

Curatorial Assistant

6 month temporary post

Part-time: 2.5 days per week

Responsible to: Curator, Exhibitions & Touring Officer

Responsible for: N/A



House of Illustration is a registered charity and the UK's only public gallery dedicated solely to illustration and graphic art. Founded by Sir Quentin Blake it opened in July 2014 in King's Cross, London. Its exhibition programme explores both historic and contemporary illustration and the work of defining and emerging illustrators, amplified by a pioneering learning programme and a vibrant programme of talks and events. House of Illustration is the only UK gallery commissioning illustration for public display and runs the UK's only residency for illustrators and graphic artists.

Our Exhibitions team delivers nine original exhibitions per year at House of Illustration as well as a dynamic touring programme in collaboration with museums and galleries in the UK and internationally. Our exhibitions feature loaned works from internationally significant public and private collections, requiring exceptional standards in collections care and documentation. The Exhibitions team also commissions new work from established illustrators and supports emerging illustrators as part of our residency programme.

About the role

We are looking for a skilled and highly motivated Curatorial Assistant with excellent communication skills to support our small Exhibitions team with the administration and delivery of temporary exhibitions, and particularly to facilitate loans of artwork and licensing of supporting material for display.

The successful candidate will have at least one year's experience supporting the organisation of exhibitions, handling artwork and liaising with artists and collectors. Excellent administration skills with strong attention to detail are essential, as is the ability to meet deadlines and to work effectively on multiple projects. Excellent IT skills are essential as are a flexible and collaborative approach to team working.

Key responsibilities

- Assistance with all aspects of loan documentation including; preparing and issuing loan agreements, preparing and issuing insurance confirmations, creating exhibition object lists, creating labels and receipts for the return of loans and filing loans documentation.
- Condition checking, measuring, photographing and packaging loans.
- Couriers artwork where necessary.
- Organising inward and return artwork transit.
- Sourcing and ordering materials for packing and displaying artwork.
- Sourcing and ordering exhibition installation materials.
- Assisting with exhibition installation and maintenance.
- Assisting with the maintenance and monitoring of artwork storage.
- Assisting with environmental monitoring in exhibition galleries and storage.
- Creating exhibition layouts and framing specifications.
- Sourcing and licensing film, photographs and other supporting materials for interpretation of exhibited artwork.

- Transferring exhibition interpretation into accessible formats.
- Processing applications for House of Illustration's residency programme.
- Maintaining curatorial and touring contact databases.
- Answering public enquiries regarding exhibitions via the exhibition department mailbox
- Ensure best-value in the procurement of goods and services by sourcing quotes and combining orders.
- Occasional exhibition research as required.
- Any other duties appropriate to the post as directed by the Curator and Exhibitions & Touring Officer.

Knowledge, skills and experience

Essential

- A masters degree in museum or curatorial studies, or equivalent experience
- Experience of artwork handling in a museum or gallery environment
- Experience of loan documentation in a museum or gallery environment
- Knowledge of museum accreditation standards and best-practice for artwork care
- Excellent administrative skills and experience of using administrative systems, record-keeping and filing, both paper and digital
- Meticulous attention to detail and accuracy
- Ability to plan work to meet agreed standards and deadlines
- Computer skills: Microsoft Office (including Outlook, Word, Powerpoint and Excel)
- A team player with a helpful manner, hands-on and flexible in approach, excellent communication, liaison and inter-personal skills
- Enthusiasm for illustration and graphic arts

Desirable

- Experience of 2D and 3D design software packages, in particular Adobe Creative Suite and Sketchup
- Experience of working on exhibition installations
- Knowledge about illustration and graphic arts
- Experience of artwork couriering
- Experience of artwork research and exhibition curation

Terms and conditions

Salary

£20,000 pa pro rata for 2.5 days per week

Reporting structure

This post will report to the Curator

Outline Conditions of Service

This is a 6-month appointment. There will be a one-month probationary period for this position.

Hours

Working hours are 18.75 hours per week with regular hours as agreed with the Curator and postholder, and some flexible working required to accommodate exhibition installations and courier trips.

Job Location

The job will be based at House of Illustration, 2 Granary Square, London, N1C 4BH, with regular visits to lenders and collectors in the UK and possibly overseas as required.

Holiday entitlement

Annual holiday entitlement is 25 days per annum (pro-rata) plus public holidays

How to Apply

To apply please send the following to **jobs@houseofillustration.org.uk** with the email subject: Curatorial Assistant

- A covering letter no longer than two sides of A4 indicating how your skills and experience match the job specifications
- Your CV
- Contact details of two referees
- A Monitoring Form, which will not be seen by the shortlisters or interviewers

These will not be seen by or interviewers

Closing date

The closing date for applications is **5pm on Friday 5 October 2018**. Interviews will be held on **Monday 22 October 2018**.

Equal opportunities

We shortlist candidates for interview name-blind.

We will be offering guaranteed interviews for disabled* applicants and those from BAME backgrounds who meet the essential criteria on the job description. Please indicate on your Monitoring Form whether you agree to a guaranteed interview using this criteria.

*Definition of disability under the Equality Act 2010

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

If you have any questions about this role please email jobs@houseofillustration.org.uk