**PERSON SPECIFICATION**

**Assistant Curator  
Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements / Interview \*** |
| 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 |

* **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.