

# The Courtauld

## Job Description

<b>Job title</b>	<b>Curator of Contemporary Art: Exhibitions and Projects</b>
<b>Department:</b>	<b>Gallery</b>
<b>Reports to:</b>	<b>Head of the Courtauld Gallery</b>
<b>Grade:</b>	<b>7</b>
<b>Working hours:</b>	<b>Full-time</b>
<b>Effective date</b>	

### Job purpose

- To champion contemporary art within the Gallery and The Courtauld more widely
- To develop and curate important original exhibitions of contemporary art in the Gallery, raising the profile and extending the reputation of the Gallery in this area.
- To commission works of contemporary art for the Gallery's programmes
- To contribute to the programme of displays and special projects in the Gallery, and to work with external partners.
- To advise on the development of the collection in the fields of later 20<sup>th</sup> century and contemporary art.

### Main duties and responsibilities

#### Exhibitions and Engagement

1. To contribute to the Gallery's programme of exhibitions, developing and delivering important new exhibitions of contemporary art and helping to diversify the Gallery's programme
2. To work closely with members of the Gallery team and other departments of The Courtauld on project development and delivery, and to maintain relevant documentation
3. To work with the faculty and other colleagues to develop exhibition proposals
4. To be responsible for exhibition-related publications and to collaborate on exhibition events and activities
5. To contribute to the programme of displays and special projects in the Gallery
6. To identify and develop opportunities for The Courtauld to work with partners off-site and online, extending its reach and engaging new audiences
7. To maintain networks, including with artists, galleries, collectors and others, contributing to the vitality of The Courtauld's relationship with the wider contemporary arts community
8. To help devise and deliver initiatives to ensure that the Gallery meets its aims to engage a wide and diverse community

#### Research, collaboration and teaching

9. To undertake and publish research in a specialist field, contributing to The Courtauld's submission to the Research Excellence Framework

10. To generate and pursue opportunities for the selective development of the collection, and to support the acquisitions process as relevant
11. To work across departments, including with the faculty, increasing collaboration and helping to strengthen and project The Courtauld's engagement with contemporary art
12. To be the lead for the Gallery's engagement with The Courtauld's taught curating programmes and initiatives
13. To actively support the teaching activities of The Courtauld, and to engage students with relevant projects and opportunities in the Gallery
14. To help the Gallery to meet the objectives of its Research England HEMG funding
15. To contribute to public engagement activity organised by The Courtauld, collaborating with the Research Forum and other departments
16. To contribute where appropriate to the work of the Public Programmes Department
17. To participate in international specialist networks, contributing to The Courtauld's reach and reputation for excellence

### **General**

18. To contribute to the curatorial life of the Gallery, participating in relevant groups and discussions
19. To act as courier when required for works in any part of the Gallery's collection
20. To support the work of the Development Office, including the Friends programme, as appropriate
21. To help supervise volunteers, interns and technical staff, including for occasional projects such as exhibitions and redisplay
22. To act in accordance with all Courtauld policies and procedures including Equality and Diversity and Health and Safety, at all times
23. To undertake any other duties and responsibilities which are commensurate with the level of this role, as required

A job description will change and evolve over time and this job description can be updated to adapt to the changing needs of department / organisation, in line with the grade of the role.

**Person Specification – Curator of Contemporary Art: Exhibitions and Projects**

Criteria (examples are provided below, please adjust criteria's according to the role).	Essential	Desirable
<b>Qualifications or equivalent</b>	<ul style="list-style-type: none"> <li>• PhD in the history of art or equivalent</li> <li>• A minimum of 5 years curatorial experience</li> </ul>	<ul style="list-style-type: none"> <li>• In a museum or public gallery setting</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• An in-depth knowledge of contemporary art, its historical contexts and its curation.</li> <li>• A track record of developing and delivering successful exhibitions and projects in modern and contemporary art, combining scholarly rigour with ambition, creativity and imagination.</li> <li>• Experience of working with artists and working in partnership</li> <li>• A record of original research and publication</li> <li>• Substantial experience of public engagement</li> <li>• Experience of donor and stakeholder relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of commissioning works of contemporary art for exhibition or display</li> </ul>
<b>Planning and Organisation</b>	<ul style="list-style-type: none"> <li>• Experience of project management</li> <li>• Ability to use initiative, effectively manage own time and work with minimal supervision</li> <li>• Excellent organisational skills,</li> </ul>	

	with the ability to plan and prioritise work in order to meet deadlines and achieve objectives	
<b>Problem solving and initiative</b>	<ul style="list-style-type: none"> <li>• Ability to respond to problems with flexibility and resilience, identifying solutions and taking initiative.</li> </ul>	
<b>Leadership, Management and Team work</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> <li>• An inclusive and collaborative approach to working with colleagues and external partners</li> <li>• Knowledge and experience of effectively managing and developing a team</li> </ul>	
<b>Research</b>	<ul style="list-style-type: none"> <li>• Excellent research and presentation skills</li> </ul>	
<b>Teaching</b>		<ul style="list-style-type: none"> <li>• Experience of working with students at the undergraduate and postgraduate levels</li> </ul>
<b>Communication skills</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and writing skills, with the ability to communicate fluently and effectively with a wide variety of audiences, including specialists, students and members of the public</li> </ul>	
<b>Information Technology Skills / Digital Media</b>	<ul style="list-style-type: none"> <li>• Experience of digital and online public engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working with Collections Management Systems</li> </ul>