visit our website at:

[www.royalacademy.org.uk/careers](http://www.royalacademy.org.uk/careers)

**Closing date for applications:  
Interviews to be held:**

**7 August 2015 (midnight)  
20 and 21 August 2015**

## **JOB DESCRIPTION**

**Title:** Curatorial Assistant  
**Department:** Exhibitions Department  
**Reports to:** Senior Curator

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### **MAIN OBJECTIVES**

To support the Curators (including guest curators, external advisers and contractors) 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 other colleagues across the Academy.

To provide administrative support.

### **MAIN DUTIES**

- Act as first point of contact for the Curators. Receive/make telephone calls, take messages, exchange information, and respond to straightforward enquiries. Facilitate responses or respond in person by locating background information/previous correspondence and circulating where appropriate.
- Arrange internal/external meetings, staff presentations, staff and other tours and study days. Co-ordinate and confirm details, prepare documentation, arrange and book rooms, venues, organise refreshments, take notes/minutes etc. as required.
- Secure and co-ordinate appointments for Curators at other museums and galleries when necessary.
- Book national/international travel and hotel accommodation for Curators as appropriate. Create and co-ordinate itinerary for Curators for travel as and when necessary.
- Photocopy/scan/format documentation/images etc. Create curatorial research folders for exhibitions, as directed. Include on-line research to locate images as well as the administration of curatorial systems and resources.
- Assist with specific research and information provision relating to particular aspects of loan exhibitions, exhibition proposals or specific works of art/substitute loans as directed.
- Put together PowerPoint presentations or other forms of presentation for Curators and Assistant Curator, including sourcing and scanning images as requested.
- Complete details of loan lists as required. Prepare, maintain and up-date Excel document and facilitate up-load to RA database system, RAPID.
- Assist in the preparation of loan letters (supply and/or update contact details not in database and adapt standard letters as requested).
- Support curators in design process with external and/or internal designers (exhibition, graphics and lighting), prepare material for tenders, attend meetings and follow installation to convey final hang to other departments.

- 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.
- Assist with proofreading texts; check for sense and internal consistency, draft extended labels if requested, edit/adapt exhibition outlines received from guest curators to RA standards as appropriate.
- Oversee the production of audio guides, including supply of images, list of works and texts to audio guide company, arrange kick-off meeting, receive and return drafts, update scriptwriter and creative manager on final layout and movements of works during installation that could affect the audio guide, take the audio guide staff around the galleries for walk-through and answer any queries.
- Contribute to Opening Reception lists.
- Respond to generic visitor comments relating to specific exhibitions. Facilitate response from Curators for specific comments.
- Arrange individual guest visits, meet and greet visitors to the department, take visitors around exhibitions, as requested.
- Maintain Exhibitions Department library and liaise with RA Library and London Library for the regular collection and return of requested items.
- Process and code invoices relating to official curatorial expenses. Prepare Travel Requisition Forms and circulate as appropriate.
- Maintain and/or establish office systems and processes to ensure efficient storage and retrieval of information, for example: filing and bring-forward systems, up-date contact records, input (curatorial notes only) and retrieve information on database, compile visitor attendance figures.
- Up-date curatorial filing systems, track loan negotiations and facilitate curatorial archiving at the end of each exhibition as requested.
- Provide cover (i.e. take minutes, confirm room booking, circulate appropriate documentation) for Executive Assistant to the Artistic Director at Exhibitions Committee when required.
- Undertake any other duty, which may reasonably be allocated by the Artistic Director, Senior Curator, Curator or other senior officer.

## **PERSON SPECIFICATION**

### **KNOWLEDGE**

- A Masters degree in History of Art, or equivalent
- 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
- 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.
- Exceptional 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 (e.g. 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
- Diplomacy and discretion in representing the Royal Academy, engaging with lenders, problem-solving, etc.
- Accurate with close attention to detail
- Genuine interest in the work and objectives of the Academy.