

## assistant curator

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**Reports to:** Chief curator

**Department:** Curatorial

**Contract:** fixed-term contract until June 2019

### Overview

The Design Museum is looking for a self-motivated Assistant Curator to work on an exhibition about the film director Stanley Kubrick. The successful candidate will assist the Director of the museum in delivering the first Kubrick retrospective in the UK. They should be passionate and knowledgeable about design – and while expertise on Kubrick's work is not essential, an interest in film and set design would be a benefit. This role would suit an individual with curatorial experience and ideally some knowledge of museum procedures and protocols. The role is jointly funded by the Design Museum and University of the Arts London, holder of the Stanley Kubrick Archive.

### Job scope

The role will involve assisting the Director and the curatorial team with a major exhibition about the work of Stanley Kubrick and in particular the role of design in his vision. The role requires coordinating with the lenders, the exhibition designers and the stakeholders within the museum. It combines curatorial and administrative support, with the opportunity to take initiative in certain aspects of the curating. The Assistant Curator will work closely with the Exhibitions Project Manager who leads on all elements of practical exhibitions delivery and manages the budget.

### Job description

#### Curatorial research and development

- Research and develop exhibition content, working under the direction of the Curator; compiling records, files and findings as appropriate;
- Assist the Curator with the interpretation plan, working with the Curator and other members of the Exhibitions team to ensure that audiences and visitor engagement is considered throughout the process;
- Assist with drafting and/or initial editing of exhibition label and catalogue text.

#### Loan research and administration

- Follow up approaches to exhibitors and lenders; co-ordinate the administration of Loan Agreements and Condition Reports.
- Manage the exhibition object list and ensure it is shared with key project stakeholders as appropriate.

#### Project administration

- Work closely with the Exhibitions Project Manager to assist in the practical delivery of the exhibition;
- Support the Exhibitions Project Manager with regards ensuring the exhibition is delivered within budget (raising purchase orders and recording spend with the project team as appropriate);
- Update project documentation such as object list and design documents, ensuring that all relevant updates are accessible for all members of the team;
- Attend relevant meetings on the projects, acting as administrator, such as organising, minute taking and action points.

### **General support to Curator**

- Act as liaison when the Curator is not present/available;
- Co-ordinate the work of any Volunteer(s) working on the project, liaising with the Volunteer and Community Manager, ensuring their full integration into the museum;
- Take part in cross departmental meetings relating to the project and other exhibition-related matters.

### **Person specification**

#### **Knowledge, skills and experience**

##### **Essential**

- A degree in design history, art history or equivalent;
- Previous experience of assisting with the curation of high-profile exhibitions;
- Some experience of interpretation within the context of exhibitions;
- Excellent research and presentation skills;
- Ability to communicate effectively and confidently, both in writing and verbally, with colleagues and external contacts within a museum/gallery environment;
- Demonstrable skills in planning work to meet agreed standards, deadlines and budgets.

##### **Desirable**

- Experience of developing and delivering interpretation that effectively engages visitors;
- Experience of working to high standards of object handling in a gallery or museum environment;
- Experience of writing or editing exhibition and catalogue text;
- Ability to negotiate loan agreements and develop effective working relationships with other institutions and private lenders;
- Knowledge of film and set design in general and the work of Stanley Kubrick in particular.

#### **Terms and conditions**

**Salary: £22,000 per annum**

**Holidays: 25 days per annum**

**Hours: full time, 40 hours per week**

The museum offers many other benefits including cycle to work scheme, season ticket loan, childcare voucher scheme, free entry to a wide number of galleries and museums in London, free entry for friends and family to the museum, access to a defined contribution pension scheme, a variety of staff discounts including the museum shop and restaurant.

#### **Application process**

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to [applications@designmuseum.org](mailto:applications@designmuseum.org).

**Please quote job ref: AsstCur/2018 in the email subject header**

**Closing date for applications: 9 July 2018, 9.00am**

**Interviews: 18 July (pm) and 19 July(am) 2018**

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The museum pro-actively seeks to collaborate with institutional partners, individuals and networks to realise its commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified and eligible regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

### **About the Design Museum**

The Design Museum is the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson converted the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

In May 2018, the Design Museum was announced as winner of the prestigious European Museum of the Year. Earlier this year, the Design Museum welcomed its one millionth visitor to its new home in Kensington and in its opening year it attracted 780,000 visitors between November 2016 to November 2017. *Ferrari: Under the Skin* became the most attended exhibition in the museum's history with over 100,000 visitors.

### **Our mission, vision and values**

#### **Our vision**

We want everyone to understand the value of design

#### **Our mission**

To create the most inspiring, exciting and engaging Design Museum in the world

#### **Our values**

**Welcoming** everyone to the museum and making them feel it's a place for them

**Collaborative** engaging with many partners to bring our vision to life  
**Enterprising** working hard to make the museum a financial success and  
build a strong commercial reputation  
**Provocative** challenging people to look and think afresh about design

[designmuseum.org](http://designmuseum.org)