

Assistant curator

Reports to: senior curator

Department: curatorial

Contract: permanent

Overview

On 24 November 2016 the Design Museum opened in its new home in Kensington. The new 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 self-motivated Assistant Curator who is passionate and knowledgeable about design to join the Curatorial team. The successful candidate will play a key role assisting the curators to research and deliver exhibitions at the museum. This role will suit an individual with a good knowledge of design history and experience researching and developing projects collaboratively.

Job scope

The role will involve assisting the curators with major exhibitions and taking the lead on smaller displays. Working primarily with one curator at a time, the assistant will also take curatorial responsibility for ancillary displays around the museum and for updating the permanent collection display. The role combines curatorial and administrative support, with the opportunity to take personal initiative and develop a curatorial voice.

Job description

Curator support

- Research and develop exhibition content, working under the direction of the Curator, compiling records, files and findings as appropriate
- Assist the Curator in compiling a list of objects/exhibits for exhibitions, displays, pop-ups etc
- Drafting and/or initial editing of exhibition label and catalogue text
- Undertake picture research and copyright clearance
- Research and deliver smaller displays at the museum

Exhibition project support and administration

- Work closely with the Exhibition Project Manager and if appropriate exhibition designers to assist in the delivery of an exhibition
- Follow up approaches to exhibitors and lenders, and work with the Curator and other members of the Exhibitions team to coordinate Loan Agreements
- Update project documentation such as object list and design documents, ensuring that all relevant updates are accessible for all members of the team
- Participate in cross departmental meetings relating to the projects and other exhibitions-related matters
- Attend relevant meetings on the projects, acting as administrator, such as organising, minute taking and action points

General support to the Curatorial team

- Act as liaison and point of contact 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 as appropriate
- Support curatorial volunteers to ensure their full integration into the museum
- Reply to requests and unsolicited proposals

Person specification

Knowledge, skills and experience

Essential

- A masters in design history, art history or equivalent
- Experience of working in a museum or comparable institution
- Experience of assisting with the curation of high-profile and complex exhibitions
- Experience of interpretation within the context of exhibitions
- Excellent research and presentation skills
- 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
- A self motivated team player

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

Terms and conditions

Salary: up to £22,000 per annum, dependant on experience

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

Please quote job ref: AsstCur/2017 in the email subject header

Closing date for applications: Monday 30th October 2017, 9.00am

Interviews: w/c 6th November 2017

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 Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates 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.

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