**Job description**

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| **Job title:** | Senior Curator – York Art Gallery | | |
| **Department:** | Public Engagement, Collections and Curatorial Services | **Contract:** | Permanent |
| **Reporting To:** | Head of Public Engagement, Collections and Curatorial Services | **Hours per week:** | 37 |

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| **1. Job purpose**  To lead the curatorial and collections staff based at York Art Gallery in their care, development, interpretation, management and research of the collections on display and in storage. To guide and ensure the delivery of curatorial projects, exhibitions and displays that are visitor-focused and build the reputation of York Museums Trust with collectors, partners, stakeholders, and professionals |

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| **2. Dimensions**  **Budgets and financials**  Responsible for dedicated curatorial site budget up to £25,000 and for the joint management and administration of shared curatorial budgets up £40,000, including managing budgets as seed and match funding for grant applications and fundraising campaigns for acquisitions and conservation projects  Responsible for spend against temporary exhibition budgets up to £100,000  Support the development of planned capital developments in line with York Museums Trust’s business and operational plans  **Public programme**  Lead the team in, and ensure the delivery of, a rolling programme of around 10 temporary exhibitions per annum and rotated permanent displays  **Line Management**  Line manage Curator of Fine Art and Curator of Ceramics, including carrying out annual reviews, setting work plans and objectives, and ensuring CPD for team members  Co-ordinate and supervise freelance curators, project staff and technicians  Supervise interns and student placements |

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| **3. Principal accountabilities**  **Collections management and development**  To ensure that collections are developed, managed, and documented to the appropriate sector standards and YMT internal policies  To support access to collections through digital, physical, and intellectual means including loans out, volunteer activities, online projects, and research programmes  **Programming and interpretation**  Ensure the development of a dynamic public programme at York Art Gallery, engaging visitors, driving footfall, drawing on and enhancing the knowledge and expertise of the curatorial team, and developing audience understanding and enjoyment of our collections  Deliver innovative, visitor-focused temporary exhibitions and displays with lively and accessible interpretation  Deliver talks and tours, about the gallery, its collections, and linked research, to a range of audiences, both on and off site  **Advocacy**  To be an advocate for York Museums Trust by taking a lead with key organisations locally and regionally as well as within the sector nationally and internationally  **Research**  Develop and implement a strategy and plan for ongoing research on the [input site] collections that has a measurable public output to defined target audiences  Be research active, undertaking own work linked to exhibitions and collections, publishing in exhibition catalogues and other formats as appropriate and possible  Maintain and further effective partnerships with Higher and Further Education organisations, individual academic contacts, and other institutions for the purposes of research  **Partnerships**  Liaise with the Friends of York Art Gallery and its members to ensure the delivery of joint projects that are effectively prioritised and mutually beneficial  Develop effective partnerships with organisations including national museums and specialist networks  **Fundraising**  Seek and secure funding through applications to Trusts and Foundations, as well as asks to businesses and private individuals, in order to increase resources available for public programmes, acquisitions and collection management  **Equality and diversity**  To promote and develop equality and diversity in line with YMT Equality Statement  **Other duties**  Other duties may be required from time to time which are consistent with the grading of this post |

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| **4. Key performance measures**  **Curatorial measures**  Collections and Curatorial Team plan developed in line with York Museums Trust’s organisational strategy and plan, and delivered through working with Curatorial Management Team  York Art Gallery Curatorial Team plan developed and delivered effectively and efficiently  **Organisational Key Performance Indicators**  People management  Collections management  Exhibitions and programming  Research  Fundraising |

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| **5. Knowledge, skills, experience and behaviours**  **Knowledge**   * Degree in appropriate subject * Postgraduate qualification, or equivalent experience * Significant experience of managing collections * Knowledge of documentation systems and conservation issues for fine art, decorative art, and ceramics collections * Expert knowledge of at least one of fine art, decorative art, and ceramics with specialist interests relevant to the York Art Gallery site and collections   **Skills**   * Ability to take initiative, supervise, lead, and motivate people, providing ongoing direction and support, communicating organisational priorities * Ability to set objectives for self and team members, monitoring performance against them * Excellent communicator able to speak easily in public * Problem-solving skills * Research skills * Project and budget management skills * Team management and development skills, with an ability to identify skills gaps, training needs, and develop succession plans * Well-developed ICT skills for documentation, presentation, and office tasks * YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:   + Digital recording – e.g. photography, sound, video   + Social networking – e.g. twitter, Facebook   **Experience**   * Significant experience of exhibition development, delivery and project management, working with external contractors * Project management experience and demonstrable track record on significant projects * Experience planning and managing budgets * Significant experience of collections’ management and documentation * Experience of working with volunteers   **Behaviours**   * Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role * Actively engaging in Continuous Professional Development for self and others * Strong commitment to collections’ interpretation and their ability to engage and stimulate audiences * Flexible attitude towards performing tasks * Proven team player |

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| **6. Key relationships**   * Chief Executive * Head of Collections and Curatorial Services * Senior Leadership Team * Senior Curators of York Castle Museum and the Yorkshire Museum * Registrar * Curator of Fine Art * Curator of Ceramics * Assistant Registrar * Facilities Manager * Digital Team * Volunteers Manager * Learning Manager |

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| **7. Organisation chart** |