

Job Description

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| Job Title | Curator |
| Grade | Band G |
| Reporting To | Museums Manager |
| JD Ref | C&C0044G |

Purpose

The Curator is at the centre of the Wirral Museums team, responsible for the successful delivery of exhibitions, collections care and projects, working alongside guest collaborators and internal teams, reporting to the Museums Manager. Combining exhibition experience with a passion for contemporary culture and collections, holding diversity and inclusion as core values in your curatorial practice.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leadership and Management:

- Provide team leadership, strengthening engagement, growth, culture, innovation, collaboration, and performance.
- Assign responsibilities, setting clear expectations and deliverables to team members and empower them to excel in their roles.
- Management of collections staff including oversight of work programmes and mentoring staff to support their professional development.
- Ensuring oversight and management of the curatorial programme to meet budgetary needs reporting to the Museums Manager.
- Contribute to the formulation of budgets and forecasts for exhibition costs, working closely with the Museums Manager.
- Contribute to Museums strategy, workign closely with the Front of House and Museums Manager.



Exhibitions, Commissions, and Projects:

- Working with the Museums Manager, you will oversee the delivery of multi-disciplinary exhibitions, commissions and projects across a range of topics and media.
- Research and develop project proposals and ideas, as well as potential collaborative opportunities with guest curators, in keeping with the exhibition strategy.
- Write informative and accessible interpretation.
- Work with guest curators/artists/creatives as a co-curator, helping to shape and realise their visions into ground-breaking, accessible and relevant exhibitions.
- Maintain networks with artists, curators, creative colleagues and peer organisations to help build partnerships for Wirral Museums.
- Develop and deliver initiatives to engage wide and diverse audiences.

Collections Care:

- Identify and negotiate loans with artists, galleries, museums, and private institutions.
- Monitor environmental conditions within museum buildings.
- Where appropriate, commission conservation on items in Wirral Museums collections.
- Have oversight of collections research, contributing directly where it supports exhibition development and interpretation.
- Ensure due diligence on provenance and work values where required.
- Support the exhibitions programme through talks, tours, events and other public programmes for a variety of audiences.
- Propose individual items for acquisition or areas for collection development, in line with the Collection Development Policy.
- Support the Museums Manager in the strategic planning for the Service and preparing Accreditation documentation.
- If required, act as courier for items from Wirral Museums collections, overseeing transport and handling while on loan.
- Contributing to audits as required.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.
- Deputise for the Museums Manager when required.
- Undertake any specialist and/or general training as required by the post.
- Respond as practicable to emergencies affecting Wirral Museums collections on all sites.



Role Specific Knowledge, Experience And Skills

Qualifications

- Relevant degree or equivalent
- Desirable post graduate qualification in Museums Studies or relevant subject.

Knowledge & Skills

- Practical experience of developing and delivering successful exhibitions.
- Knowledge and understanding of Arts Council England's Accreditation Scheme.
- Knowledge of SPECTRUM standards for museum documentation.
- Practical knowledge of collections management including storage, documentation and conservation.
- Practical knowledge of collections management software.
- Knowledge of loan agreements and requirements.
- Knowledge of Decorative Arts.
- Excellent verbal and written communication.
- Excellent IT skills.
- Willingness to learn about Wirral Museums collections.

Experience

- Experience of working across teams, including managing technicians to install exhibitions.
- Experience of working with a diverse range of community groups to deliver and create exhibitions.
- Experience of planning / delivering talks and events across a team.
- Experience of staff and volunteer management.
- Experience of using a collections management system.
- A track record of securing external funding for projects.

Additional Information

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Moving or handling heavy loads.
- Working at heights.
- Working with vibrating equipment / tools.
- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Samantha Howes, Musuems Manager

Date Of Approval: 15th March 2024

