

## Curatorial assistant

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**Reports to: senior curator**

**Department: curatorial**

**Contract: permanent**

### Overview

On 24 November 2016 the Design Museum opened in its new home in Kensington. The museum hosts an influential and engaging programme of exhibitions, including monographic and thematic shows on every aspect of contemporary design and architecture.

An exciting opportunity has arisen for a Curatorial Assistant to join the museum's curatorial team. The successful candidate will provide administrative support to the department, help with the research and development of temporary exhibitions and displays, as well as carrying out an important role in the daily supervision and maintenance of the museum's permanent gallery. This role will suit an individual pursuing a career as a curator and is eager to expand their practical experience. The ideal candidate will already have some experience of working in the museum sector, preferably in a curatorial or content related capacity.

### Job description

#### Curator support

- Research and develop exhibition content, working under the direction of the Curator, assist in research, compilation of object lists, documentation of findings, maintenance of records and files as appropriate
- Assist the Assistant Curator in delivering a programme of free displays and pop-up content in the museum's atrium and circulation spaces

#### Exhibition project support and administration

- Take responsibility for the supervision of the permanent gallery; including daily inspections of the gallery, managing the log of tasks, working with other departments to ensure the necessary maintenance tasks are completed
- Assist with the installation of temporary exhibitions, as directed by the exhibition project manager and the lead curator

#### General support to the Curatorial team

- Various departmental administrative duties; including organising meetings and taking minutes, planning schedules and travel, process expense claims and replying to external requests for information
- Co-ordinate the work of any Volunteer(s) working on the project and ensure their full integration into the museum
- Act as liaison when any of the Curatorial team are not available.

### Person specification

#### Knowledge, skills and experience

### **Essential**

- A masters degree in museum studies, curating or equivalent experience
- Excellent research and presentation skills
- The ability to work on multiple projects and manage workloads accordingly
- Ability to communicate effectively and confidently in English, both in writing and verbally, with colleagues and external contacts within a museum/gallery environment
- Ability to plan work to meet agreed standards, deadlines, budgets
- Good attention to detail, timekeeping and organisational skills
- A self-motivated team player
- Computer skills: Microsoft Office including Outlook, Word and Excel

### **Desirable**

- Undergraduate qualification in design, architecture or a related field
- Experience of working in a museum or comparable institution
- Experience of object handling in a gallery or museum environment
- Experience of writing or editing exhibition and catalogue text

### **Terms and conditions**

**Salary: £20,000 per annum**

**Holidays: 25 days per annum**

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

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

### **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: CurAsst/2018 in the email subject header**

**Closing date for applications: 12 February 2018, 9.00am**

**Interviews: Tuesday, 20 February 2018**

### **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.

### **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)**