Job Title: Part-Time Art Assistant (Maternity Cover to 31 March 2019) 15 hours a week

Reports to: College Administrator

Salary rate: Pro-rate salary of £7,800pa (equivalent to £19,500 FTE). College band 7

Location: Murray Edwards College, University of Cambridge

Hours: Part-time – 15 hours per week (hours flexible and subject to discussion)

Working environment: Mainly office based, including tours of the College, occasional local or regional travel.

Main functions of post

The New Hall Art Collection ([www.art.newhall.cam.ac.uk](http://www.art.newhall.cam.ac.uk)) is an internationally recognised collection of contemporary art by women which is owned by Murray Edwards College in the University of Cambridge. The 550 works in the Collection are displayed all round the modern buildings of the College. The Collection has full Arts Council Accreditation, and significant parts are open to the public on a daily basis. The aims of the Collection are:

- To be a collection of international quality and interest of works by women artists, reflecting the ethos of the college as a place of outstanding education for women.
- To inspire those who live and work in the College and to stimulate an understanding and appreciation of the social, political, cultural and intellectual aspects of art.
- To provide access to important art by women for local, national and international individuals and groups.

The Art Assistant will support the College Administrator to cover the role of the Curator whilst she is on maternity leave.

Responsibilities

The main responsibilities of the post are to:

- Manage events related to the Art Collection and exhibitions
- Provide tours of the Collection and exhibitions
- Support the College Administrator with website and database maintenance
• Undertake day to day care of the Collection (Managing correspondence, Liaising with artists, donors and visitors, Undertaking checks on the collection, Liaising with College staff)
• Oversee the work of contracted art technicians and volunteers, as appropriate
• Work with the Head of Communications on communications about and press coverage of the Art Collection by specialist and non-specialist media, including social media communications.
• 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 15 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 10 holiday days per year plus any bank holidays that fall on a normal working day.