

**JOB DESCRIPTION**  
**Vacancy Ref: N2022**

**Title:** Assistant Curator  
**Department:** Lancaster Arts  
**Directly responsible to:** Curator  
**Grade:** 4 (Fixed Term)

**Contacts**

**Internal:** *LA colleagues, Student Volunteers, Facilities, Technical Team, Great Hall Porters and other staff from across the University (Student Union, researchers and academics)*

**External:** *Artists and exhibitors, agents and gallerists, press and media, gallery visitors, community groups, education institutions such as schools, early years settings*

**Lancaster Arts: Where ideas, people and creativity connect**

Lancaster Arts (LA) is a distinctive combined arts organisation in the North West of England. We are based at the Lancaster University campus, and our venues include the Great Hall, Nuffield Theatre and Peter Scott Gallery as well as sites off campus. Lancaster Arts has an acclaimed reputation for the presentation, creation and development of innovative contemporary work and works within an Arts Strategy for the University that places art and creativity at the heart of the institution. We are proud of our artist development programme, which supports and features artists at all stages of their careers. We also develop and lead on bespoke projects that connect to overarching themes in our work and respond to regional and local needs.

We host a wide spectrum of events and participatory opportunities across theatre, dance, music, visual art, live art, circus, spoken word and comedy and work with partners locally, regionally and internationally. We are committed to working in close partnership with internal and external partners (e.g Ruskin Library, local arts organisations) through delivering joint projects to realise our values and achieve our goals.

The Lancaster Arts team is committed to the development, production and presentation of artistic work of the highest calibre, ensuring that it reflects and speaks to the lives of our audiences, participants and artists. This commitment requires the whole team to be engaging with all stakeholders on a regular basis to enable a relevant and responsive programme and engage with artistic work across the region. We are keen to ensure a broad range of public access points are provided throughout our work. All team members are advocates for Lancaster Arts and how the arts and higher education can work together seamlessly for the benefit of society and the values that working in the arts brings to other disciplines, public services and civic agendas. Although roles in the organisation fall into primary functions such as administrative, managerial, operational and artistic, all members of the team integrate all of these aspects into each specific role, bringing initiative, leadership and creativity into the ways we work together.

**PURPOSE OF POST**

To support the curation, development and day to day delivery of the Lancaster Arts (LA) visual arts & collections programme in the Peter Scott Gallery, across the Lancaster University campus and wider afield, wherever exhibitions may be situated.

## **MAJOR DUTIES**

- To support the curator in the development and delivery of the visual arts programme (exhibitions, collections projects and events)
- To support and coordinate operational activity, including the day to day running of the gallery; supporting the planning, administration and delivery of exhibitions, visual art projects and events
- To liaise with artists, partners, galleries, volunteers and funding stakeholders, as necessary
- To act as key liaison for the delivery and development of specific programmes with internal partners, such as Tuesday Talks with LICA
- To coordinate volunteer support in the Gallery in tasks such as invigilation and collections care

## **Collection**

- To work with the University and Curator to maintain a high standard of upkeep of the university's collection
- To support the Curator in the management of the University art collections and accreditation processes, working with the University to ensure appropriate conservation e.g. storage and preventative conservation
- To administer loans, ensuring proper care and management of the collection, support new acquisitions and maintain and update documentation using the gallery CMS (Modes)

## **Artistic**

- Contribute ideas as an active member of the Programming Team, with a specific focus upon the visual arts and collections programme

## **Financial and Management**

- To work with the Curator to regularly monitor budgets for visual art & collections programme, submitting monthly budgets to the Senior Leadership Team
- Support the Volunteer Development programme where this is a part of the delivery and development of the visual arts & collections programme
- Coordinate and oversee volunteer support in the Gallery in tasks such as invigilation and collections care
- Be a member of the Communications team, contributing to overall marketing of the visual arts & collections programme to ensure alignment and complementarity with the LA Communications strategy and brand guidelines

## **General**

- Be a champion for the Creative Case for Diversity of Arts Council England to ensure best practice through a proactive approach to equality, diversity and inclusion
- Engage/ see/ participate in a selection of Lancaster Arts programming very season (ticketed shows, commissions, etc) as part of general team support
- As there is occasional contact with externally supervised children and young people, a DBS (Disclosure and Barring Service) certificate is advisable
- To act as key liaison with children and young people's regional networks and visual arts networks, as required by Curator and Senior Leadership Team
- Willingness to undertake some out of hours work during weekends and evenings.
- Undertake any professional development or other duties commensurate with the grade and as reasonably requested by the Director/ Senior Leadership Team