

**PERSON SPECIFICATION**  
**Assistant Curator**  
**Vacancy Ref: N2829**

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

Experience of monitoring budgets and report writing	Desirable	Supporting statements / Interview
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- **Application Form** – assessed against the application form, curriculum vitae, and letter of support. Normally used to evaluate factual evidence (e.g. award of a qualification) and will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet each of 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.