

JOB DESCRIPTION



Job Title	Assistant Curator, Design and Digital	Duration	Permanent
Division	Collections Division	Hours/FTE	36hrs
Dept	AAPD	Salary	£25,070 - £27,855
Reports to	Senior Curator, Design and Digital	Direct Reports	N/A

Context

The V&A is the world's leading museum of art, design and performance. The V&A's Collections Division comprises six curatorial, research, and conservation and collections care & access teams. The curatorial departments are Asia; Art, Architecture, Photography and Digital; Decorative Arts and Sculpture; and Performance, Furniture, Textiles and Fashion. The staff in these teams are at the heart of the founding purpose of the museum: to care for, research and develop the collections, to exhibit them to the public, to make them available for study and research, and to broaden access to the collections.

Main Purpose of job

This is one of two Assistant Curator posts that sit in the Art, Architecture, Photography and Design (AAPD) Department. As such, the main purpose of the job is to provide curatorial support in the development, care of, documentation and research, presentation and interpretation of a part of V&A's Collection, in this case AAPD. Assistant Curators spend a significant portion of their time working on object-related activity that pertains to the care and display of collections, maintaining documentation and developing interpretation to allow for their presentation to wide audiences.

As a member of AAPD Department, the postholder will also play a role in the wider work of the V&A, contributing to policy, projects and public programmes and supporting fundraising and income generation. Assistant Curators also play a role in their relevant department and will be part of the community supporting the museum's scholarship in the AAPD Department. In short, this is a wide-ranging role in which the postholder will be able to develop their skills in all aspects of museum curation.

Key Responsibilities

Deepening Knowledge
Demonstrating interest in curatorial specialism in one area of the V&A's collections of Design and Digital and enthusiasm for learning from the work of established specialists; applying intellectual curiosity and critical thinking to developing knowledge of contexts for objects and collections and stories they might tell
Developing understanding of the Museum collections management systems and documentation and their research potential
Developing understanding of the range of scholarship in the specialist field; developing personal links with colleagues in regional and international museums

Collecting
Developing understanding of Museum collections management processes
Supporting the development of acquisition proposals; processing the integration of acquisitions into the collections
Extending knowledge of collections through day-to-day handling of objects; taking responsibility for object movement and appropriate documentation; assisting with programmes of improvement to collections care; developing awareness of museum ethics
Developing knowledge of documentation in the department; undertaking cataloguing, documentation and digitisation of collections; assisting in the production of labels and interpretation; devising efficient ways to organise information and make it accessible to others
Contributing to loans in and out programmes by tracking, checking and undertaking courier duties, as required
Dealing with routine enquiries and assisting in providing access to objects in reference collections and study rooms; supervising visitors
Presenting and interpreting collections
Participating in the development of permanent and temporary displays, using subject and collections knowledge; checking galleries and organising relevant maintenance in collaboration with Conservation and Collections Care & Access
Participating in the development of exhibitions as required
Participating in the development of material for publication in print and online; broadening understanding of how to enhance the museum's reputation through strong narratives and engaging storytelling; contributing to photography and digitisation programmes
Collaborating with colleagues in Learning on the development of their programmes; contributing content as required
Representing V&A through participation in professional and social networks and visits
Innovating
Understanding museum policies, strategies and priorities and contributing to the development of new policies and plans as required; developing awareness of developments and changes in the wider museum community
Understanding the suite and scope of museum projects and public programmes and contributing as required
Contributing to National and International programmes and partnerships as required
Developing knowledge of potential funding sources and relevant prospects and donors and assisting in the development of funding bids in collaboration with V&A colleagues; supporting the Department's engagement with prospects, donors and other funders
Team playing and achieving
Playing an active role in the communities of participation across all the curatorial teams
Monitoring and tracking spending in agreement with line manager
Assisting with the supervision of any volunteers or interns supporting curatorial work to ensure their contribution is focused and recognised
Ensuring familiarity with relevant legislation (Access, health and safety, GDPR, FOI) and committing to good practice and adherence to V&A policy
Undertaking projects or responsibilities as delegated by senior colleagues which will change from time to time

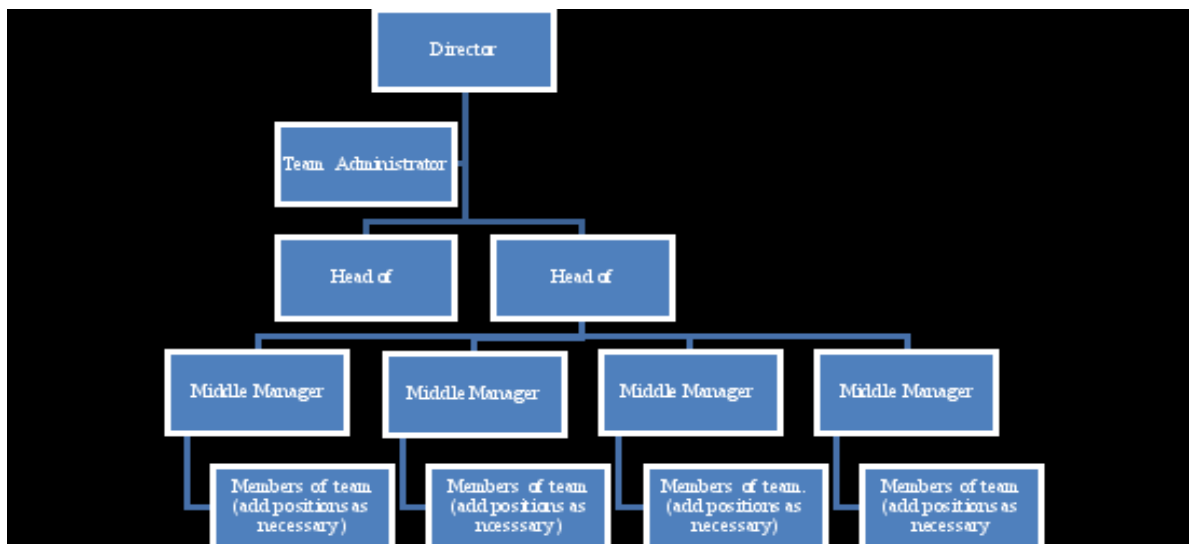
The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are

commensurate with this role

PERSON SPECIFICATION

Job Specific	Demonstrable relevant learning from work experience, study or external interest which can be applied to the role of an Assistant Curator.
	A demonstrable knowledge or interest in Design and Digital, particularly product design or digital art
	A demonstrable interest in, and enthusiasm for telling stories about collections through temporary and permanent collection displays, exhibitions, publications, learning and engagement. A track record of having contributed to displays and/or exhibitions, or equivalent experience. Responsiveness to opening up the collections to a broad audience, including non-traditional users
	Ability to communicate knowledge of specialist field to a range of audiences while maintaining high scholarly standards; good writing skills, with sound knowledge of English grammar and syntax
	Excellent interpersonal skills and a diplomatic manner; ability to collaborate as part of a team, to progress a variety of projects simultaneously and to work flexibly and calmly under pressure
	Practical and organisational skills: meticulousness, a keen attention to detail in all aspects of work, particularly record keeping; experience of handling materials with care and sensitivity to their physical properties
	Highly motivated and able to demonstrate initiative. Good time management skills. An ability to set priorities, manage a number of tasks concurrently and function with limited supervision.
Core Skills	Excellent standard of written and spoken English and numerical ability
	Experience of communicating clearly, with the ability to adapt your communication style for different groups
	The ability to use MS Office and other relevant IT systems as appropriate for the role.
	Demonstrates flexibility and the ability to manage multiple tasks
Behaviours	<p>Respects others' expertise, time, perspectives and contribution.</p> <p>Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes</p> <p>Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and, engaging way.</p> <p>Choose Item</p>
Desirable	

Position in the team



Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.

