

**PERSON SPECIFICATION
Assistant Curator
Vacancy Ref: N2022**

Criteria	Essential/ Desirable	Application Form / Interview *
Experience and working knowledge of the day to day needs of a public facing art gallery	Essential	Application Form/ interview
Experience of liaising with artists in the delivery of an exhibition/installation	Essential	Application Form/ interview
Knowledge of arts and cultural sector with an understanding of contemporary arts practices	Essential	Application Form/ interview
Experience of working in a public facing venue with a good understanding of what is necessary for a high quality audience experience	Essential	Application Form/ interview
Understanding of the operational needs of the maintenance of an art collection	Essential	Application Form/ interview
The ability to communicate information in a gallery setting to a broad range of internal and external stakeholders (both written and oral)	Essential	Application Form/ Interview
Experience and confidence in working within a mutli disciplinary team	Essential	Application Form/ Interview
Experience of using a range of Microsoft Office packages including the use of Excel and Word	Essential	Supporting statement/ interview
Commitment and understanding of a combined arts organisation working with artists across all artforms	Desirable	Application Form/ interview
Keen interest in and experience of museums and collections care, especially within the context of contemporary arts programmes.	Desirable	Application Form/ interview
Experience and understanding of CMS (Modes) software	Desirable	Supporting statement/ interview

Exoerience and understanding of working with social media to communicate an arts programme to a broad audience	Desirable	Supporting statement/ interview
Expeerience of monitoring budgets and report writing	Desirable	Supporting statement/ interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.