

Job Title	Assistant Curator
Reports to:	College Administrator, but works closely with the Curator
Salary rate:	£17,500, FTE £28,000 This post is fixed for two years in the first instance.
Location:	Murray Edwards College, University of Cambridge
Hours:	Part-time – 22.5 hours per week (normal days are Monday, Tuesday and Thursday)
Working environment:	Mainly office based, including tours of the College, occasional local or regional travel.

The Women's Art Collection

The Women's Art Collection at Murray Edwards College, University of Cambridge is one of the largest and most significant collections of modern and contemporary art by women. Established in 1986 with the acquisition of a series of works by the leading American artist Mary Kelly, it now numbers over five hundred paintings, works on paper, photographs and sculptures which are on display throughout the College and its gardens.

The aim of the Women's Art Collection is to champion artists who identify as women, to give them visibility and a voice, and promote their work within the ethos of an academic college for women dedicated to gender equality. An Arts Council accredited collection it is publicly accessible and free to visit.

Responsibilities

The main responsibilities of the post are to:

- Support the Curator in delivering the Collection's strategic plan.
- Support the Curator with collections management.
- With the support of the Curator, deliver one exhibition, and associated public programme, per year.
- Liaise with students to support interaction with the Art Collection, including supporting student programming.
- Provide tours of the Collection and exhibitions.
- Website and database management; writing accessible copy for labels and the website
- With the support of the Head of Communications and the Curator, oversee the newsletter and social media accounts.
- Coordinate and oversee contracted art technicians and volunteers, as appropriate
- Any other duties appropriate to the role.

Requirements

Knowledge and experience

- Experience of the art world, for example, through experience working in a gallery or museum, or by having completed an academic course on art curation.

Personal skills

- Excellent written and verbal and social communication skills
- Solid organisational and administrative abilities
- Good team-working skills
- Ability to liaise well with a range of roles within the College, from organisational and departmental leaders to students
- Ability to build rapport quickly with internal and external stakeholders and with visitors to the College
- Attention to detail
- Energy, flair, adaptability and a willingness to learn

Terms and Conditions

Normal hours of work for this post are 22.5 hours per week. Overtime will not normally be paid but time in lieu may be taken. There will be a need occasionally to attend evening and weekend events and meetings.

Benefits: Staff are entitled to participate in the College's contributory pension scheme. There are free lunches on days at work when College kitchens are open, parking during working hours and use of College sports facilities.

As this is a part-time role, there will be 15 holiday days per year plus any bank holidays that fall on a normal working day.