

## JOB DESCRIPTION

<b>Job Title:</b>	Curatorial Assistant Doctoral Placement Student
<b>Department / Unit:</b>	Library, Learning Support and Culture division (Student & Academic Services directorate)
<b>Job type</b>	Casual
<b>Grade:</b>	Grade 5 - £ 14.71 per hour (plus one additional hour holiday pay for every eight hours worked)
<b>Accountable to:</b>	Head of Cultural Services
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>As part of the university's Cultural Services Team, the Curatorial Assistant Doctoral Placement Student will be introduced to a broad range of curatorial practice, from operational aspects of collections documentation and management to museum interpretation and public engagement. They will have the opportunity to undertake research on artists and artworks in the collection, creating content to share online and add to our databases. They will contribute to ongoing work around exhibition planning, acquisitions and loans, volunteering, digital asset management and the presentation of collections online. The role holder will also be introduced to the role of University art collections in teaching, outreach and widening participation and engage with questions of accessibility, diversity and inclusion.</p> <p>As part of a small team, this role offers scope to build broad-based experience and a comprehensive understanding of curatorial practice and collections management. Training will be provided by the Head of Cultural Services (University Curator) and Art Collections Officer. Applications are welcomed from students of any discipline. There will be a requirement to be on campus to undertake the placement, with limited remote working by arrangement. The post will require an ability to lift solander boxes and may include moving heavy or bulky items.</p>	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. Support the general operation of the Art Collection Service, including the public opening of the Picture Gallery and Exhibition Space.</li> <li>2. Work on public engagement activities including delivering talks on the collection, supporting events, and assisting the Head of Cultural Services and Art Collections Officer with teaching commitments.</li> <li>3. Research the collection and develop artist profiles for the collections management database, Ke Emu.</li> <li>4. Review and contribute to the development of a new structure for the storage and preservation of digital assets and collections.</li> <li>5. Use specialist equipment to digitise art collections.</li> <li>6. Improve collections documentation processes including updating historic curatorial,</li> </ol>	

loan and exhibition files and object location records.

7. Contribute to conversations around the restructure the Cultural Services' online presence, which may include editing and the production of new material for the website and social media.
8. Attend regular Cultural Services team meetings and, where relevant, work with colleagues across the Library Service.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues across Library Services
- Professional Services colleagues, including others within Student & Academic Services
- Students
- Academics
- External networks and contacts, e.g. suppliers and other university libraries

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b> Enrolled as a current doctoral Royal Holloway student  Knowledge of accessibility and access requirements  Knowledge relevant to Royal Holloway art collections	E	D  D
<b>Skills and/or Abilities</b> Good written communication skills  Good verbal communication skills  Attention to detail  Research skills and the ability to distil and communicate research findings in a clear and accessible way to both academic and non-academic audiences  IT skills – competence in MS Office, use of databases, internet, email, social media	E  E  E  E	
<b>Experience</b> Experience of web editing or another more advanced IT skills  Experience of working in a team and independently  Previous experience of study or working with art collections or in a museum/gallery	E	D  D
<b>Other requirements</b>  Enthusiasm and commitment to providing a professional service for visitors	E	